COVID-19

Returning to the Workplace Check List

Return to Work Safely

When you're ready to open the doors again, consider these essential points to reopen safely.

Staying informed with regulations is essential.

Enact federal, state, local and OSHA regulations for the safety of your staff, visitors, and surrounding tenants. Display any state or local compliance postings that may be required.

## Social distancing is a top priority for workplaces.

Remind staff and visitors of social distancing measures and implement physical changes to maximize the layout of your office.

Maintaining a clean office is everyone's duty.

Keeping your office sanitized requires compliance and assistance from all staff and even incoming visitors and clients.

Social etiquette connects office and personal behavior.

Bridge the gap between healthy protocols and human behavior to remind staff that actions in the office can affect everyone's personal and home life too.
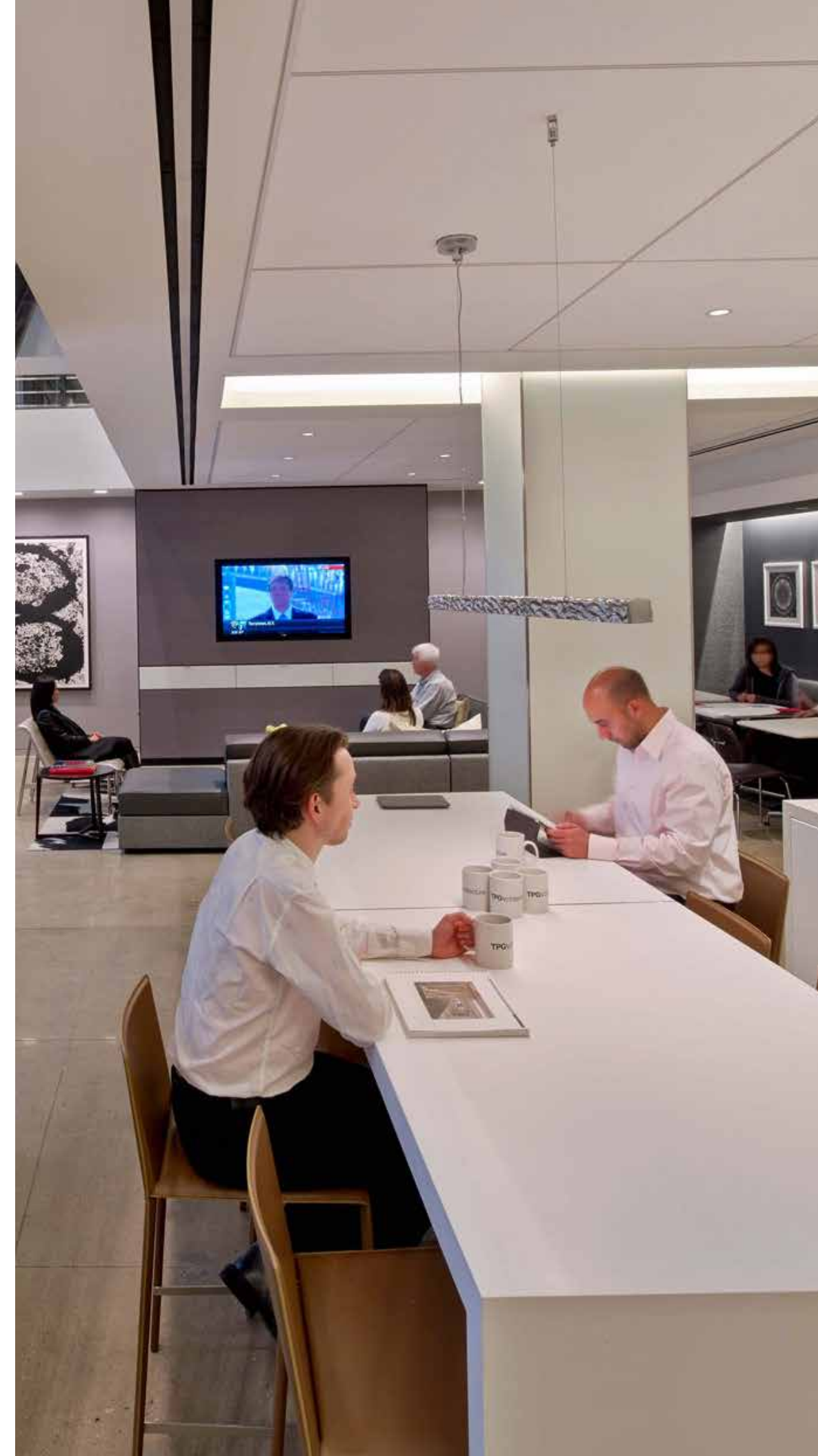
Protocols in the workplace help reinforce behaviors that balance safety with daily operations

This checklist was created to identify issues relating to workplace safety and aspects of the eventual return to on-site work as the immediate shelter in place controls around COVID-19 are relaxed. This applies to all office activities where the core function takes place within the office settings that have been permitted to reopen. This checklist is not meant to be all inclusive and you will need to revise certain items from time-to-time to comply with state and federal guidelines.

