RETURN TO WORK
FLOW CHART AND CHECKLIST

PHASES

PREPARE FOR RETURN TO WORK

- ❑ Local / State Guidelines
- ❑ CDC Guidelines
- ❑ OSHA Guidelines
- ❑ Architects / Engineers
- ❑ Furniture Providers
- ❑ Attorneys & HR Professionals
- ❑ IT / Tech Specialist
- ❑ Key Internal People

- ❑ Develop a Plan and Procedures
  - ❑ Physical Changes to Workplace
    - ❑ Identify experts
    - ❑ Identify suppliers
    - ❑ Identify timeframes
  - ❑ Procedures once Return
    - ❑ Symptomatic Stay Home
    - ❑ Health Checks for Entry
    - ❑ Symptoms in office. Isolate
- ❑ Social Distance, Masks, Hygiene

ASK QUESTIONS

- ❑ Understand Monetary Impacts
- ❑ Surveys out to employees
- ❑ Review prelim. plans with Team
- ❑ Will Remote Work Continue
  - ❑ Requirements to be in office?
  - ❑ Requirements to work remote?
- ❑ Shifts or Certain Days for some.
- ❑ Require Masks? Gloves?
  - ❑ When in facility? At Desk?

- ❑ Can Private Workspaces Meet Social Distancing Requirements
  - ❑ At density of 25%, 50%, 100%
- ❑ What Collaboration is Needed
  - ❑ Can it be done via technology
  - ❑ If in person – How Done safely
- ❑ Clients – in office; visiting client
  - ❑ Can it be done via technology
  - ❑ If in person – How Done safely

MAKING PHYSICAL CHANGES PROTOCOLS FOR THE WORKPLACE

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PROCEDURES

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TRAINING FOR STAFF

- ❑ Architects can Help with
  - ❑ Existing Space Plans / Maps
  - ❑ Evaluation of Social Distance
  - ❑ Evaluation of Furniture
  - ❑ Proposed Space Plan Options
  - ❑ Suggestions on Products
    - ❑ Anti-microbial surfaces
    - ❑ UV Lights
    - ❑ Furniture
  - ❑ Propose solutions
- ❑ Engineers can Help with
  - ❑ Upgraded Ventilation
    - ❑ Fresh Air/Air Changes per hour
    - ❑ Run Systems 24/7
    - ❑ Lower RH to (40%-60%)
  - ❑ Upgraded Filters
  - ❑ UV Light disinfect HVAC return
  - ❑ Special UV Disinfecting lighting
- ❑ Furniture Providers
  - ❑ Updates to existing furniture
  - ❑ Re-arrange furniture
  - ❑ New Furniture
- ❑ IT / Technology Specialists
  - ❑ Updates to existing equipment to help facilitate social distance
  - ❑ New equipment / software to support collaborating remotely
  - ❑ Stream Line Remote work for those that may continue to utilize as a solution.
- ❑ Attorneys and HR Specialists
  - ❑ Help formalize procedures while staying within the law
  - ❑ Help Inform - New legislation overlapping existing employment law and unusual circumstances of the pandemic – care is needed

- ❑ Hygiene – How; How Often
  - ❑ Signage and Communication
  - ❑ Hygiene Stations throughout
  - ❑ Hygiene supplies
  - ❑ Masks, gloves, etc supplied
  - ❑ Requirements share with Team
  - ❑ Increased Cleaning Protocols
  - ❑ DO NOT share workstation/Tech
- ❑ Circulation Spaces
  - ❑ Circulation Diagrams / Maps
  - ❑ One Way Counterclockwise
  - ❑ Directional Signage
  - ❑ Automatic Doors?
  - ❑ Discourage / Limit elevator use
- ❑ Café Spaces / Collaboration
  - ❑ Reduce Use / Touchpoints
  - ❑ Eating at Desks encouraged
  - ❑ Require gloves and cleaning multiple times a day in pantries
  - ❑ Reduce Seating in Café spaces
  - ❑ Reduce seating in Collaboration
  - ❑ Reduce seating in Meeting Rms
- ❑ Restrooms
  - ❑ Update fixtures to touchless
  - ❑ UV lights investigate for sanitizing when unoccupied
  - ❑ Upgraded cleaning
  - ❑ Sanitizing spray provided
- ❑ Workstation Furn. - Mods
  - ❑ Add-up panels / screens
  - ❑ Add mobile screen / separators between paired stations
- ❑ Furniture – Reconfiguration
  - ❑ Workstations
  - ❑ Collaborative settings
  - ❑ Conference Rooms
  - ❑ Reception Areas

EVALUATE STEPS TAKEN – UPDATE AS NECESSARY

- ❑ Maintain Records
- ❑ Create Plan "binder" for use and adaptation for future events
- ❑ Confirm changes with consultants

- ❑ Maintain Flexibility
  - ❑ Suggestion Box/Forum
  - ❑ Point person for concerns / issues
  - ❑ Procedure to evaluate