



Not So Fast!

Before you head back to the office, make sure you can answer these key questions.

1. Consult the Authorities

Are you able to return yet? Ensure compliance with CDC guidance (www.cdc.gov) and OSHA State Guidelines (www.osha.gov).

2. Interview Your Employees

- Are there children, immunocompromised or elderly members in the home?
- Can the employee be productive working remotely?
- What is the employee's level of fear regarding the commute and return to the office?

3. Establish a Criteria for Occupancy

Who should return and how do you determine the appropriate level of occupancy?

4. Communicate with the Landlord

What measures are being taken to prepare the building for re-entry?

5. Prepare Your Space

Have you conducted a site visit, sanitized the space and ordered the necessary supplies?

6. Reinstate and Rethink Your Services

Which vendors are critical at this time?
How will you handle mail and deliveries?

7. Assign Leadership

Who will issue all formal communication about reentry? Who will track illness, log deliveries and visitors, and order supplies?

8. Develop Return to Work (RTW) Guidelines

What is your plan to reduce density, increase sanitization and ensure productivity?

9. Communicate the Return to Work (RTW) Guidelines

Have you developed a formal communication piece to send to employees? It should outline new office etiquette, individual responsibilities and the new, phased schedule.

10. Offer Additional Resources

Do your employees know the physical and mental health resources available to them at this time?



Questions?

Contact our **Workspace Team** for help assembling your Return to Work guidelines.