

## Preparing A Return to Your Workplace A CHECKLIST FOR TENANTS RETURNING TO THE OFFICE

- Designate a Return-to-Workplace manager/team** to lead the evaluation of and the plan for your workspace.
- Proactively engage key stakeholders and each department and/or business function** to begin a dialogue about the building's status, your workplace status, activities, and plans, along with each department's/business function's plan.
- Consider and update policies**, such as employee health and/or screening, travel, office visitors, and work-from-home accommodations. In many cases a phased approach may create a smoother transition that allows for dynamic evaluation and modification if necessary. Additionally, a rotating phase where a portion of employees return to the workplace while the remainder continue to work from home could be considered until it is determined that all employees may safely return.
- Perform a thorough evaluation of your current workspace layout** to identify modifications that may be necessary to meet social distancing guidance. Review space plans and evaluate open, dense, or spaces that do not provide at least six feet of separation between employees. Solutions may differ depending on how many employees are expected to return to work versus continuing to work from home.
- Identify the maximum capacity for your office overall, individual spaces, and bathrooms.** Create and communicate any new policies and use permanently affixed signage to reinforce.
- Evaluate your office furniture and layouts.** Spread stations out where necessary or consider flexible/rotational work schedules. Use partitions, one-way directional flows and signage to add structure to new or modified layouts.
- Prepare your gathering areas for clean collaboration.** Spread out or eliminate furniture and remove excess seating in lobbies, conference rooms, dining areas, etc.
- Prepare your break rooms and dining offerings.** Beverages, food items, and utensils should be single serve and single-use, compostable cutlery and plates. Water dispensers, trash bins soap dispensers and other accessories should be activated via a sensor or foot pedal. Increase cleaning frequency in these spaces and post signage encouraging hygiene and individual clean-up.
- Check all equipment and systems that were removed from service** in advance of the return to the workspace. Items could include but are not limited to appliances, copiers, other office equipment as well as the replacement of domestic water filters.
- Evaluate air filtration systems** and determine if air filters should be replaced for higher-rated MERV and /or HEPA filters and determine if workstations should be relocated from being in front of air vents. This step may require speaking with the landlord or building operations.