

# Back to Business

## A Guide to Reset, Restart and Reopen Your Business

As offices welcome back their employees, the time has come to assess the collaborative workspace in this time of social distancing. Roughly 75% of employees say that they are somewhat or very concerned about illness spreading in their workplace as businesses start to reopen.

This guide is a checklist to help you think through the reopening process and a resource for the products that will aid you in doing so safely. Let's work together to reopen your facility successfully.

**5 KEY OBJECTIVES THAT ENCOURAGE A SAFE WORKING ENVIRONMENT**  
and the supply lists to support your efforts



### SOCIAL DISTANCING

- Floor, Wall Signage
- Stanchions
- Duct Tape
- Single Seating
- White Boards & Easels



### PERSONAL PROTECTION

- Face Masks, Shields
- Forehead Thermal Scanners
- Movable White Boards & Barrier Shields
- Hand Sanitizer Dispensers
- Anti-microbial Desk Accessories
- Air Purifier & Filters



### SANITIZE | DISINFECT

- Disinfecting Wipes
- Hand Sanitizer & Dispensers
- Surface Anti-Bacterial Cleansers
- Hand Soaps
- Foaming Cleansers



### CLEAR COMMUNICATIONS

- Floor, Wall and Directional Signage
- Stanchions
- Duct Tape
- White Boards & Easels



### MAINTAIN 30-DAY SUPPLIES

- Paper Towels & Toilet Tissue
- Face Masks, Shields
- Hand Sanitizer & Dispensers
- Hand Soap & Foaming Cleansers
- Floor & Surface Anti-Bacterial Cleaners





## ENTRANCE | LOBBY | RECEPTION DESK

- Use stanchions and signage to direct and maintain social distancing
- Consider setting up a screening station using thermal forehead scanners
- Position hand sanitizer, masks and disinfecting wipes for easy access
- Replace couches with single seating arranged for social distancing



## ELEVATOR | HALLWAYS | STAIRS

- Clearly mark social distance space in elevators with signage
- Provide clear directional signage with white boards, easels and wall signs
- Clean and disinfect all surfaces
- Wipe buttons, handles and knobs multiple times during the day
- Move to individual storage for outerwear and umbrellas



## OFFICE WORKSPACES | CONFERENCE ROOMS

- Space chairs to allow for social distancing in conference rooms and limit number of attendees.
- Protect workspaces where distance can not be maintained with movable walls and barrier shields
- Replace keyboards, desk pads, mouse, and standard desk accessories with antimicrobial versions where possible
- Provide clear directional signage with white boards, easels and wall signs



## COMMON AREAS | BREAKROOM | CAFETERIA

- Space chairs to allow for social distancing or mark chairs that cannot be used.
- Post policies and important safety information on walls and table
- Include mobile walls, stanchions and safety barriers where needed
- Clean and disinfect surfaces after each use
- Use directional signage and floor signs reminding social distancing



## RESTROOMS

- Post information and capacity signage outside door.
- Use floor signage where possible for social distancing
- Tape off every other urinal and toilet stall to create social distancing
- Position hand sanitizer, masks, disinfecting wipes for easy access
- Provide hand soaps and foaming cleaners
- Use hands-free dispensers for paper towels and soaps
- Wipe and disinfect counter tops, door handles and all surfaces daily



## STORAGE ROOM

- Post wall signs for cleaning protocols
- Maintain 30-day supply of the following:
  - Disinfecting Wipes
  - Hand Sanitizers
  - Paper Towels & Tissue
  - Floor & Surface Anti-bacterial Cleaners
  - Masks, Face Shields
  - Hand Soaps & Foaming Cleansers

