Return to Work Planning Considerations

This packet contains considerations for developing a Pandemic Return to Work Plan. Information has been compiled from leading industry resources and government sources.
Goals for Returning to Work:

1. Reduce transmission among employees.
2. Maintain healthy business operations.
3. Maintain a healthy work environment.

Stay at home
Employees who have symptoms (i.e., fever, cough, or shortness of breath) should stay home.

Maintain social distancing
Practice social distancing by avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others.

Hygiene
Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash.
HOW TO USE THIS INFORMATION as you PLAN TO RETURN TO WORK

- REVIEW CONSIDERATIONS and ADOPT as needed based on your office space, occupants and public activity
- COMMUNICATE Return to Work plan with all employees and customers
  - Distribute information / host web conference prior to return
- ASSESS & ADAPT plan as needed to align with civic health guidelines
- NUDGE BEHAVIORS in the workplace to support your plan and make it easy to follow
Management Considerations

Modify business practices to promote social distancing & reduce transmission of COVID-19.

- **Travel** – Follow CDC guidelines to continue to limit travel to nonessential businesses.
- **Flex Working** - Establish alternating days or hourly shifts to limit occupancy. Allow work from home if employee has known exposure, is experiencing symptoms of COVID-19, or has a compromised immune system.
- **No Sharing** - Discourage workers of using other employee’s phone, computer, desk space or other tools/equipment. Remove communal pens and note pads from auxiliary spaces.
- **Visitors** - Reduce the amount of outside traffic/visitors. If a visitor must enter to continue business provide instructions to properly enter the space with protective wear and sanitation.
- **Web based meetings** - Encourage continued use of web based meetings between employees and clients.
- **Protection** - Those that are sick must stay home. Encourage wearing masks in the workplace when using shared spaces.
- **Agile Work** – Where hoteling or open seating is used, provide sanitation to allow for wipe down of surface before and after use. Temporarily assign desks in lieu of hoteling to limit cross contamination.
Space Considerations

Modify workspace to encourage 6’ Social Distancing Guidelines to prevent the spread of COVID-19.

- **Seating** – Remove and store excess seating from workstations and meeting/gathering spaces if possible. This includes stools/side chairs intended for impromptu collaboration. If furniture cannot be relocated use signage, physical markers, or tape across seating arms to detour use.

- **Sanitize** – Provide sanitation stations/supplies throughout the space. Include signage to instruct cleaning before and after use. Follow CDC guidelines for cleaning.

- **Workstations** – Distance seating patterns to allow for 6’ between occupants. If this cannot be achieved, install 21” screen above a work surface between employees.

- **Signage** – Use a variety of signage types to clearly communicate how to interact within the space. This includes temporary one way/clockwise traffic flow shown with arrows on the floor, occupancy limit signage for all spaces and sanitation instructions.

- **Doors** – To reduce need to physically touch door handles, keep doors open when security is not a factor or install foot openers.

- **Visitors** – Provide visitor/customer tissue and waste receptacle designations.

- **Deliveries** – Provide a designated holding space for incoming packages & mail.

- **Mechanical** – Where possible, evaluate air filtration systems for cleaning and to increase ventilation rates.
Sit/Stand Area with 6’ Radius

# of Occupants for Room/Gathering Area

Marked for “NO USE”

Sanitation Station

Sanitation required before/after use

Social Distancing Plan
Product Implementation

Suggested products to aid in Social Distancing recommendations.

- Desktop Marker Board End Screen
- Glass Screen-shields
- Privacy & modesty screens
- Foot Openers for Doors
- Freestanding Screens
- Cones to detour occupancy
- Arrow tape to indicate directional traffic flow
Resources

ARTICLES


PRODUCT

We’re here to help.

CONNECT WITH US

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