

Returning to the Office Checklist

Looking Towards the Future; the New Norm Office



Introduction

With the current health crisis, our ideas of a happy and safe workplace are changing rapidly.

The ultimate goal in return to the office post or even mid pandemic is the same, but the execution will look a little different for everyone. It is compromising to make blanket suggestions on what the best solutions might be for any one company, since each office has different challenges.

At HF Planners, LLC we have developed adaptive guidelines and strategies to make **YOUR** office space optimally safe for your company, your employees, and your budget.

In this presentation you will find a checklist of strategies ranging from short term fixes to long term changes to reflect the concerns of your company's culture and ensure that you will be supporting your employees as they return to the office.

Business Strategy

Business strategies are concrete ways to make sure your business stays up to date with the latest information and communicates as clearly with employees as possible to create a comfortable environment for everyone.

- ☐ Implement staggered work hours policy
- ☐ Monitor entryway for health and temperature screening
- ☐ Establish new cleaning protocols
- ☐ Convey the plan to all employees
- ☐ Create company policies for employees to follow based on CDC guidelines and keep up to date on continuing new guidelines
- ☐ Communicate with landlord or facilities management teams for support or guidance

Physical Strategy

Physical strategies are your best defense in keeping your return to the office is as safe as possible. The examples below, coupled with suggested methods of implementation in the slides to follow will ensure your business strategies are maximized to warrant the health of your employees.

- ☐ Limit elevator access – markings on floor in cab
 - ☐ Post signage with new conduct expectations:
 - ☐ Handshake free zone
 - ☐ Wear personal protection equipment (masks, gloves)
 - ☐ Allocate one stairwell for traveling upstairs and one for traveling downstairs
 - ☐ Maximize natural airflow and HVAC system when possible
 - ☐ Flush and test potable water supplies upon return for possible Legionella presence
 - ☐ Implement social distancing procedures in every office space
 - ☐ Identify opportunities to eliminate touch points
 - ☐ Create a wellness room in the event someone needs to be isolated
-
- IMMEDIATE
- INTERMEDIATE
- LONG-TERM

Immediate Physical Strategy

These are low budget, fundamental fixes that can be implemented immediately by administrative personnel with the help of strong company guideline protocols

- ☐ Provide each employee with a set of masks, hand sanitizer, sanitizing wipes, and guidance about new protocols and expectations
- ☐ Move, remove, or mark off seating in every applicable office space to comply with social distancing
- ☐ Offer disposable kitchen items to eliminate contaminated surfaces and transference of infectious germs
- ☐ Add paper products and open trash cans near restroom doors to allow for barrier between door handle and exposed skin
- ☐ Institute temperature checks at main entrances
- ☐ Open windows to allow for natural ventilation where possible; move people away from areas of tangible air draft
- ☐ Add waterless hand sanitization stations around the office in common spaces
- ☐ Post signs promoting CDC and company guidelines
- ☐ Encourage one way travel flows where applicable
- ☐ Add indoor plants to aid in natural air filtration



Immediate Physical Strategy



Office Plants



Sanitization Stations



Disposable Kitchenware



Automatic Soap Dispensers



Company Policy Signage



Open Receptacle Waste Bins

Intermediate Physical Strategy

These are mid budget, vigilant fixes that HF Planners, LLC can help assist your facilities personnel and installers to procure and implement.

- ☐ Install plexiglass panels where necessary in open office situations to act as sneeze barriers
- ☐ Move or remove workstations to better comply with social distancing/avoid having employees seated directly facing one another
- ☐ Implement package quarantine area near reception
- ☐ Install plexiglass sneeze barrier to protect receptionist, and implement touchless scan-in technology where applicable
 - ☐ Personal Badge ID scanning is most strongly recommended
- ☐ Replace manual faucets and paper towel dispensers in kitchens and bathrooms with touchless automatic versions
- ☐ Add bike racks where applicable to encourage and support employees biking to work in place of public mass transit
- ☐ Replace door handles with ones requiring less touch. Replace typical grasped handles with wrist grab and less contact options
- ☐ Add mobile air filtration and purification units in open office spaces operating throughout the day or overnight

