



# Not So Fast!

**Before you head back to the office, make sure you can answer these key questions.**

## 1. Consult the Authorities

Are you able to return yet? Ensure compliance with CDC guidance ([www.cdc.gov](http://www.cdc.gov)) and OSHA State Guidelines ([www.osha.gov](http://www.osha.gov)).

## 2. Interview Your Employees

- Are there children, immunocompromised or elderly members in the home?
- Can the employee be productive working remotely?
- What is the employee's level of fear regarding the commute and return to the office?

## 3. Establish a Criteria for Occupancy

Who should return and how do you determine the appropriate level of occupancy?

## 4. Communicate with the Landlord

What measures are being taken to prepare the building for re-entry?

## 5. Prepare Your Space

Have you conducted a site visit, sanitized the space and ordered the necessary supplies?

## 6. Reinstate and Rethink Your Services

Which vendors are critical at this time?  
How will you handle mail and deliveries?

## 7. Assign Leadership

Who will issue all formal communication about reentry? Who will track illness, log deliveries and visitors, and order supplies?

## 8. Develop Return to Work (RTW) Guidelines

What is your plan to reduce density, increase sanitization and ensure productivity?

## 9. Communicate the Return to Work (RTW) Guidelines

Have you developed a formal communication piece to send to employees? It should outline new office etiquette, individual responsibilities and the new, phased schedule.

## 10. Offer Additional Resources

Do your employees know the physical and mental health resources available to them at this time?

## Questions?

Contact our **Workspace Team** for help assembling your Return to Work guidelines.