# THE TOP TEN LIST:

In Transwestern's "A Framework: Designing a Master Plan" we provide an overarching plan your organization can adapt and reference to return to the workplace. The Top Ten List condenses that information. We provide high-level guidance that can help shape your organization's approach or serve as a check to the plans you have already put in place.

1. **Follow CDC and OSHA guidelines provided by your city and state**. Note that these guidelines may change if conditions improve/worsen.

2. Clearly **communicate and define your organization's policy on returning to work**. Explain who will be impacted and how that effects day-to-day operations.

3. Create and **distribute a plan your organization can follow when returning to workplace.** The plan should include workplace and building safety instructions and inform employees on protocols that help maintain safety and health.

4. Determine a plan to be used **if an employee shows symptoms** of COVID-19, or have been exposed to someone confirmed of COVID-19.

5. Determine an appropriate work schedule to help **reduce exposure and limit traffic** in common areas.

6. Talk with your onsite Asset Services team to **understand building-wide cleaning protocols** and assess if additional cleaning is required.

7. **Prepare your workplace**. Make sure signage, wayfinding and sanitization stations are set up and stocked upon arrival.

8. Consider providing a **marked-up floorplan** so employees can understand wayfinding protocols, workstations and location of sanitization areas.

9. **Determine a health-screening policy.** Decide if employees will self-screen prior to arrival or if the organization is responsible for screening.

10. Make sure your organization **has a visitor plan** in place.

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