

YOUR RETURN TO WORK GUIDE

Before giving your employees the green light to return to the office, you'll need to develop a well-thought-out plan to prevent COVID-19 transmission among employees, maintain a healthy work environment, and keep your business running smoothly.

While every workplace is different, this step-by-step checklist will help you prepare for your employees' return to the office.

Policy changes

- ✓ Encourage sick employees to **stay home**
- ✓ **Require the use of face coverings** if employees are unable to maintain social distance
- ✓ **Update office cleaning** and disinfecting protocols
- ✓ **Re-assess whether to allow visitors** or outside vendors on-site
- ✓ **Require temperature checks** upon arrival at work
- ✓ Consider **staggering work hours** to limit the number of people in the office at one time
- ✓ Limit or **ban sharing of supplies** and equipment
- ✓ **Evaluate business travel** on a case-by-case basis

Physical changes

- ✓ Make certain stairways and hallways **one-way** if needed
- ✓ **Limit capacity** in or close certain areas, like break rooms, conference rooms, elevators, cafeterias, and fitness centers
- ✓ **Rethink your office layout** to have cubicles as far apart as possible
- ✓ **Install physical barriers** and place floor markings to help employees maintain proper distance
- ✓ **Add additional handwashing** or sanitizing stations
- ✓ **Place reminders to practice basic hygiene** in bathrooms and other common areas

Considerations for high-risk employees

Employees with underlying health conditions or in other risk groups for COVID-19 may not feel comfortable returning to the office right away. Encourage remote work, if possible, or consider adjusting their duties to reduce contact with customers and other employees.

The guidance around COVID-19 and the workplace is constantly changing and evolving. Check the Centers for Disease Control and Prevention and the Occupational Safety and Health Administration and review your plans with state or local public health officials, if needed.

