

As we enter a new normal, and the workplace landscape continues to evolve, there will likely be areas that will need adjustments prior to employees returning to their workspace. Here are some day one considerations:

Develop and Write a Back-to-Work Strategy

- Interview employees to understand their thoughts, fears, motivation
- Develop a work from home strategy (if employees are capable)
- Employee temperature checks or thermal temperature scans upon entry
- Make PPE product available – masks
- Flexible hours and staggering shifts
- Develop a contingency policy – if a worker is sick or comes in contact with a sick person

Consult with National, State, and Local Governments as to Guidelines

- [Connecticut State Guidelines](#)
- [National Institutes of Health](#)
- [Centers for Disease Control and Prevention](#)

Speak with the Landlord and ask about their COVID-19 Strategy

- Understand the building HVAC system and capabilities
- Ask for their cleaning protocol
- Ask when was the last time the air filters were cleaned – Have you upgraded filters?

Develop a Cleaning Strategy – Around the Office and Furniture

- What is the cleaning procedure regarding the furniture? Upholstery?
- Adding in sanitizing stations or an [Infection Prevention Center](#)
- Ask landlord if they will provide a deep clean prior to opening the space
- What are the appropriate products that can be used to clean the various materials around the office?

Limiting Touch Surfaces

- Hardware – wraps, modifying handles to use elbows
- How do we use the equipment and make sanitizing wipes available - cleaning coffee makers, copiers, shared kitchen appliances, etc.

Social Area – Kitchen/Cafe Areas, Conference/Huddle Rooms

- Lunch breaks in shifts – removing seating to limit large groups
- Rearrange chairs to have them face in different directions
- Holding meetings in open areas
- Removing conference rooms chairs
- Using huddle rooms to hold Zoom meetings

Signage and Communication

- Communicate your written plan to your employees
- Post the plan
- Indicate when areas have been cleaned
- Consider workflow – clockwise rotation
- Floor, elevator and entry signage