Return To Office Playbook

PRACTICAL WORKPLACE SOLUTIONS FOR YOUR COMPANY'S RTO TRANSITION

2020

Your team wants to come back to work and it's our job to make them feel safe, comfortable, and protected. We created our RTO Playbook to outline the process and planning required to create the space your team will require. This practical guide will help you transform your office into a space that will feel inviting and safe for your returning employees.

CLANCY
RELOCATION & LOGISTICS

800-836-0331

shifting to the new normal

## offices weren't designed with social distancing in mind

In anticipation of bringing workers back to the office, the CLANCY team is partnering with our clients to design office layouts that reflect a socially distant lifestyle and create spaces that can adapt to a new and ever-changing environment.

Our team has stayed together and continued to install projects during the shelter-in-place, but we have adopted new practices to make sure everyone stays safe.

We are here to help, so contact our team today and let us help get your office ready to welcome back your employees.

Contact your sales representative or email us at info@ClancyMoving.com
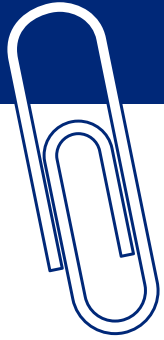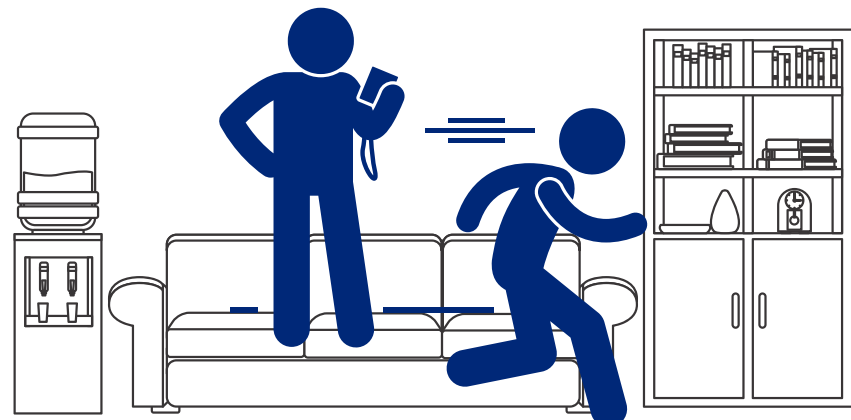
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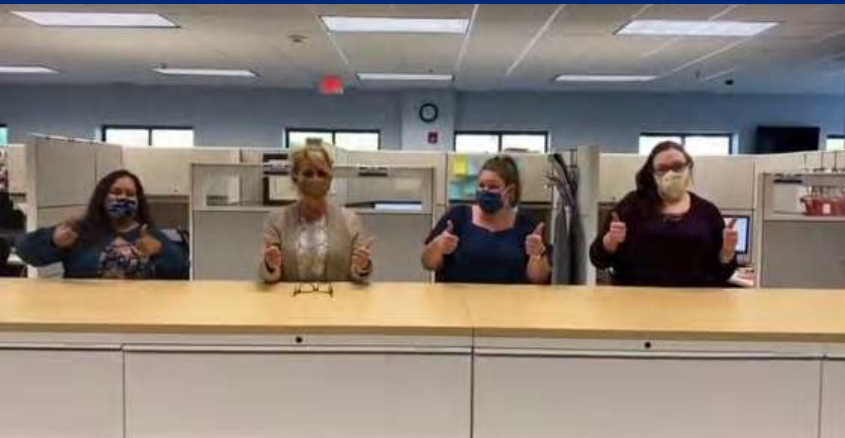
strategies in this playbook for creating safer workspaces

Isolate workers from the hazard

- Install transparent shields or other physical barriers where possible to separate employees and visitors where social distancing is not an option.

- Arrange reception or other communal seating area chairs by turning, draping (covering chair with tape or fabric so seats cannot be used), spacing, or removing chairs to maintain social distancing.

Source: www.cdc.gov

what is social distancing and how can I help my workplace do that?

Social distancing means avoiding large gatherings and maintaining distance (at least 6 feet or 2 meters) from others when possible.

