

# A Practical Handout

## Back-to-Work Checklist

### ❑ Optimize your workplace

- ✓ Evaluate existing floor plans and data
- ✓ Evaluate new occupancy requirements
- ✓ Configure spaces with social distancing guideline
- ✓ Optimize and modify floor-plans
- ✓ Conduct employee moves and occupancy plans
- ✓ Run reports to validate your plans
- ✓ Install signage, hygiene stations, sanitation guides
- ✓ Communicate changes with employees

### ❑ Reconsider agile work structures

- ✓ Flex / rotating schedules
- ✓ Consider eliminating shared desks
- ✓ Telecommuting / Remote employees
- ✓ Modify space for new agile workspace

### ❑ Clean the workplace while employees are gone

- ✓ Shampoo/Replace carpets
- ✓ Steam-clean tile, wood, linoleum floors
- ✓ Remove grime and dust from air vents
- ✓ Wipe down walls
- ✓ Sanitize/Replace kitchen appliances
- ✓ Scour desktops, chairs, conference room tables
- ✓ Wash insides of windows

### ❑ Denote hygiene resources on floor maps

- ✓ Hand sanitizers
- ✓ Temperature monitoring
- ✓ Cleaning supplies
- ✓ First-aid kits
- ✓ Showers

### ❑ Regularly sanitize often-used office equipment

- ✓ Desks/Conference tables
- ✓ Keyboards/Mice
- ✓ Telephones/Headsets
- ✓ Kitchen items (appliances, plates, cups, silverware, etc.)
- ✓ Cleaning supplies (sponges, rags, mops, etc.)
- ✓ Door handles/knobs

### ❑ Regularly communicate with employees

- ✓ Routine email updates
- ✓ One-on-one meetings
- ✓ Informational/Educational posters
- ✓ Intranet/Employee newsletter articles
- ✓ Wellness check phone calls