

Return to Office Checklist

- Create a plan for informing your team
- Establish screening procedures
- Establish next steps if screening qualifications are not met
- Develop a plan for managing office guests
- Create guidelines around when and how to call in sick
- Ensure work from home options are available if needed
- Create mask wearing protocols
- Have employees sign and agree to a mask protocols document
- Purchase extra masks for the workplace
- Set up hand washing stations
- Post hand washing signage
- Look into building ventilation capabilities
- If necessary, invest in air purification
- Ensure outdoor windows and doors are open when possible