

HON®

Return to the Office Checklist



Safe



Practical



Flexible

Make Your Space Work Checklist

Before People Return Make Your Space Safe

- Assess the need for new healthy workplace initiatives
 - Identify PPE needs and establish guidance
 - Determine need for temperature check station
 - Establish an isolation room for symptomatic employees
 - Publish schedule for increased cleaning
- Adjust desks and cubicles as necessary
 - Create at least a six-foot space between employees workspaces as recommended by health officials
 - Avoid employees sitting face to face
 - Add screens or panels to open desk arrangements and clean them regularly
 - Transition to assigned workspaces
 - Provide a secure storage area for personal items if not available at individual workspaces
- Plan for modified use of collaborative spaces like breakrooms, conference rooms and meeting spaces
 - Implement schedules
 - Define occupancy limits in shared spaces, business centers, and bathrooms
 - Post cleaning procedures
 - Encourage virtual meetings
- Adapt lobby and reception areas
 - Install screens at reception counters
 - Limit elevator occupancy
- Provide home office solutions to those who can work from home

As People Return Make Your Space Practical

- Create a communication process
 - Review guidelines and changes
 - Provide schedules and building maps
 - Create feedback process
- Consider bringing your workforce back in phases
- Create neighborhoods with frequent collaborators
- Plan movement patterns through your space
- Update or add signage for directions, social distancing, cleaning, hand washing, and occupancy

Ongoing Assessment Make Your Space Flexible

- Lead with empathy
- Keep dialog open
- Proactively assess needs with employees
- Communicate updates to policies and procedures
- Consider flexible work options
 - Public transportation changes
 - Childcare limitations
 - High risk employees
- Encourage employees to stay home when sick
- Provide employees information to stay healthy
- Support wellness initiatives for both physical and mental health
- Consider long-term healthy workplace upgrades
 - Hands-free pulls on doors and cabinets
 - Improve air filtration and HVAC systems
- Standardize work from home solutions for employees

Helpful Resources

[HON Design and Specification Solutions](#)
[Healthy Workplace Solutions](#)

[Work From Home Solutions](#)
[Product Care Guide](#)

[CDC Guidance](#)
[OSHA Safe Six](#)
[FitWel Guidance](#)

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