

SpaceIQ has created this back-to-work template book to help guide your return to the workplace. Feel free to use the information you like and replace text to fit your specific needs. You'll find places marked in **RED** that highlight information you'll likely want to change or modify.

Thanks for choosing SpaceIQ as your partner in making this important move toward the new normal in workplace management. Please visit <https://spaceiq.com/resources/> for more ways to optimize real estate, streamline operations, and enhance employee experience.

Disclaimer: The views expressed in this document do not reflect the official policy of SpaceIQ nor should be taken as official guidance or position of SpaceIQ. All formal regulatory and public policy implications associated with COVID-19 and other specified subjects should be managed and overseen by independent specialists, government agencies, or industry associations.

[Company] Back-to-Work Guidelines

The long wait is over! We're ready to welcome employees back to the workplace. As COVID-19 has taught us, the need for safety is critical. That's why we've developed these guidelines to ensure our workplace is as safe and healthy as possible.

In this document, you'll find valuable tools and mandatory guidelines for:

- **Physical Distancing**
- **Workplace Signage**
- **Communal Items**
- **Cleaning & Sanitization Protocols**
- **Employee Personal Health Checklist**

These guidelines will be consistently reviewed, updated, and aligned with local and national government mandates/recommendations. We'll let you know when the information is updated.
[This statement should only be used if you intend to update based on local and national mandates.]

Updated: **[Last modified date]**

Physical Distancing Guidelines

The following list outlines how **[COMPANY NAME]** employees should practice social distancing.

It is every employee's responsibility to ensure there is **[6-ft. / 2m / 1.5m]** of physical distancing (e.g., no hand shaking). Please direct questions/concerns to the **[Emergency Response Team] [LINK]** or **[B2W Team] [LINK]**.

Item	Guideline
Face masks	Masks [are / are not] mandatory in the office
Office occupancy	The maximum occupancy is [XXX] people (based on total workplace area)
Workstations	<ul style="list-style-type: none"> All workstations sit in an area of [X.X sq. ft / m], which meets the [6-ft. / 2m / 1.5m] social distancing guidelines Sitting next to another person is safe Employees assigned to workstations are safe <ul style="list-style-type: none"> Assigned workstations are restricted if a COVID exposure is confirmed. Employees sitting in a flex area must occupy the same workpoint all day
Meeting/Conference rooms	<p>Maximum occupancy for meeting/conference rooms is as follows:</p> <ul style="list-style-type: none"> [Liberty – 5 people] [Langley – 3 people] [Staten Island – 3 people] [Brooklyn – 2 people] [Queens – 2 people] <p>You are strongly encouraged to have:</p> <ul style="list-style-type: none"> Online/phone meetings vs. in-person Private/confidential meetings via video conferencing or a larger space, if open <p>Meeting/conference room doors must be propped open at all times to ensure proper air flow</p> <p>Physical distancing points are marked on the floors</p> <p>No audio conference calls with an open speaker are permitted to ensure noise is kept at a minimum. Please use a headset</p> <p>When a meeting ends, please wipe down tables, chairs, and any other objects that may have been touched or handled. Supplies are clearly marked and provided in each area. You can bypass if [Engage / Archibus] automatically schedules cleanings</p>
Kitchen/Dining area	<p>Maximum occupancy is [XXX] people (based on the area of the kitchen / dining space)</p> <p>Physical distancing points are marked on the floors</p>

Communal Items

Most communal items will be removed until workplace restrictions are lifted. In the meantime, please bring your own coffee cup, cutlery, water bottle, etc.

Item	Description
Refrigerator	The refrigerator [will / will not] be available to store lunches, snacks, and other perishable items
Crockery/Utensils	All crockery and utensils will be removed until further notice. Please bring your own
Appliances	<p>The following appliances will be [available / unavailable] until further notice:</p> <ul style="list-style-type: none"> • Coffee machine • Microwave • Kettle • Sandwich press • Toaster
Pantry	All communal items in the pantry [will / will not] be removed until further notice. Items include, but are not limited to tea bags, snacks, napkins, paper towels, dish rags, etc.
Fruit	All fruit is [suspended / acceptable] until further notice
Office supplies	Supplies such as pens, whiteboard markers, note pads, staplers, tape dispensers, etc., [will / will not] be available in common areas. Please see [NAME] if you need such items

Workplace Signage

Posters and flyers are great ways to remind employees of physical distancing and hygiene requirements. Below are examples provided by local and national health organizations – or you can create your own!

