



THE SAFE SIX: WORKPLACE READINESS ESSENTIALS

PREPARE THE BUILDING

Cleaning plans, pre-return inspections, HVAC & mechanicals checks

- Ensure safety of all workers
- Ready Mechanical, HVAC, Fire/Life Safety systems
- Clean with products from approved lists from governing authorities
- Ensure compliance with owner/Landlord requirements policies
- Engage vendors in back-to-work plan
- Review and prepare plans regarding changes to cleaning scope or any additional services
- Ensure all inspections, remediations, repairs and communications are complete before reopening

PREPARE THE WORKFORCE

Policies for deciding who returns and when; employee communications

- Mitigate anxiety of returning to the workplace through change management planning and communications
- Consider why people can benefit from returning to work
 - Productivity from proximity to colleagues; socialization; amenities; and work tools & resources
- Consider why people can benefit from continued WFH
 - Health and family priorities; reduced commute time; technology enable WFH without loss of productivity
- Develop and execute detailed plan on how to return to work
- Advise on alternate means of safe commuting
- Prepare and post reminders of social distancing and cleaning protocols

CONTROL ACCESS

Protocols for safety and health checks, building reception, shipping/receiving, elevators, visitor policies

- Control the entry points including deliveries
- Reconfigure gathering and lobby areas for social distancing
- Install plexiglass shields as appropriate
- Clearly communicate building protocols through signage and floor markings
- Consider temperature screening
- Provide sanitizer, wipes, PPE as appropriate
- Disable touchscreens

CREATE A SOCIAL DISTANCING PLAN

Decreasing density, schedule management, office traffic patterns

- Consider phasing based on roles and priorities, including temp workers if needed
 - Alternate work weeks in the office and WFH
 - Staggered arrival/ departure times
 - Enable teams to negotiate their own 'in-office' schedules
- Introduce planning to support social distancing / 6 ft. office protocols
- Monitor space usage
- Specify seating assignments for employees to ensure staff adheres to minimum work distances
- Redesign spaces, alternate desk/chair use, etc., for social distancing
- Add panels between desks including height adjustable panels for sit/stand desks
- Enforce stringent cleaning protocols for shared spaces
- Reduce capacity of spaces – remove some chairs from large conference rooms
- Prohibit shared use of small rooms and convert them to single-occupant use only
- Designate and signpost the direction of foot-traffic in main circulation paths

REDUCE TOUCH POINTS & INCREASE CLEANING

Touchless ingress/egress, clean desk policy, food plan, cleaning common areas

- Maintain enhanced. Cleaning and disinfecting practices
- Supply disinfectants near or on each desk or work area, particularly those that are shared
- Remove food/ beverages – consider restocking with single service items
- Enable DIY cleaning through hand sanitizer, disinfectant wipes, and other such products
- Sanitize ALL workspace areas
- Limit in person meetings
- Consider low-touch or no-touch switches, doors, drawers and other fittings
- Remove high-touch shared tools such as whiteboard markers, remote controls, etc.
- Institute a clean desk policy
- Create secured, designated storage areas for personal items
- Designate a specific enclosed room to isolate any persons identifying themselves with symptoms

COMMUNICATE FOR CONFIDENCE

Recognize the fear in returning, communicate transparently, listen/survey regularly

- Ensure leadership alignment on re-entry
- Establish two-way communication
- Ensure a trusting and transparent culture
- Clearly set employee expectations, with an emphasis on making them feel secure
 - Return to work/WFH policies and incentives
 - Guest and visitor policies
 - Employee travel policies
 - HR policies regarding illness, support for caregivers, etc.

Healthy Habits to prevent COVID-19:

Avoid close contact
Stay home when you are sick
Avoid touching your eyes, nose or mouth
Follow CDC's recommendation for **using a facemask**
Cover your nose and mouth
Clean your hands
Practice other good health habits