Enact federal, state, local and OSHA regulations for the safety of your employees and visitors.

Information is constantly updated so please be sure to check the latest guidelines:

CDC Coronavirus (COVID-19)
https://www.cdc.gov/coronavirus/2019-nCoV/index.html\

OSHA Coronavirus Resources
https://www.osha.gov/SLTC/covid-19/
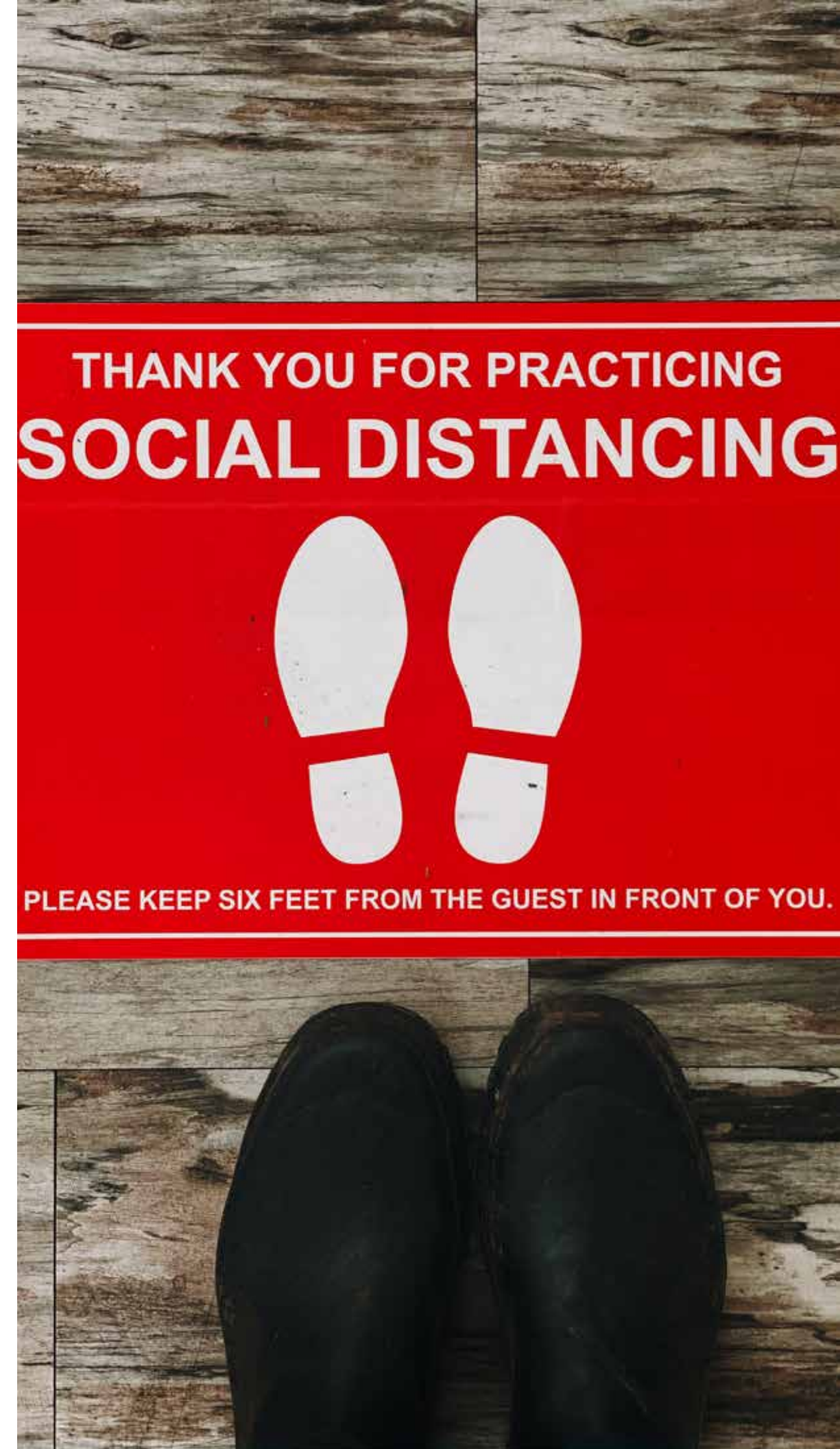
NY State Reopening New York
https://forward.ny.gov/reopening-new-york-city

Reopening New York Office-Based Work Guidelines
https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/OfficesSummaryGuidelines.pdf

Returning to the Workplace Checklist | 8.11.2020

THANK YOU FOR PRACTICING SOCIAL DISTANCING
PLEASE KEEP SIX FEET FROM THE GUEST IN FRONT OF YOU.

**Developing a reopening plan
includes these core categories:**

Employee Protocols

Office Preparation & Protocols

Communication

Employee Protocols

Prior to Employee Return

Prior Returning

1 | Employee Survey
Determine which employees can or are willing to come into the office. This will help define further initiatives, from spacial organization to office use.

2 | Documentation
Provide various required documentation to all employees. This includes your own protocols, as well as any government-required documents.

