

COVID-19 Return to Work Checklist

A starting list of questions and things to think about in working with your return team.

Who is on our Return Team (task force)?

- Facilities
- IT
- People Ops

When should we reopen the office?

- When do employees want to come back?
- What are city/state/federal government guidelines saying?
- When are daycares reopening?
- What are the legal requirements?
- What are your landlord requirements?

Who should go back first?

- What do your employees say?
- Who is most essential?
- What is the capacity your office can fit with physical distancing?

What supplies do we need?

- Hand sanitizer
- Masks
- Lockers
- Signage
- Thermometers
- What workplace software would help us be successful?
 - Desk management
 - Issue reporting
 - Contact tracing

What are your goals?

- Visibility
- Communication
- Confidence
- Employee experience
- Health & Safety

What problems are you anticipating?

- Physical distancing
- Touch screen germs
- Contact tracing

What strategies are you looking to employ?

- Meeting room usage
- Touch-free booking
- Assigned staggered seats
- Flexible staggered seats
- Neighborhood seating (team-specific)

What metrics are you hoping to track?

- Utilization
- Occupancy
- Contact tracing

What are high traffic areas we need to think through?

- Elevators
- Bathrooms
- Kitchens

What cleaning do we need to consider?

- More professional cleaning
- Personal cleaning supplies