



GET READY TO REOPEN

An HR Workspace Checklist for Reopening Business Amid COVID-19

While uncertainty looms across American businesses, the best thing we can do as an economy is be well-prepared to reopen. Here are some ideas to keep businesses safe and consumers confident.

1

Make a Set of “No Personal Contact” Rules

Limit handshaking, closed meeting spaces, hugging, or any other physical contact.

2

Encourage “no item sharing” when possible

Limit exposure to shared objects, like pens, staplers, notebooks, dry erase markers, desk space, file folders, computers, and anything else that can be assigned to individual workers and not shared.

3

Reorganize Your Floor Plan

Reconfigure workspaces to maximize 6-foot distances between workers, customers, and visitors.

4

Get Rid of Common “Gathering” Areas

Reconfigure office hangout spots to minimize socializing and maximize safe work stations.

5

Adjust Breakroom Rules

Workers will need breaks, legally and mentally. Does your breakroom have enough room to accommodate staff?

6

Create Prominent Hand Sanitizing Stations, Complete with Cleaning Supplies

Invest in safety equipment for both their workers and patrons. Make a point to buy hand sanitizers and make them freely available across your business or office space.

7

Post Communal Equipment Cleaning Rules

If your office has gym equipment, common-use equipment like copy machines, heavy machinery, or industry-specific tools, post clear directions about how to clean equipment between uses to keep multiple users safe.

8

Create Appropriate Face Mask Rules

While heeding federal and local regulations, create face mask rules that are the most appropriate for your line of business.

9

Limit the Number of People in a Closed Room

Post the number of people each room can accommodate and update room booking software accordingly.

10

Break the 9-5

Adjust working hours to accommodate business needs and safety requirements.



Get more ideas for workplace preparedness post-COVID-19 by visiting www.workest.com