Need assistance developing a strategy specific to your office?

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Employees Re-entering

1 | Return Seating

As employees return to the workplace, organizations should take precautions on the total occupancy in their workplaces.

After understanding who will be in the office and when, plan a seating arrangement that aligns with social distancing guidelines.

2 | Return Schedules

Determine how often and when employees may return to the office. When planning schedules, consider government regulations, transit schedules, and best practices for reducing congestion in the office.

Things to consider:
• Flex Hours
• Transit Availability
• Local/State Regulations
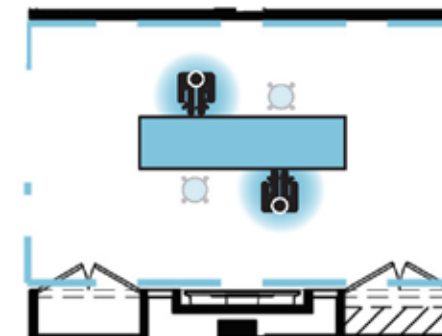• Self Health Screen App
• Temperature Check
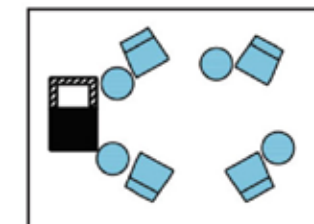

Cafes and Pantries
50% Occupancy Scenario
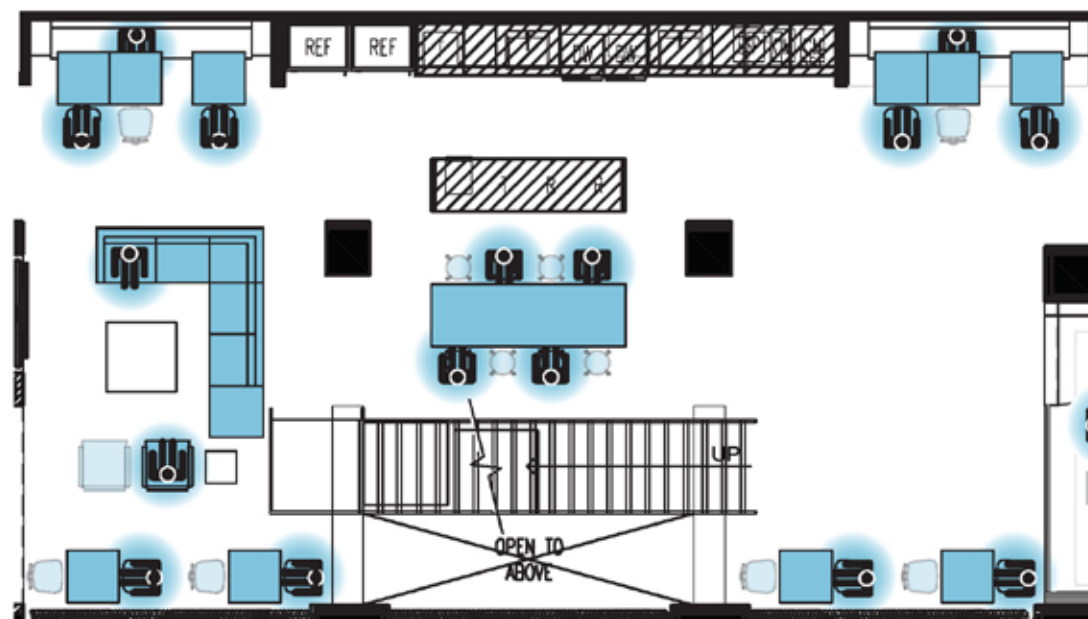
Touch Points and Casual Seating Areas
50% Occupancy Scenario   Separate Chairs and Seating Areas

Employees Screening

1 l Health Screening

Implement mandatory health screening practices (e.g. questionnaire, temperature check) for employees

