

4 Steps to Keep your Employees Safe

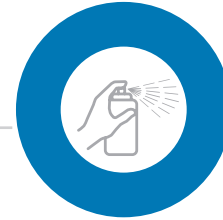
Getting back to the office is no small feat with lots of planning and preparation required. Here is a checklist of what you need to do to get your company ready when the time comes.



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

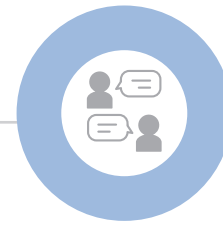
- Review inventory for essential supplies**
 - Hand sanitizer
 - Antibacterial soap and wipes
 - Gloves
 - Disinfecting cleaner
 - Masks
 - Other
- Establish an inventory management plan so you don't run out of supplies**
 - Set-up automatic refills through suppliers
- Use technology to help monitor 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.