Intermediate Physical Strategy



Mobile Air Filtration



Automatic Plumbing Fixtures



Sneeze Guard Screens



Automatic Paper Towel Dispensers



Mobile Screens



Wrist Grab Hardware

Long-Term Physical Strategy

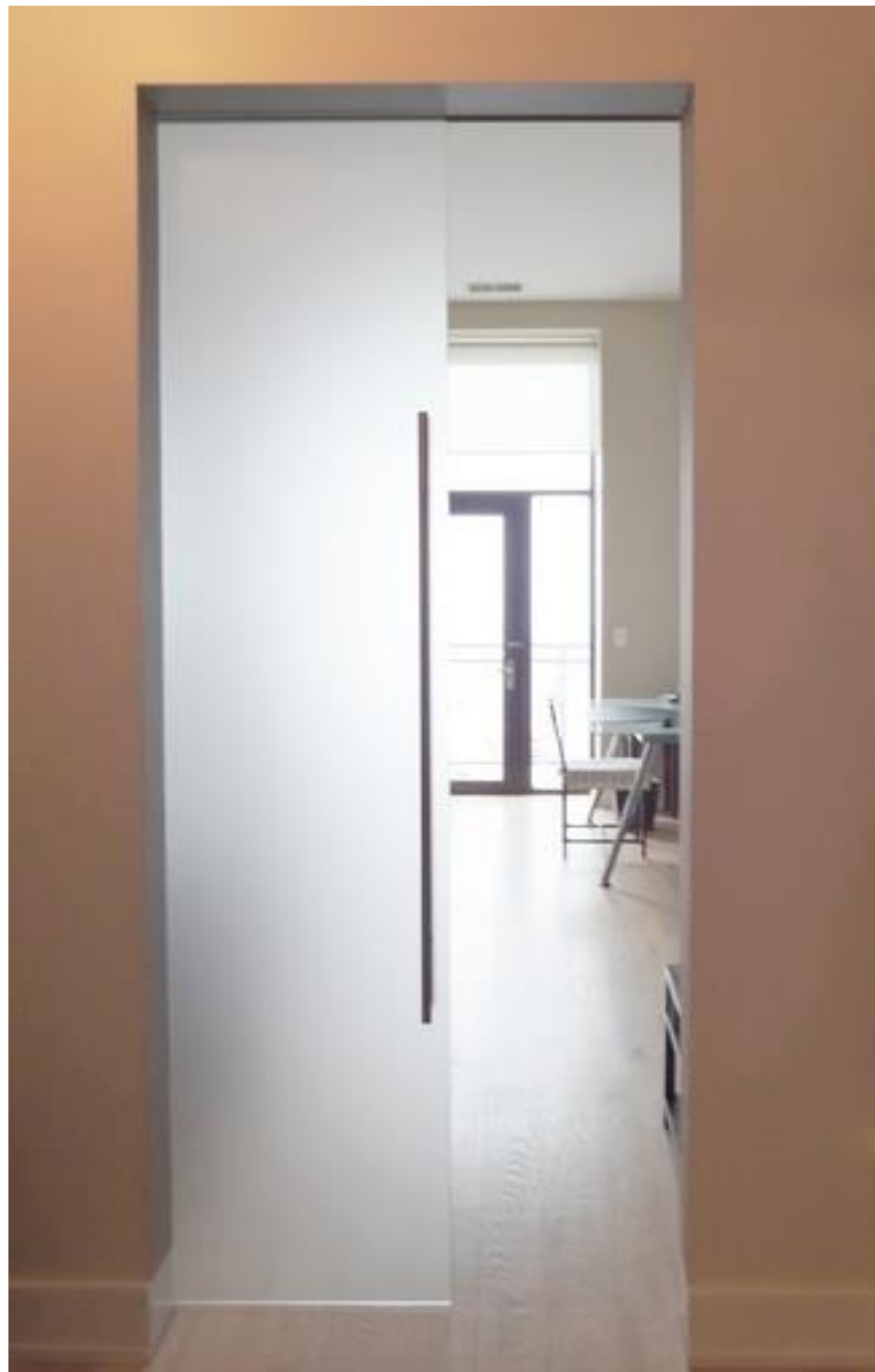
These are upper budget, assured ways to promote office safety in totality and can be implemented by an informed design practice, **such as HF Planners, LLC**

- ☐ Upgrade HVAC systems to include ionizing and introduction of UV Technology
- ☐ Add sinks exterior to bathrooms or within collaborative spaces to allow for more frequent hand washing with less contact between doors and confined areas
- ☐ Eliminate swing doors in favor of sliding or switch back entrances
- ☐ Introduce a wellness isolation room near reception if possible to quickly quarantine someone who begins to feel sick
- ☐ Design floor patterns and wall covering/paint options that promote social distancing
- ☐ Reconfigure furniture and office layouts to better socially distance employees from one another (contact us to see our Clean Office presentation)
- ☐ Update furniture and casework items to include materials that reduce risks of transmission of infectious germs
 - ☐ Antimicrobial, silica coated fabrics, bleach cleanable durable surfaces