2 l Record and Report

Maintaining a continuous log of every person, including workers and visitors, who may have close or proximate contact with other individuals at the work site or area is recommended. If anyone comes in contact with someone at the office or job site who tests positive for COVID-19 employers are required to immediately notify the state and local health departments, the building management, and any employee who has been in close contact with that individual.
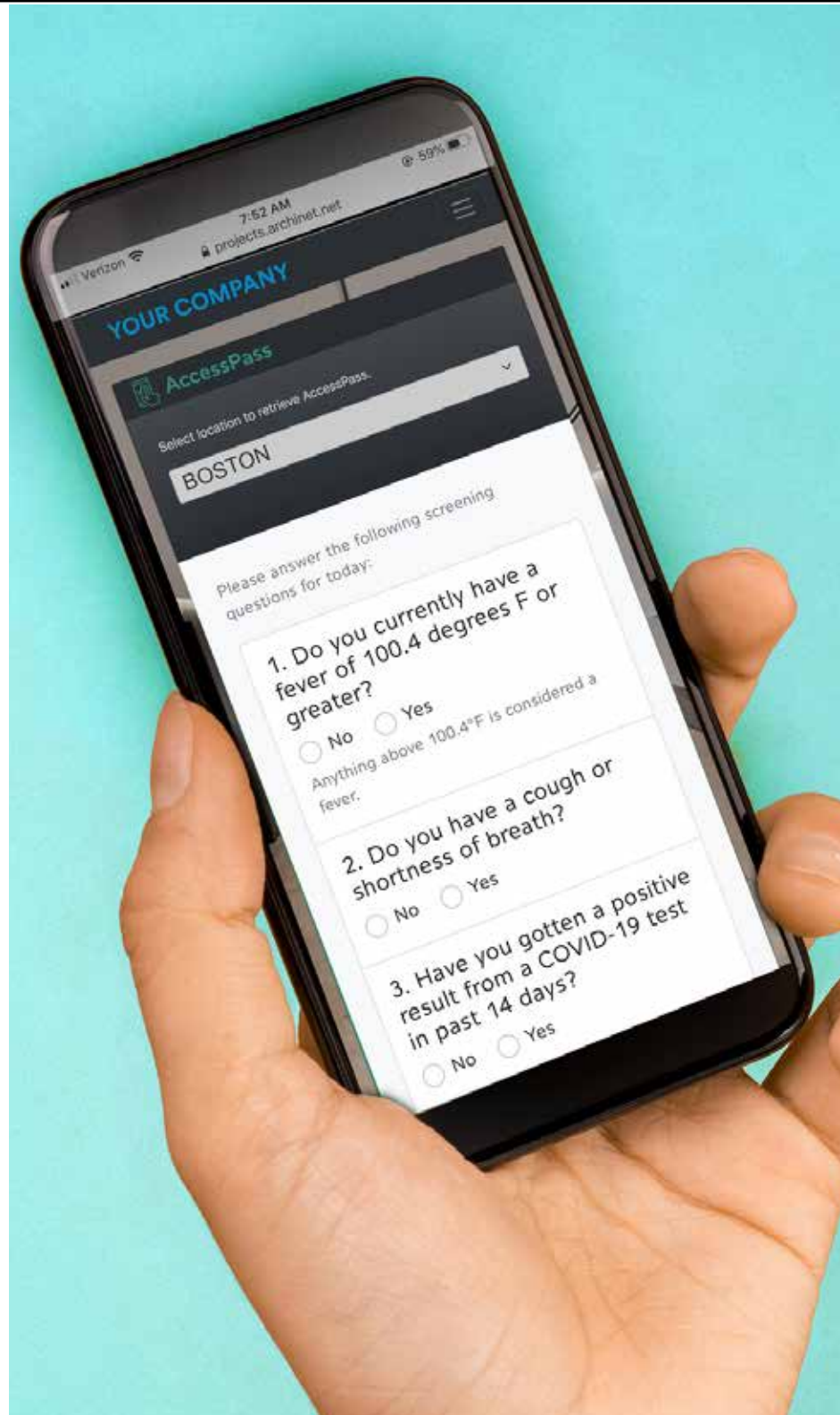
Looking for a simple health screening solution?

AccessPass is a simple web-based, self-screening application to assist with contact tracing. The platform can easily manage, record, and approve entry access to anyone during COVID-19.

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Co-Founder & Lead Product Designer
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AccessPass

www.AccessPass.net

Meeting & Travel Protocols

1 I Set Guidelines

Inform employees which types of travel are acceptable.

Travel considerations include:

• External meetings
• Domestic flights
• International flights
• Local mass transit

2 I Confirm External Protocols

If allowed or required to travel to an external meeting or site, be sure employees confirm which protocols need to be followed for specific location(s).

Sick Employee Protocols

1 | Set Guidelines

If an employee feels ill at work, they should immediately leave and inform the proper contact(s) of any spaces they used for prolonged periods of time. Spaces should then be thoroughly cleaned.

2 | Notify Proper Contacts

Notification of an ill employee should go to HR and their immediate supervisor.

3 | Re-enter Protocol

Establish when previously-ill employees may re-enter the office, with a focus on temperature requirements and recovery duration.

Also consider the need of a doctor's note to confirm wellness.

Things to Consider

- Temperature Threshold
- Contact Protocols

Employee Care Kit

1 | Define Kit Objective

Supply employees with gear and insight to help protect themselves and others.

2 | Items to consider

- Door Key
- Fabric Face Covering (reusable)
- Pocket Sanitizer
- Face Shield
- Disposable Gloves

Extra disposable masks should also be available for employees or guests on an as-needed basis.

3 | Information Guide

Develop an information guide to include in the Employee Kit.

Topics may include:

- PPE Overview
- Office Space Protocols
- External Meeting Protocols
- Guest Protocols
- Office Flow Map
- Map of Designated Areas
- Local & State Regulations
- Sanitizing Instructions
- Essential Contacts

Office Preparation
& Protocols

Cleaning & Disinfecting

1 | Cleaning Leader

Establish a Cleaning Leader, responsible for ensuring spaces are cleaned efficiently and stocked with paper towels, disinfectant spray, and wipes.

