***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/***](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 | * 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   + 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 | Maximum occupancy for meeting/conference rooms is as follows:   * [Liberty – 5 people] * [Langley – 3 people] * [Staten Island – 3 people] * [Brooklyn – 2 people] * [Queens – 2 people]   You are strongly encouraged to have:   * Online/phone meetings vs. in-person * Private/confidential meetings via video conferencing or a larger space, if open   Meeting/conference room doors must be propped open at all times to ensure proper air flow  Physical distancing points are marked on the floors  No audio conference calls with an open speaker are permitted to ensure noise is kept at a minimum. Please use a headset  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 |
| Kitchen/Dining area | Maximum occupancy is [XXX] people (based on the area of the kitchen / dining space)  Physical distancing points are marked on the floors |

**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 | The following appliances will be [available / unavailable] until further notice:   * 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)**

|  |  |
| --- | --- |
| [Download](https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork.pdf) | [Download](https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf) |
| [Download](https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf) |  |

**Australian Government Department of Health**

|  |  |
| --- | --- |
| [Download](https://www.health.gov.au/resources/publications/coronavirus-covid-19-lets-be-covidsafe-together) | [Download](https://www.health.gov.au/resources/publications/coronavirus-covid-19-keep-physical-distancing-and-be-covidsafe) |
| [Download](https://www.health.gov.au/resources/publications/coronavirus-covid-19-print-ads-simple-steps-to-stop-the-spread) | [Download](https://www.health.gov.au/resources/publications/coronavirus-covid-19-keep-that-cough-under-cover) |

**Cleaning & Sanitation Protocols**

|  |  |
| --- | --- |
| **Item** | **Guideline** |
| Hand sanitizer & hand wash | Hand sanitizer will be available in the following areas:   * Entry / exit points * Meeting/conference rooms * Each row of desks * Dining area * Printer / office supply area   Hand wash stations will be available in the following areas:   * Kitchen * Bathrooms |
| Disinfectant wipes | Disinfectant wipes will be made available at each row of desks, in meeting / conference rooms, in the kitchen, and other frequently used spaces |
| Office cleaning | The office will be cleaned daily after business hours by professional cleaners. This includes meeting / conference rooms, workspaces, communal areas, bathrooms, and kitchens  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  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:   * PLEASE CLEAN ME * DESK IS CLEAN |
| Refrigerator | Please wipe down refrigerator handles and any other areas you’ve touched after use |
| Personal property | Please clean personal property that you bring to the office, such as sunglasses, mobile phones, tablets, laptops, etc., with disinfectant wipes or other cleaners  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 |

**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.? |  |  |
| * 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 | | |
| * 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? |  |  |
| * 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 | ¨ |
| Reception desks / Lounges / Common areas | ¨ |
| Break rooms / Cafeteria | ¨ |
| Conference / Meeting rooms | ¨ |
| **Hoteling** | |
| Designated desks / Workstations | ¨ |
| Reservation system | ¨ |
| Check-in / Check-out | ¨ |
| **Specialized Cleaning** | |
| Auto-scheduled cleaning | ¨ |
| Restricted access until complete | ¨ |
| **Modified Access / Movement** | |
| Elevators / Stairwells | ¨ |
| Aisles / Hallways | ¨ |
| Conference / Meeting rooms | ¨ |
| **Employee Health / Hygiene** |  |
| **Health Screenings Survey (Pre-entry)** | ¨ |
| **Install Hand-washing Stations** | ¨ |
| **Install Hand Sanitizer Stations** | ¨ |
| **PPE (Masks, Gloves, Shields)** | ¨ |
| **Staffing** |  |
| **Staggered Reopening** | |
| Mission-critical first | ¨ |
| Secondary staff | ¨ |
| **Staggered Shifts** | |
| On-site only | ¨ |
| WFH / Remote only | ¨ |
| On-Site / WFH hybrids | ¨ |

**Prepare Your Workplace (cont.)**

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

**COVID Operating Protocols**

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

**Employee Communications**

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

**Employee Communications (cont.)**

|  |  |
| --- | --- |
| **Infection / Exposure** |  |
| **Notify At-risk Employees** | ¨ |
| **Inform all employees** | |
| Off-limit areas | ¨ |
| Cleaning protocols | ¨ |
| **Notify Relevant Authorities** | ¨ |
| **Enact External Communication Plan** | ¨ |

**COVID Emergency Response**

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