Getting Back to Work: Addressing Social Distancing Policies and Workplace Layout

Returning to work after a pandemic requires planning and coordination by company leadership and may require input from additional experts, including general counsel. Leaders should examine the workplace layout and consider how they will address social distancing policies and cleaning of all common-use surfaces. Below is a checklist of areas to evaluate when developing a return-to-work plan. Customize it to meet the needs of your company.

Checklist of areas to consider when developing your return-to-work plan:

- ❑ Breakrooms, cafeterias and kitchens
- ❑ Building reception
- ❑ Client/customer/patient waiting areas
- ❑ Childcare facilities
- ❑ Company vehicles
- ❑ Conference rooms
- ❑ Copy room
- ❑ Drop off and pick up areas
- ❑ Elevators
- ❑ Exercise facilities and locker rooms
- ❑ Kiosks
- ❑ Libraries
- ❑ Lobbies

- ❑ Mailroom
- ❑ Nursing mothers' space
- ❑ Parking
- ❑ Outdoor patios, picnic tables and gathering areas
- ❑ Respite, recreation, and game rooms
- ❑ Restrooms
- ❑ Security areas and checkpoints
- ❑ Shared equipment (computers, copiers, printers, mobile devices)
- ❑ Shipping and receiving areas
- ❑ Stairwells
- ❑ Storage, supply, and file rooms
- ❑ Water and hydration stations

Resources

For more information about pandemic planning or management or crisis communication support, please contact Furia Rubel at 215.340.0480 or send an email to gina@furiarubel.com.

To access Furia Rubel's Coronavirus (COVID-19) Public Relations And Crisis Management Resources visit: https://www.furiarubel.com/coronavirus-crisis-pr-resource-center/.