

Back to the office post COVID check list

Immediate fixes

Workplace:

- Review workplace seating plan to ensure social distance between staff workplaces
 - As a guide : one empty desk between staff on benches
 - Mark up the floor plan to identify the maximum capacity per floor
- Reduce reception area seats and remove magazines, pencils, etc to discourage lingering and install hand sanitizer. Reception desks may have a plastic screen installed
- Reduce meeting room seats to align with the maximum gathering rule in your area
- Locate rubbish, recycling and disinfectant wipes in visible locations to encourage use
- A clear desk policy will allow thorough disinfecting of workstations at night
- Consider installing barriers between workstations, for example acoustic panels, and re-orientating workstations
- For higher capacity workplaces, consider implementing for example a clockwise circulation pattern to reduce accidental groups forming.
- Identify high risk areas where many people's paths cross like the floor entrance and place visible signage

Shared kitchen

- It is not really possible to ensure touch free kitchens, so for the moment, it is recommended to put kitchens out of action
- Staff can bring their own drinking bottles and take them home with them in the evening
- Stagger lunch times to avoid gatherings in lunch rooms. All food should be prepared at home or purchased externally rather than prepared at the office

Home work

- Survey staff about their homeworking environment before they return to the office. Example survey available on our website.
- Make an office and home schedule to reduce the capacity in the office on any one day.

Communication

- Openly communicate to visitors and staff about social distancing protocols in place in the office.
 - Install signage on the main entrance door informing visitors where to wait, reminding staff of the measures in place, and noting maximum floor capacity.
 - When visitor meetings are confirmed, include a summary of protocols in place in the office
 - Post Frequently Asked Questions on the intranet
- Put in place 'back to the office' champions to brief staff when they return to the office, reassure and answer questions

Cleaning and house keeping

- Install hand sanitizer at visible locations around the office
- Provide masks and gloves as an option
- Provide paper desk pads that employees collect on arrival and place in the recycling at the end of the day
- Increase visible cleaning during the working day
- Discourage staff from transferring items from home to work as far as feasible.

The next step is building modifications to improve air circulation and potentially increase private offices. See our Medium Term Fixes for more suggestions.