U.S. Centers for Disease Control (CDC)



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Australian Government Department of Health



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Cleaning & Sanitation Protocols

Item	Guideline
Hand sanitizer & hand wash	<p>Hand sanitizer will be available in the following areas:</p> <ul style="list-style-type: none"> • Entry / exit points • Meeting/conference rooms • Each row of desks • Dining area • Printer / office supply area <p>Hand wash stations will be available in the following areas:</p> <ul style="list-style-type: none"> • Kitchen • Bathrooms
Disinfectant wipes	<p>Disinfectant wipes will be made available at each row of desks, in meeting / conference rooms, in the kitchen, and other frequently used spaces</p>
Office cleaning	<p>The office will be cleaned daily after business hours by professional cleaners. This includes meeting / conference rooms, workspaces, communal areas, bathrooms, and kitchens</p> <p>All hotel desks will be sanitized between uses. [Engage / Archibus] will send a notification to the cleaning team after a reservation has ended. The desk will not be reservable until cleaning is completed and reported</p> <p>To ensure the cleaners sanitize desks used during the day, you will be required to use assigned signs on each desk to confirm which require cleaning and which have been cleaned. Each desk will have the following signs:</p> <ul style="list-style-type: none"> • PLEASE CLEAN ME • DESK IS CLEAN
Refrigerator	<p>Please wipe down refrigerator handles and any other areas you've touched after use</p>
Personal property	<p>Please clean personal property that you bring to the office, such as sunglasses, mobile phones, tablets, laptops, etc., with disinfectant wipes or other cleaners</p> <p>If you haven't done so, please take personal effects home until further notice. This will help our cleaning teams do their jobs more efficiently and effectively. Plus, it lessens the risk of damage to your property</p>

Employee Personal Health Checklist

NAME:

TITLE:

Please complete this checklist daily in your [SiQ / Engage / Archibus] app. Fill out the first section before coming to work; finish the rest by the end of the day. Submit the completed form or leave a printed copy with the [front desk /HR / your manager] when you leave.

	Initial Here	
	YES	NO
BEFORE COMING TO WORK		
Am I experiencing any flu-like symptoms such as fever, headache, body aches, dry cough, difficulty breathing, etc.?		
<ul style="list-style-type: none"> If YES, contact your health provider immediately and DO NOT come to work. Let your manager or HR know how you're feeling as soon as possible 		
<ul style="list-style-type: none"> If YES and you came to work or become ill during the day, notify your manager or HR immediately, then contact your health provider 		
BEFORE ENTERING THE OFFICE/FACILITY/STORE		
Did I have my temperature checked before entering?		
<ul style="list-style-type: none"> If above [98.6 degrees Fahrenheit / 37 degrees Celsius], DO NOT enter and notify your manager or HR, then immediately contact your health provider 		
Did I put PPE (mask, face shield, gloves, etc.) on, if required?		
Did I wash my hands and/or apply hand sanitizer?		
Did I badge in upon entering and badge out when leaving, if required?		
WHILE AT WORK		
Am I washing my hands every time I use the restroom, before and after meals, and following meetings?		
If hand sanitizer and/or sanitizing wipes are available in or near by my work area, am I using them when entering and leaving my work area?		
Am I keeping my computer/laptop, desk, chair, phones, and other equipment clean?		
Am I practicing [6-ft. / 2m / 1.5m] social distancing in my work area, in common areas, during meeting, and while moving in and out of the workplace?		

SIGNATURE:

DATE:

Emergency Response Plan

If a COVID-19 infection / exposure is reported, follow these steps to ensure the safety and health of all employees, guests, vendors, delivery drivers, visitors, and others.

