

Planning a Safe Return to the Office

Priorities Checklist

When employees return to work in office environments, the space will need to look and operate differently. Capacity planning, physical distancing, contact tracing, and touchless interactions are now in the forefront of office planning to allow for a safe return to the office. Have you considered the various ways you may need to adjust your practices? Use this checklist to get started.

1. Screening

- Policy on health requirements to enter the building
- Temperature screening for employees and visitors
- Document visitors travel
- Travel restrictions
- Building entry policies/protocols

2. PPE

- Invest in products
- Create stations for supplies
- Policy / Guidelines on use of Masks, Gloves, Face Shields, etc.

3. Hygiene

- Touchless hand washing
- Hand sanitizer dispensers
- Increased cleaning schedule
- Enable a touchless environment
- Safety signage
- Limit congregation in shared areas
- Plan to manage indoor air quality
- Clean desk policy

4. Physical Distancing

- Set guidelines for floor capacity
- Contact tracing
- Set meeting room capacity
- Increase space between seating
- Build physical / natural barriers
- Schedule in office days
- Elevator guidelines
- Staggered shift schedule
- Engineer common areas
- Manage foot traffic

For over 80 years Ricoh has been imagining change. Today, that includes helping our customers navigate the demands of remote work, maintain business continuity and keep their essential workplaces operational. **We can help.**

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