2 | Pre-Return Cleaning

Consider a "Deep Clean" service, from an external vendor to professionally sanitize the office.

Reach out to your HVAC provider for:
• HVAC cleaning
• Air Filter upgrades (for high efficiency filtration)

Reach out to your service providers to clean, sanitize and change out any filters: eg. coffee maker, water cooler

3 | Post Return Cleaning

Determine how often cleaning will need to be done for high touch-point areas within your office. Establish who will be responsible for each area.

4 | End-of-Day Cleaning

Establish requirements for your daily cleaning service, such as which surfaces or spaces need to be cleaned nightly.

Consider having employees clean their workstation at the end of each day.

Building Guidelines

1 | Building Confirmation

Contact the building or property manager to understand the building's preparations and regulations, which may include:

• Building Safety Protocol
• Tenant Re-Entering Process
• Visitor, Vendor/Contractor Access
• Designated Lobby Entrances/Exits
• Egress Stair Access
• Temperature Check Stations
• Elevator Capacity
• Mail/Package Delivery Protocol
• Food Delivery Protocol
• Building Cleaning Protocols
• Building HVAC Cleaning
• Flushing Out Water Throughout

Office Preparation

1 | Traffic Flow Plan

Map-out how employees should navigate the office space. Consider location of popular meetings areas, offices, restrooms, and pantries.

Navigation should limit face-to-face interactions of employees as they walk the space.

Provide office signage to depict official navigation flow.
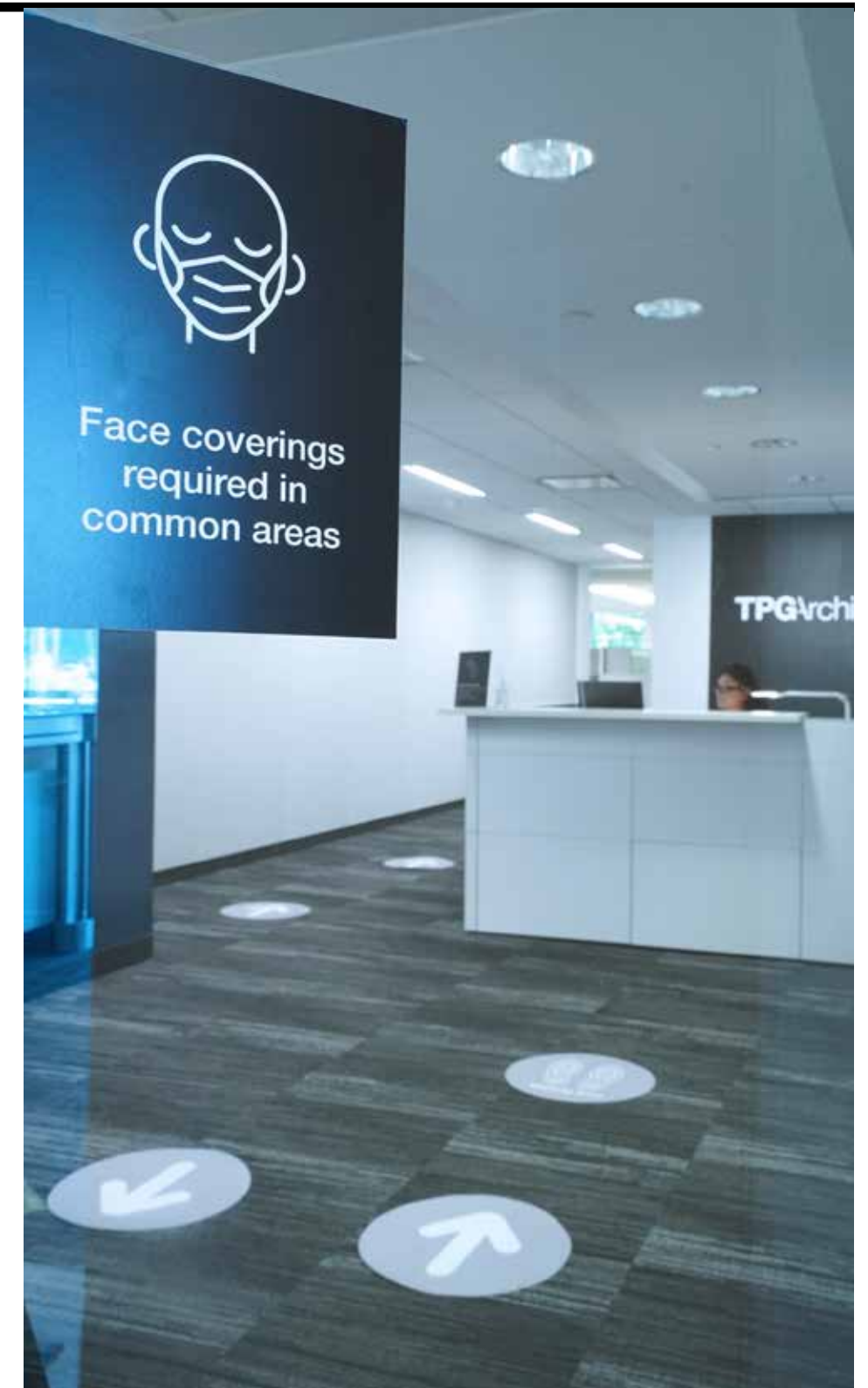
2 | Common Area Strategy

Establish how, or if, common areas like meeting rooms and pantries will be used.

