

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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