Step #1

Isolate the Person

- If a person has serious symptoms, such as difficulty breathing, call [911 / 000] immediately
- If the person isn't exhibiting severe symptoms isolate them from others and make arrangements for them to go home or see a medical professional
- Provide appropriate personal protective equipment (PPE) to the affected person, such as a disposable surgical mask, and hand sanitizer and tissues, if available. Also, provide protection to anyone assisting the person

Step #2

Seek Advice and Assess the Risks

- To determine if it is reasonable to suspect the person may have COVID-19, talk to the person about their symptoms
- If the person is unsure or you're unable to validate an infection / exposure, seek advice from local health authorities about next steps

Step #3

Transport

- If the person is unable to use their personal mode of transportation, arrange another means to get them to medical help or home: taxi, ride-share, another employee. **The person should not use public transport unless there is no other option**

Step #4

Identify and Inform Close Contacts

- Notify those who may have been in close contact with a confirmed COVID-19 infection
- Send exposed employees home, arrange for remote work until their return
- Exposed workers [will be required / will be asked] to take a COVID test
- Before returning to the workplace, exposed employees must receive medical clearance

Step #5

Clean and Disinfect the Office

- Close the workplace until it has been professionally cleaned and disinfected
- Once cleaned, infected / exposed employees can return after a negative test

Checklists

Prepare Your Workplace

Workplace Configuration	
6-ft. / 2m / 1.5m Zones	
Desks / Workstations	<input type="checkbox"/>
Reception desks / Lounges / Common areas	<input type="checkbox"/>
Break rooms / Cafeteria	<input type="checkbox"/>
Conference / Meeting rooms	<input type="checkbox"/>
Hoteling	
Designated desks / Workstations	<input type="checkbox"/>
Reservation system	<input type="checkbox"/>
Check-in / Check-out	<input type="checkbox"/>
Specialized Cleaning	
Auto-scheduled cleaning	<input type="checkbox"/>
Restricted access until complete	<input type="checkbox"/>
Modified Access / Movement	
Elevators / Stairwells	<input type="checkbox"/>
Aisles / Hallways	<input type="checkbox"/>
Conference / Meeting rooms	<input type="checkbox"/>
Employee Health / Hygiene	
Health Screenings Survey (Pre-entry)	<input type="checkbox"/>
Install Hand-washing Stations	<input type="checkbox"/>
Install Hand Sanitizer Stations	<input type="checkbox"/>
PPE (Masks, Gloves, Shields)	<input type="checkbox"/>
Staffing	
Staggered Reopening	
Mission-critical first	<input type="checkbox"/>
Secondary staff	<input type="checkbox"/>
Staggered Shifts	
On-site only	<input type="checkbox"/>
WFH / Remote only	<input type="checkbox"/>
On-Site / WFH hybrids	<input type="checkbox"/>

Prepare Your Workplace (cont.)

Cleaning & Disinfection Schedules	
Configure CMMS	
Common areas	<input type="checkbox"/>
Break rooms / Cafeteria	<input type="checkbox"/>
Desks, Chairs, Equipment	<input type="checkbox"/>
Copiers, Fax machines	<input type="checkbox"/>
Rest rooms	<input type="checkbox"/>
Supplies / Shared equipment	<input type="checkbox"/>
Carpets / Floors	<input type="checkbox"/>
Signage	
Visitors / Deliveries	<input type="checkbox"/>
Social Distancing	<input type="checkbox"/>
Personal Hygiene	
Update floor maps with stations	<input type="checkbox"/>
Restricted / Off-limit Areas	<input type="checkbox"/>
Emergency Contacts	<input type="checkbox"/>
Directional - Aisles / Hallways	<input type="checkbox"/>

COVID Operating Protocols

Access Management	
Temperature Checks	<input type="checkbox"/>
Employee Surveys	<input type="checkbox"/>
Badge-in / Badge-out	<input type="checkbox"/>
Visitor Sign-in / Sign-out	<input type="checkbox"/>
System Check	
Useable Desks Marked in System	<input type="checkbox"/>
Set Distance Parameters in System	<input type="checkbox"/>
Confirm Shift / WFH / Phase	<input type="checkbox"/>
Employee Signoff Required for Desk Reservation	<input type="checkbox"/>
Personal Safety - Hygiene	
Hand-washing Stations	<input type="checkbox"/>
Hand Sanitizer Stations	<input type="checkbox"/>
Masks, Gloves, Shields	<input type="checkbox"/>
Personal Safety - Social Distancing	
6-ft. / 2m / 1.5m Zones	<input type="checkbox"/>
One-way Aisles	<input type="checkbox"/>
Meeting Rooms	<input type="checkbox"/>
Cleaning & Disinfection	
Common Areas	<input type="checkbox"/>
Break rooms / Cafeteria	<input type="checkbox"/>
Desks, Chairs, Equipment	<input type="checkbox"/>
Copiers, Fax Machines	<input type="checkbox"/>
Rest Rooms	<input type="checkbox"/>
Door handles / Knobs	<input type="checkbox"/>
Supplies / Shared equipment	<input type="checkbox"/>
Carpets / Floors	<input type="checkbox"/>
Signage	
Visitors / Deliveries	<input type="checkbox"/>
Social Distancing	<input type="checkbox"/>
Personal Hygiene	<input type="checkbox"/>
Restricted / Off-limit Areas	<input type="checkbox"/>
Emergency Contacts	<input type="checkbox"/>
Directional - Aisles / Hallways	<input type="checkbox"/>

