BACK TO THE WORKPLACE
HELPFUL ADVICE ON PLANNING THE RETURN TO THE WORK ENVIRONMENT

SETTING EXPECTATIONS
WHAT SHOULD A COMPANY KNOW TO RETURN TO THEIR OFFICE?

- Companies should expect different protocols based on geographies, building specifications, service providers, and landlords
- There will not be a one size fits all, and more than likely will be organized around time horizons and investment requirements—short, medium, long term.
- Communicating early with landlords to understand what they will address is critical to planning and preparing for the return to the workplace.

PREPARING THE BUILDING
WHAT SHOULD WE EXPECT FROM OUR BUILDING AND LANDLORD(S)?

Potential changes include:

- Worker safety at the building and in the workspace
- Reanalyzing HVAC, Fire/Life Safety
- Update cleaning procedures including frequency
- Completing Inspections, remediations and repairs before reopening
- Strategy to control entry points including building lobby, reception, shipping/receiving
- Implementing visitor policies to the building and tenant spaces
- Establish Protocols for Health Checks
- Determine elevator use to comply with social distancing

PREPARING THE WORKFORCE
HOW SHOULD WE ASSESS WHO RETURNS TO THE WORKPLACE VS. WHO STAYS HOME?

- Return employees in waves by deciding who returns immediately versus working from home **For employees returning, consider staggering days/shifts to maintain occupancy rates less than 70% and support social distancing of greater than 6'**
- Communicate consistently with employees to help manage expectations, emotions and regulations
- Update on company policies and procedures and provide required training

WORKING TOGETHER
WHAT ACTIONS CAN WE TAKE TO HELP OUR TEAMMATES FEEL SAFE?

- Establish two-way communication between leaders and employees
- Foster a trusting and transparent culture
- Set clear employee expectations on protocols
- Establish comfort in posting signs and sharing vulnerability
- Decrease density
- Designate foot-traffic patterns
- Prohibit shared use of small spaces
- Limit in-person meetings
- Enhance cleaning and disinfecting practices
- Utilize touchless ingress/egress
- Establish work space cleaning protocols
- Institute clean desk policy
- Consider low/no touch fixtures/tools
- Establish food/kitchen plan