Long-Term Physical Strategy



Keyless Personal Lockers



Sliding Door Entry



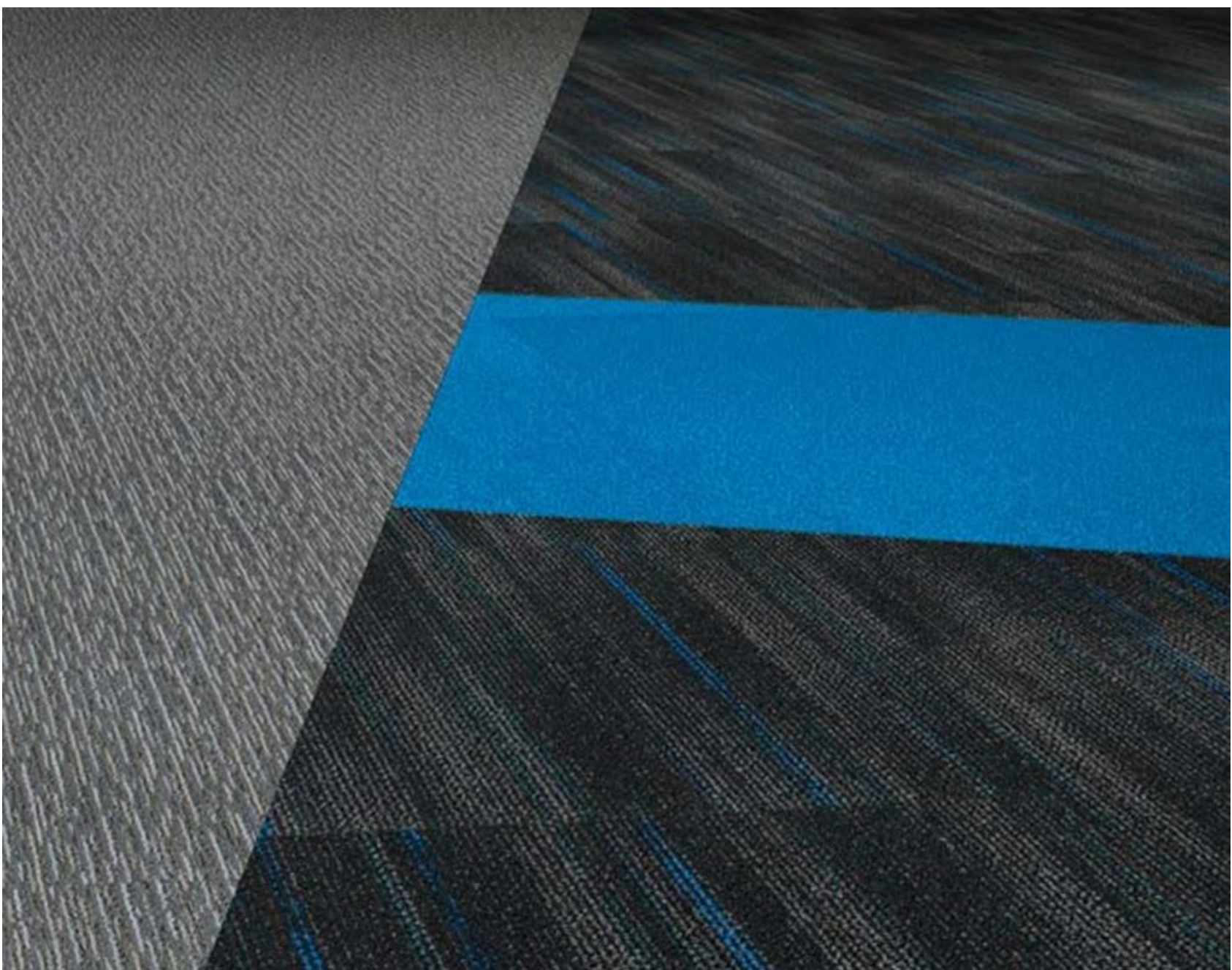
Silica Coated Fabrics



Upgraded Air Filtration



Antimicrobial Surfaces



Social Distance Floor Patterning



Contact Us!

With the current health crisis, action is imperative to the health of your employees, and therefore the health of your company.

Whether you are interested in guidance on implementing immediate strategies, a health audit of your pre-pandemic office, or you are looking to implement new safety measures into an overdo redesign; HF Planners, LLC is here to help.

We are a:

- Facilities Management Firm
- Corporate and Healthcare Interior Design Firm

We are also office users ourselves!

We know healthy and functional office space inside and out. Contact us today for guidance on your next steps to returning to the office:

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