

Preparing the Physical Workspace for Re-Entry Checklist

While organizations set about planning their return to the office, determining which safety protocols need to be followed is top of mind. In order to ensure the workplace is safe for your employees return, the site should be thoroughly cleaned and sanitized—using only products approved by the [Environmental Protection Agency \(EPA\)](#). Health authority guidelines, local government requirements and landlord policies should all be reviewed prior to developing a plan that meets social distancing guidelines and proper sanitation protocols. Below is a checklist to help capture everything you should be considering before returning your dedicated staff.

Facilities Preparation

- Print and display [CDC safety posters](#) throughout the office space, including restrooms
- Post cleaning protocols throughout the workplace
- Discontinue use of any food services, including vending machines and coffee service
- Enforce social distancing with floor markers such as decals to demonstrate distancing
- Implement touchless technology where possible such as keyless entry, motion-detecting light switches and in-office doors, towel dispensers and hand-dryers as well as soap/sanitizer/lotion dispensers
- Place wipes, sanitizer, disinfectant spray, paper towels, and waste bins in high-traffic areas (e.g. near doors and exits)
- Conduct maintenance to HVAC, replace air filters or clean/disinfect and increase ventilation
- Maintain supplies such as face masks, gloves, hand sanitizers and cleaning solutions well stocked and readily available
- Measure work spaces/desks and identify areas where social distancing of less than six feet exist and reconfigure the space. If necessary, utilize any unused space such as meeting and lounge rooms to help enforce social distancing
- Install physical barriers between work spaces/desks or install higher cubicle walls
- Post limits to the number of people that can be in any common area at one time and control all points of entry
- Remove tables and chairs from any communal areas to avoid having people eat together during the day
- Evaluate mail and delivery services and limit mail pickup/drop off areas

On-Going Safety Protocols

- Establish cleaning protocols that adhere to CDC guidance
- Restrict the total number of employees permitted in the office at one time
- Limit usage of common areas such as kitchens and meeting rooms
- Clean high touch surfaces multiple times x day (e.g., bathrooms, handles, office equip.)
- Hire a reputable cleaning company to perform a deep cleaning of the office every week
- Require employees to wipe-down their person workspace before and after usage
- Encourage good hand-washing and respiratory hygiene practices in the workplace
- Continuously monitor for local outbreaks and develop a plan in the event of an outbreak