THINGS TO CONSIDER AS YOU RETURN TO THE OFFICE

Organizations must keep in mind that determining who will return and when they will return is a complex process. This checlist should help:

1. Local Government Regulations

☐ Confirm guidance with local government on reopening office building to workers.

☐ Determine whether a new certificate of occupancy is required from your regulatory authorities.

2. Landlord Policies

☐ Confirm procedures and/or rules for building re-entry and occupation.

☐ Determine policies regarding building cleanliness and safety.

3. Business Continuity Plan (BCP) Alignment

☐ Determine whether your BCP includes a verified list of the essential roles and individuals included in re-entry.

☐ Confirm that contingency plans/critical response mechanisms are in place in the event that the reopening should fail or the virus reoccurs and forces additional closures.

4. Supply Chain

☐ Identify and confirm supply chains for personal protection equipment and determine advance ordering requirements for long lead-time items.

5. Human Resources (HR) / Legal Considerations

☐ Determine protocols for ensuring employees with high-risk conditions (e.g. lung disease, asthma, heart conditions, immunocompromised, obesity, diabetes, liver disease) do not return to the office.

☐ Ensure a policy/process exists to report and track infections and compliance with HIPAA rules and to report grievances.

6. Space / Occupancy

☐ Develop seating/floor plans to meet social distancing guidelines per your local government.

☐ Establish new workplace etiquette and protocols and communicate them via signage posted throughout the workplace. Be sure to consider ADA implications when making changes.

☐ Plan how to address impacts on specialty areas (e.g. wellness and mothers rooms, gyms, showers and lockers, mailrooms, breakrooms).

☐ Determine a policy for employee access to company buildings other than their primary workplace.

7. Facilities Management

☐ Confirm emergency evacuation procedures in compliance with social distancing requirements, and assign "floor wardens" responsible for managing evacuation.

☐ Establish elevator social distancing guidelines for multi-story buildings, and calculate and confirm elevator protocols and occupancy levels with your building landlord.

☐ Create phased and "quick close" procedures to shut down offices in the event the reopening fails or virus reoccurrence forces new closures.

8. Technology

☐ Establish enhanced occupancy and employee tracking for building location, space utilization, and potential infection zones.

☐ Evaluate the room reservation technology and equipment provided at the desk support social distancing and disinfection.

9. Security

☐ Determine entry/exit badging protocols for essential employees returning to the building.

☐ Establish/confirm building shutdown policies in the event the facility needs to be closed again.

10. Approvals

☐ Decide who in each region/market/office is responsible for announcing office openings/closures.

☐ Determine who needs to approve the re-opening plan (e.g. regional crisis management team, market/country leadership, enterprise risk & audit teams, business units, IT, security, legal and HR teams).

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