

## TENANT INFORMATION SHEET

### Going back to the workplace?

Here are a few things to consider that can help make the environment safer for you and your colleagues.



### DESIGN AND SPACE CHANGES

- Rotate orientation of open workstations to prevent people from facing one another
- Space employees in six-foot by six-foot workstations apart with a full workstation buffer
  - Consider assigning team members to different days (e.g. A Team and B Team)
- Install partitions between desks that face each other
  - Alternatively, install clear panels to raise to increase total partition height to a minimum of 60 inches
- Install temporary clear partitions at reception or security desks to provide a buffer between staff and visitors

### NEW BEHAVIORS

- Train receptionists, security, and other gatekeepers to identify symptomatic people
- With the assistance of your health care provider or health department, establish contact tracing and exit plan to use if anyone shows symptoms
- Establish required training that covers new behavior and hygiene all employees must complete before returning to the workplace
- Distribute guidance for employees that are not feeling well
- Stagger employee schedules to limit elevator crowding
- Facilitate Effective Cleaning
  - Mark un-used spaces at the end of each day to allow cleaning staff to focus on contaminated surfaces
  - Encourage employees to declutter and remove personal items from desktops at the end of each day
- When possible, leave doors open to minimize use of high-touch surfaces
- Encourage virtual collaboration
- Temporarily use disposable dishware and utensils
- Consider mental health
  - Establish quiet spaces or rooms for meditation or personal restoration
  - Provide meditation apps or provide literature
  - Facilitate counseling or professional support

### COMMUNICATION AND NAVIGATION

- Install entry signage to inform visitors of rules for hand washing, sanitizing, gathering, queuing, and mask use
- Establish one-way traffic patterns and install wayfinding arrows
- Remove every-other chair in conference rooms and install six-foot markers
- Install signs to close whiteboards
  - Alternatively, remove whiteboard pens or issue sets to each employee to eliminate sharing
- Install six-foot markers in areas where people tend to queue

### HYGIENE AND CLEANING

- Distribute OSHA *Guidance on Preparing Workplaces for COVID* to empower employees to manage their own safe behaviors
- Place dispensers of alcohol-based (60% minimum) hand sanitization prominently throughout the space.
- Provide disposable sanitizing wipes to clean surfaces and workspaces
- Discourage the sharing of phones/desks, offices, or other tools/equipment
- Provide access to trusted health information and hold regular hygiene briefings
- Establish cleaning procedures that address high-touch surfaces like door handles, handrails, switches, etc. multiple times a day
- Build trust by ensuring that cleaning procedures are visible during the day
- Clean all touchpoints nightly (desks, task lighting, light switches, chairs, drawer pulls)

### TECHNOLOGY

- Identify tools to increase remote-working efficacy
  - Preliminary findings from Colliers' Global Working from Home survey, launched in March, shows that 80% of employees would like to continue working from home at least one day a week
- Install touch free utilities
  - Door openers
  - Faucets
  - Soap dispensers
  - Paper towel dispensers
  - Air/hand dryers
- Leverage digital signage to post new workplace guidance