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Safe Actions For Employee Returns



Office Reopening

The following provides an outline of suggested steps to take in order to safely reopen an office workplace after it has been closed due to the COVID-19 pandemic.

Six Essential Steps for Reopening

1. Prepare the Workplace

- Identify locations where workers commonly gather in large numbers and/or in close proximity.
- Identify potential high-touch surfaces, zones, or areas.
- Cleaning plans
- Pre-return inspections and maintenance HVAC and mechanical checks

2. Prepare the Workforce

- Mitigating anxiety
- Policies for deciding who returns, how and when
- Employee communications

3. Control Access

- Creating protocols for health and safety checks
- Building reception/Workplace entries
- Shipping and receiving
- Elevators
- Visitor policies



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- 4. Create a Physical Distancing Plan**
 - Decreasing density
 - Schedule/shift management
 - Office traffic patterns

- 5. Reduce Touchpoints and Increase Cleaning**
 - Opening doors
 - Clean desk policy
 - Food/vending plan
 - Cleaning common areas

- 6. Communicate for Confidence**
 - Recognizing the fear in returning
 - Communicating transparently
 - Listening and surveying regularly

How to Prepare the Workplace

Entrances/Entry Gates

- Reduce the number of entrances (while maintaining code compliance) and introduce pre-entry screening protocols
- Install floor markings for safe distancing in waiting areas

Reception

- Disable/decommission/remove registration kiosks/touchscreens
- Use non- or reduced contact means to identify workers and visitors
- Distribute PPE to building guests in a contactless manner

Signage

- Install signage at relevant locations in the entry and exit sequences
- Explain building access rules and other protocols, such as how occupants use and move in the building

PPE and Cleaning

- Provide receptacles for discarded PPE
- Review existing cleaning guidelines and adjust as needed for paths of travel/touch areas



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Preparing Common Areas

Signage

Add floor markings to direct foot traffic

Install signpost(s) in queuing areas to facilitate safe social distancing

Casual Gathering Spaces

Rearrange or remove furniture to promote physical distancing

Exchange fabric upholstered furniture for materials more easily cleaned (or cover fabric furniture with a surface more easily cleaned)

Food Service Amenities

Consider instructing employees and visitors to think ahead and bring their own food that does not require refrigeration.

Offer pre-packaged foods only

Reduce self-service access to foods

Consider use of single-use, disposable materials where appropriate

Fitness Facilities

Temporarily close fitness facilities, or

Rearrange equipment and require use of facial coverings and ensure necessary cleaning protocols are in place

Phased Reopening Plan

Phased Approach to Balance Distance & Density

