

4 Steps to Keep your Employees Safe

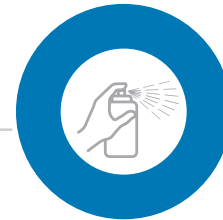
Getting back to the office is no small feat with lots of planning and preparation required. Here is a checklist of what you need to do to get your company ready when the time comes.



Step 1

Safety Planning and Preparation

- ☐ **Walk the facility and take an audit of your current physical environment**
- ☐ **Review existing policies that have been impacted:**
 - ☐ Travel (daily commuting and business travel)
 - ☐ Work from home and remote work
 - ☐ Leave of absence and job abandonment
 - ☐ Contagious disease (not just Coronavirus)
 - ☐ Privacy policies and processes for collecting medical information (if you plan on taking employee temperatures, etc.)
- ☐ **Incorporate up-to-date official health guidelines**
 - ☐ Review guidelines for your state
 - ☐ Review guidelines from global health organizations
 - ☐ World Health Organization
 - ☐ Center for Disease Control
- ☐ **Refresh employee guidelines and handbooks**
- ☐ **Create a plan that has a go-to strategy for dealing with contagious and infectious diseases**
- ☐ **Review the plan with senior leadership for buy-in**



Step 2

Sanitize and Organize

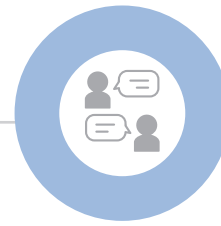
- ☐ **Review inventory for essential supplies**
 - ☐ Hand sanitizer
 - ☐ Gloves
 - ☐ Masks
 - ☐ Antibacterial soap and wipes
 - ☐ Disinfecting cleaner
 - ☐ Other
- ☐ **Establish an inventory management plan so you don't run out of supplies**
 - ☐ Set-up automatic refills through suppliers
- ☐ **Use technology to help monitor and control traffic flow**
 - ☐ Use your access control solution to maintain a safe building
 - ☐ Develop reports to help organize office capacity
- ☐ **Coordinate with building managers and staff**
 - ☐ Collaborate with the daily operations of your building
 - ☐ Ensure regular sanitization and cleaning of common use areas such as bathrooms, elevators, lobbies and garages
 - ☐ Develop new modes of operating high traffic areas like conference rooms and elevator capacities or restrict walking areas to ensure social distancing
 - ☐ Establish guidelines for ongoing sanitation management



Step 3

Social Distancing for the Professional Setting

- ☐ **Invest in the tools and capabilities to work remotely**
 - ☐ Hardware needs like laptops and monitors
 - ☐ Software requirements like access to company files
 - ☐ Communication tools for teams to work together
- ☐ **Minimize gatherings and group congregations**
 - ☐ New office capacity
 - ☐ Company-wide notifications
 - ☐ Reservations for those who will be going into the office
 - ☐ Conference and meeting room limits
 - ☐ Traffic flow into and out of the office
 - ☐ Common areas like kitchens, bathrooms and pathways from garage to office suite
- ☐ **Rethink desk and seating arrangements**
 - ☐ Plexiglass or separation requirements
 - ☐ Sanitation requirements
 - ☐ Cubicle sharing and desk equipment sanitization
- ☐ **Manage traffic flow around the office**
 - ☐ Create a new office flow
- ☐ **Develop appropriate signage**
 - ☐ At entryways
 - ☐ For common areas like bathrooms
 - ☐ Arrows and stickers on floor to help support traffic flow



Step 4

Share and Get Feedback

- ☐ **Encourage honest feedback and prioritize compromise**
 - ☐ Listen to employees
 - ☐ Adjust implemented policies and protocols accordingly as you receive feedback from those impacted
 - ☐ Keep it simple and adaptable - what works today may change tomorrow

While this checklist is by no means exhaustive, it's a way to think about how to get people back in the office.