3 | Sanitation Station Locations

Provide hand sanitizer stations throughout the office for easy use.

4 | Protocol Signage

Provide wall, tabletop, and floor signage to remind employees of office, state-mandated, and local protocols.

Workstation Strategy

1 l Pre Re-Entry Cleaning

Prepare a strategy for how and what will be cleaned for each workstation prior to employees returning. This will help kick-off your initiative to keep the office as sanitized as possible.

2 l Layout With Social Distancing

Consider staggering, removing, or closing workstations with regards to social distancing. No employee should be facing across or seated less than 6 feet next to another employee.

3 l Flexible Accommodations

Outline each phase of return for your employees. Your office with 25% capacity will have a different layout and strategy compared to 50% capacity. Develop a workstation plan for each phase.

4 l Develop Clean Desk Policy

Establish rules for how employees should keep their workstations clean. Consider placement of desktop items and personal items, as well as frequency of cleaning.

5 l Shared Workstation Policy

If part of your workstation plan requires the sharing or rotating of workstations, establish rules for employees and cleaning protocols for efficient sanitation.
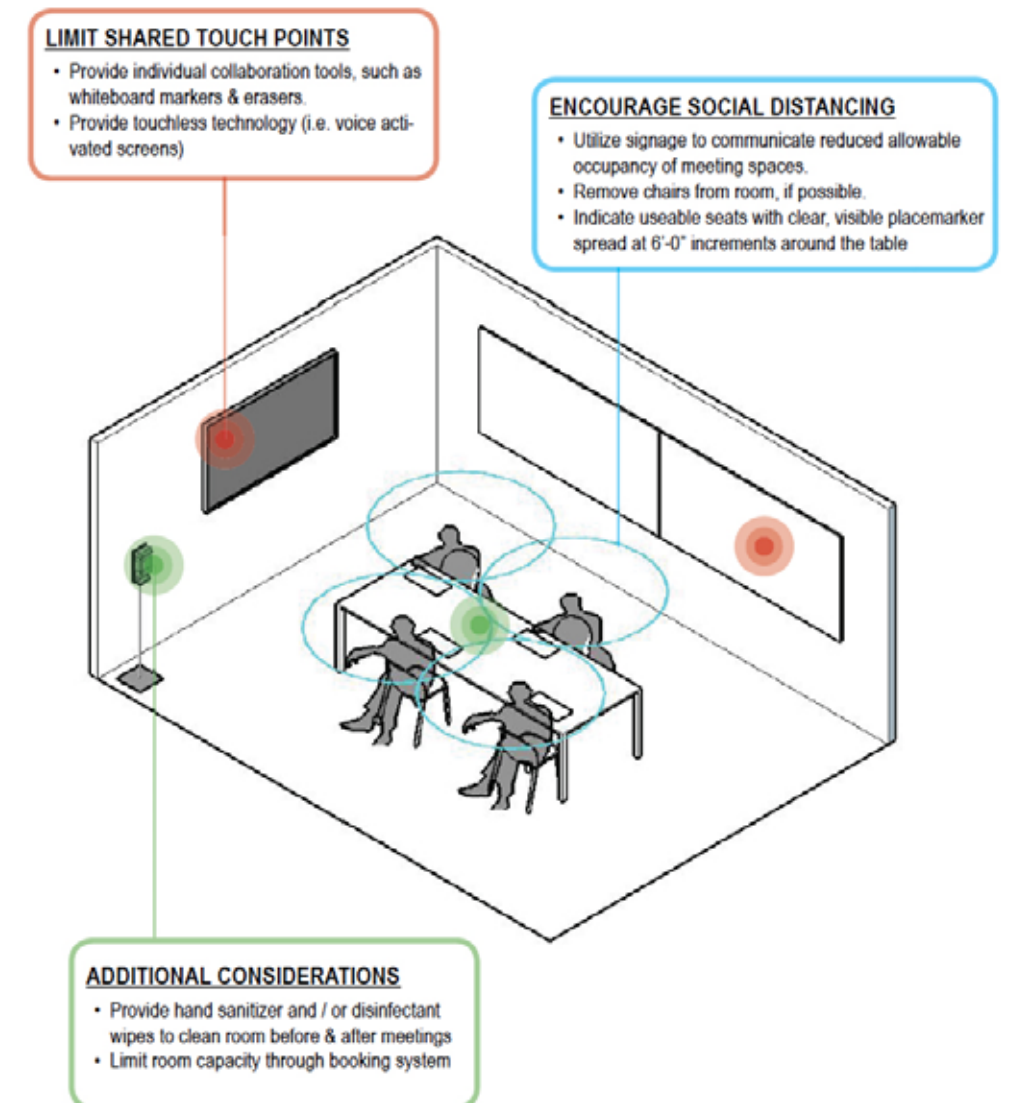
Need assistance developing a test fit specific to your office? TPG is here to help:

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ELazarus@TPGArchitecture.com

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LIMIT SHARED TOUCH POINTS
- Provide individual collaboration tools, such as whiteboard markers & erasers
- Provide touchless technology (i.e. voice activated screens)

ENCOURAGE SOCIAL DISTANCING
- Utilize signage to communicate reduced allowable occupancy of meeting spaces.
- Remove chairs from room, if possible.
- Indicate useable seats with clear, visible placemarker spread at 6'-0" increments around the table

ADDITIONAL CONSIDERATIONS
- Provide hand sanitizer and / or disinfectant wipes to clean room before & after meetings
- Limit room capacity through booking system

Delivery & Package Protocols

1 | Package Arrival Area

When packages arrive, they should be placed within a designated *Package Arrival Area*, where employees can:

• Unbox the package
• Discard the package
• Sanitize their hands
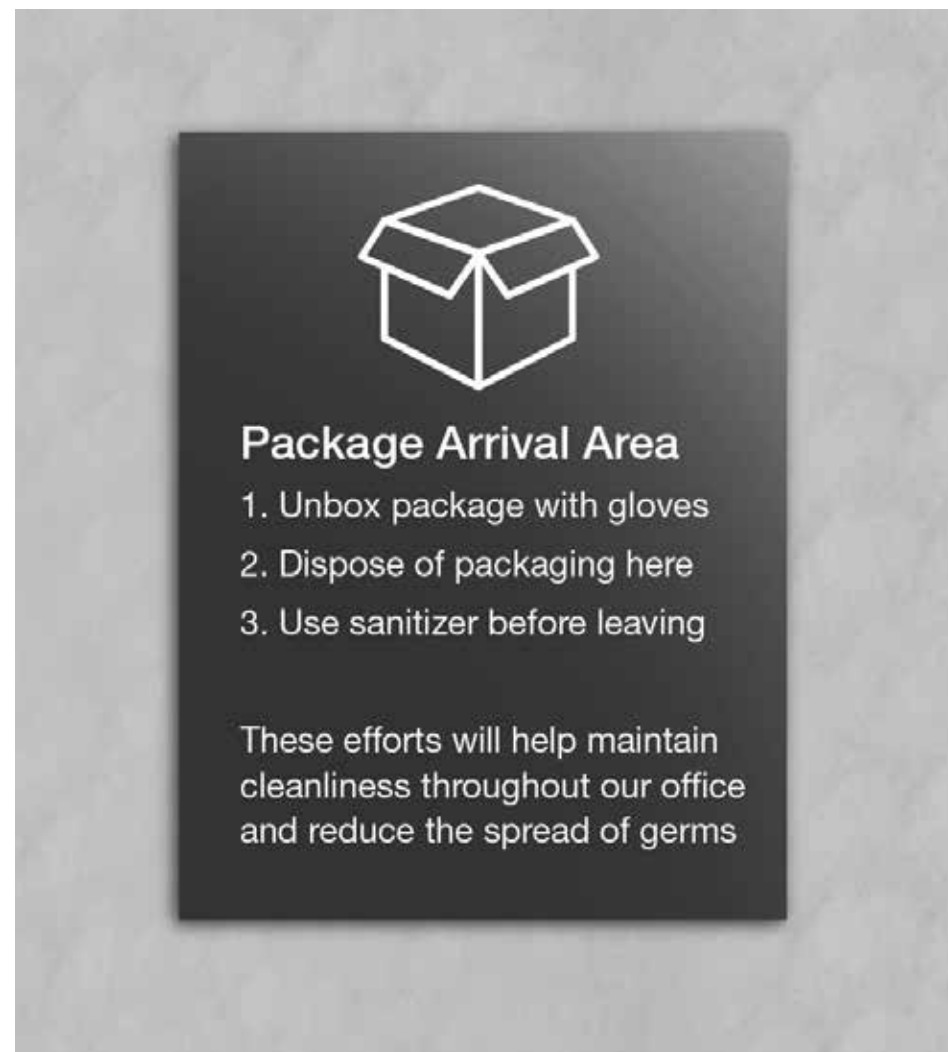
This area should be near the mailroom.

2 | Lunch Deliveries

If lunch deliveries are allowed by the building and your office, establish a designated *Lunch Pickup* area.

Confirm building protocols with the management team. Some buildings may require all tenants to pickup lunch deliveries at one location.

3 | No Personal Packages

Employees should not have personal deliveries sent to your office's mailroom in order to limit the extent of incoming germs.

Package Arrival Area

1. Unbox package with gloves
2. Dispose of packaging here
3. Use sanitizer before leaving

These efforts will help maintain cleanliness throughout our office and reduce the spread of germs

Office Signage

1 | Define Objective
Floor, tabletop, and floor signage will play an essential role in communicating office, state-mandated, and local protocols.