Employee Communications

Internal Communications Plan	
Key Messages	<input type="checkbox"/>
Define Processes / Protocols	<input type="checkbox"/>
COVID Emergency Response Plan	
Train employees	<input type="checkbox"/>
Track completed training	<input type="checkbox"/>
Company Policies	
Health coverage	<input type="checkbox"/>
Attendance	<input type="checkbox"/>
Paid time off	<input type="checkbox"/>
Travel	<input type="checkbox"/>
Group meetings	<input type="checkbox"/>
WFH / Remote work	<input type="checkbox"/>
Communication Channels	
Email	<input type="checkbox"/>
Newsletters / Intranet	<input type="checkbox"/>
External Communications Plan	
Key Messages	<input type="checkbox"/>
Contacts	
Customers	<input type="checkbox"/>
Media	<input type="checkbox"/>
Shareholders	<input type="checkbox"/>
Suppliers / Vendors	<input type="checkbox"/>
Community officials	<input type="checkbox"/>
Government agencies	<input type="checkbox"/>
Identify / Train Spokespeople	<input type="checkbox"/>
Day-to-Day	
Email Reminders	
Health surveys	<input type="checkbox"/>
Personal safety - Masks, PPE	<input type="checkbox"/>
Hygiene / Sanitizing	<input type="checkbox"/>
Social distancing	<input type="checkbox"/>
Badge-in / Badge-out	<input type="checkbox"/>
Workplace Communication	
Posters / Flyers	<input type="checkbox"/>
Internal newsletter / Intranet	<input type="checkbox"/>
One-on-one meetings	<input type="checkbox"/>
Ways to provide feedback	<input type="checkbox"/>

Employee Communications (cont.)

Infection / Exposure	
Notify At-risk Employees	<input type="checkbox"/>
Inform all employees	
Off-limit areas	<input type="checkbox"/>
Cleaning protocols	<input type="checkbox"/>
Notify Relevant Authorities	<input type="checkbox"/>
Enact External Communication Plan	<input type="checkbox"/>

COVID Emergency Response

Exposure / Infection Reported	
Remove employee(s) from workplace	<input type="checkbox"/>
Recommend testing / medical assistance	<input type="checkbox"/>
Quarantine infected / Exposed areas	<input type="checkbox"/>
Initiate COVID cleaning protocols	<input type="checkbox"/>
Contact Tracing / Reporting	
Initiate contact tracing protocols	<input type="checkbox"/>
Notify potentially exposed employees	<input type="checkbox"/>
Report exposure to public health agencies	<input type="checkbox"/>
COVID Cleaning Protocols	
Ensure safety of cleaning crews	<input type="checkbox"/>
Clean / Sanitize exposed workspaces	<input type="checkbox"/>
Ventilate, when possible	<input type="checkbox"/>
Leave area vacant for seven (7) days	<input type="checkbox"/>
Remove / Dispose of items unable to sanitize	<input type="checkbox"/>
For Infected Employees	
Quarantine for minimum of 14 days	<input type="checkbox"/>
Seek medical help for severe symptoms	<input type="checkbox"/>
Provide FMLA / Sick leave assistance	<input type="checkbox"/>
Support / Initiate work-from-home	<input type="checkbox"/>
Regular check-ins / Support calls	<input type="checkbox"/>
Allow return to work if:	
Asymptomatic: 10 days	<input type="checkbox"/>
Mild / moderate: 10 days; 24 hrs. no fever	<input type="checkbox"/>
Severe: 14-20 days, per recovery	<input type="checkbox"/>
For Exposed Employees	
Notify immediately / Protect identity	<input type="checkbox"/>
Remove from workplace	<input type="checkbox"/>
Quarantine for minimum of 14 days	<input type="checkbox"/>
Support / Initiate work-from-home	<input type="checkbox"/>
If sickened, see For Infected Employees	