t2 to go
homework
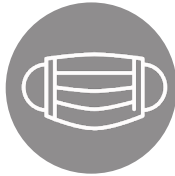
Return to Work Check-List

As businesses look to re-open their doors for employees to return back to work, we've developed this checklist for a safe return.

Health

- ☐ Provide masks and sanitizer for employees
- ☐ Health screening when arriving to work
- ☐ Require anyone feeling sick to STAY HOME

Safety

- ☐ Post clear signage of new rules/regulations
- ☐ Close water fountains and shared amenities
- ☐ Develop safety plans and cleaning protocols

Distancing

- ☐ Ensure 6' distancing with boundaries/signage
- ☐ Limit amount of chairs in conference rooms
- ☐ Develop work from home policies
  Allow working from home/alternating days

Furniture

- ☐ Assess current furniture and layouts
- ☐ Retrofit workstations with more barriers
- ☐ Add plexiglass partitions for added safety

If you need more assistance with developing a Return to Work Plan...

☑ **Contact us!**
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