2 | Primary Signage Areas
- Elevator Lobby
- Reception Area
- Corridors
- Workstation Areas
- Cafe/Pantry
- Meeting Rooms
- Restrooms
- Wellness Rooms
- Copy Rooms
- Mailroom
- Gym
- Locker Area

Contact TPG's Branding Studio for more information on how we can develop a cohesive signage plan, specific to your office and brand:

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Regulation Postings

1 | Posting Locations

Mandated postings should be clearly accessible for your employees. Consider placement within high-traffic areas such as sanitation stations or copy areas.

2 | Sample Mandated Postings
- OSHA Posters
- CDC
- HIPAA Regulations
- Face Mask Executive Order
- NY Forward Business Re-Opening Safety Plan

Note that your insurance company may require additional postings.

3 | HR Confirmations

Your HR department should check and confirm that all postings have been received and posted prior to any employees returning.

Postings may be added or updated as conditions and regulations fluctuate.

CDC

Communication

Employee Communication

1 | Communication Leader

Establish an employee communication leader, responsible for coordinating and sending all return to work communication to employees.

2 | Email

Primary method of employee communication should be email due to work from home policies.

Your office should develop a standard email header and email designed for all return to work announcements.

3 | Town Halls

Host a *Reopen Town Hall* to review overall office protocols and procedures before employees return.

Continue with ongoing Town Halls after returning to ensure employees feel informed, engaged, and comfortable.
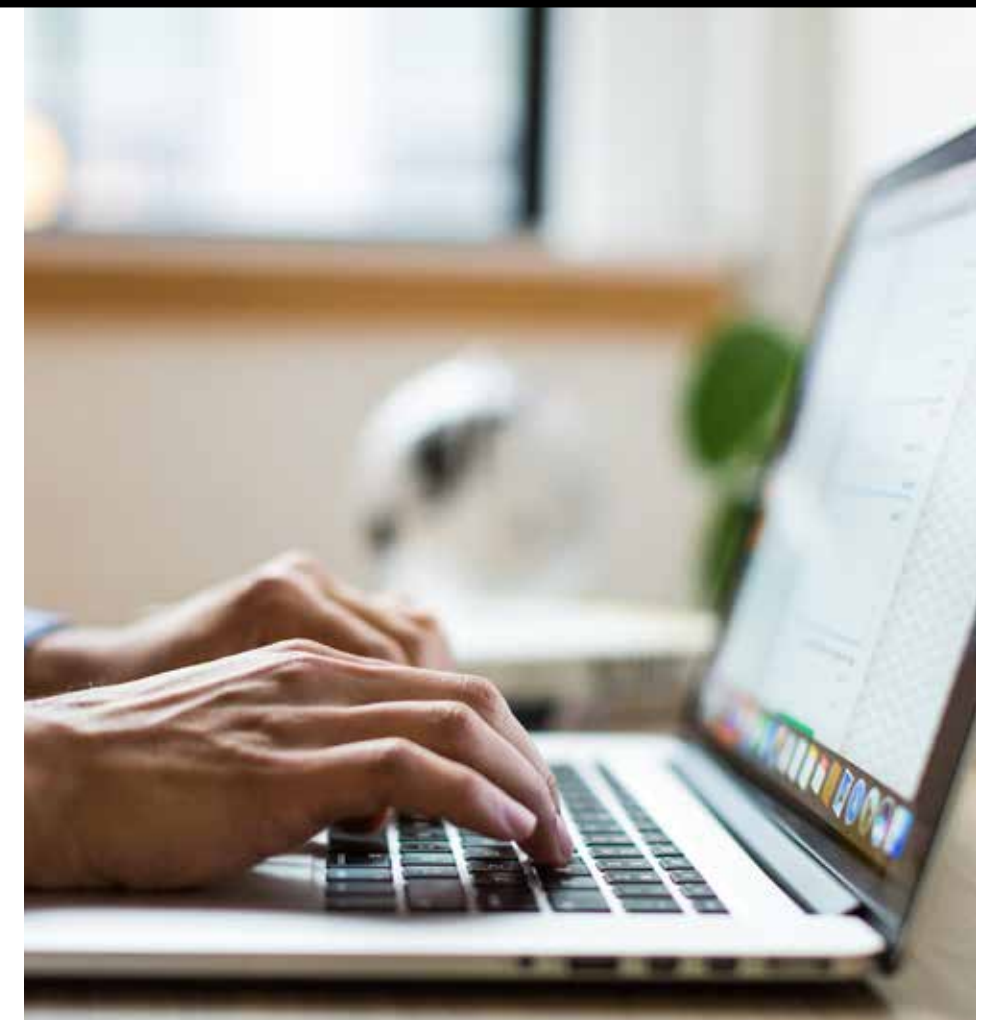
Need Assistance? We Can Help.

Office Strategy

Develop an office-wide strategy specific to your office, needs, and regulation requirements.

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Test Fit

Develop a test fit specific to your office.

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Signage Plans

Develop a cohesive signage plan specific to your office and brand.

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Health Screening

Provide a web-based, self-screening application to assist with contact tracing.

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