Strategies that businesses could use include:

- Allowing flexible worksites (such as telework).
- Allowing flexible work hours (such as staggered shifts).
- Increasing physical space between employees at the worksite.
- Increasing physical space between employees and customers (such as a drive-through and partitions).
- Implementing flexible meeting and travel options (such as postponing non-essential meetings or events).
- Downsizing operations. Remove excess seating from site.
- Delivering services remotely (e.g., phone, video, or web).
- Delivering products through curbside pick-up or delivery.
- Replace high-touch communal items, such as coffee pots, water coolers, and bulk snacks, with pre-packaged, single-serving items.
- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Encourage the use of outdoor seating areas and social distancing for any small group activities such as lunches, breaks, and meetings.
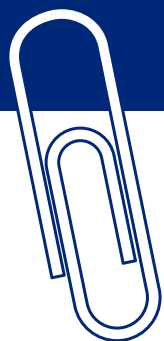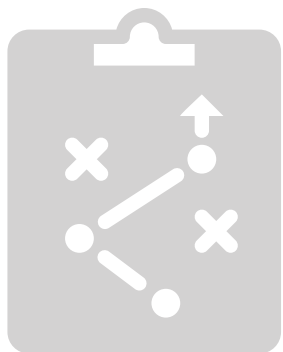
What if one of my employees gets sick?

If an employee becomes sick while at work, they should be separated from other employees, customers, and visitors and sent home immediately. Follow CDC guidelines for cleaning and disinfecting areas the sick employee visited.

Source: www.cdc.gov

how do I keep employees who interact with customers safe?

To keep your employees safe, you should:

- Consider options to increase physical space between employees and customers such as opening a drive- through, erecting partitions, and marking floors to guide spacing at least six feet apart.

- At least once a day clean and disinfect surfaces frequently touched by multiple people. This includes door handles, desks, phones, light switches, and faucets.

- Consider assigning a person to rotate throughout the workplace to clean and disinfect surfaces.

- Consider scheduling handwashing breaks so employees can wash their hands with soap and water for at least 20 seconds. Use hand sanitizer that contains at least 60% alcohol if soap and water are not available.

- Consider scheduling a relief person to give cashiers and service desk workers an opportunity to wash their hands.

- Actively encourage employees who have symptoms of COVID-19 or who have a sick family member at home with COVID-19 to notify their supervisor and stay home.
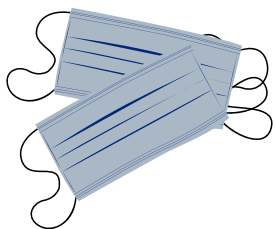
creating safer workspaces: PPE

How should we handle PPE waste?

Discard PPE into a trash can. There is no evidence to suggest that facility waste needs any additional disinfection.

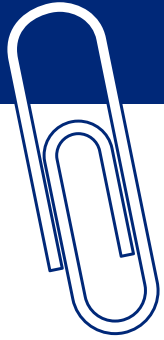Use no-touch waste receptacles when possible.

Source: www.cdc.gov

https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html

do my employees need to wear face coverings?

Remind employees and clients that CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community transmission.

Cloth face coverings are not considered personal protective equipment. Cloth face coverings may prevent people who don't know they have the virus from transmitting it to others. These face coverings are not surgical masks or respirators and are not appropriate substitutes for them in workplaces where masks or respirators are recommended or required. Wearing a cloth face covering does not replace the need to practice social distancing.

Employees should continue to follow their routine policies and procedures for PPE (if any) that they would ordinarily use for their job tasks. When cleaning and disinfecting, employees should always wear gloves and gowns appropriate for the chemicals being used. Additional personal protective equipment (PPE) may be needed based on setting and product.

CDC does not recommend the use of PPE in workplaces where it is not routinely recommended. Facilities can use the hierarchy of controls, such as administrative, and engineering controls – these strategies are even more effective at preventing exposures than wearing PPE.

What about "higher-risk" employees?

Some people may be at higher risk of severe illness. This includes older adults (65 years and older) and people of any age with serious underlying medical conditions. By using strategies that help prevent the spread of COVID-19 in the workplace, you will help protect all employees, including those at higher risk.

Source: www.cdc.gov

what can I tell my employees about reducing the spread of COVID-19 at work?

Employees should take the following steps to protect themselves at work:

- Follow the policies and procedures of the employer related to illness, cleaning and disinfecting, and work meetings and travel.
- Stay home if sick, except to get medical care.
- Maintain a distance of at least 6 ft. from all other persons.
- Understand that no one with symptoms should be present at the workplace. Employees should inform their supervisor if they or their colleagues develop symptoms at work, especially fever, cough, or shortness of breath.
- Wash hands often with soap and water for at least 20 seconds, especially after blowing noses, coughing, or sneezing, or having been in a public place.
  - Use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching eyes, nose, and mouth.
- To the extent possible, avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails, handshaking with people, etc.
- Minimize handling cash, credit cards, and mobile or electronic devices when possible.
- Practice social distancing by keeping at least 6 feet away from fellow co-workers, customers, and visitors when possible.
- Avoid all non-essential travel.

coming back to the office with peace of mind
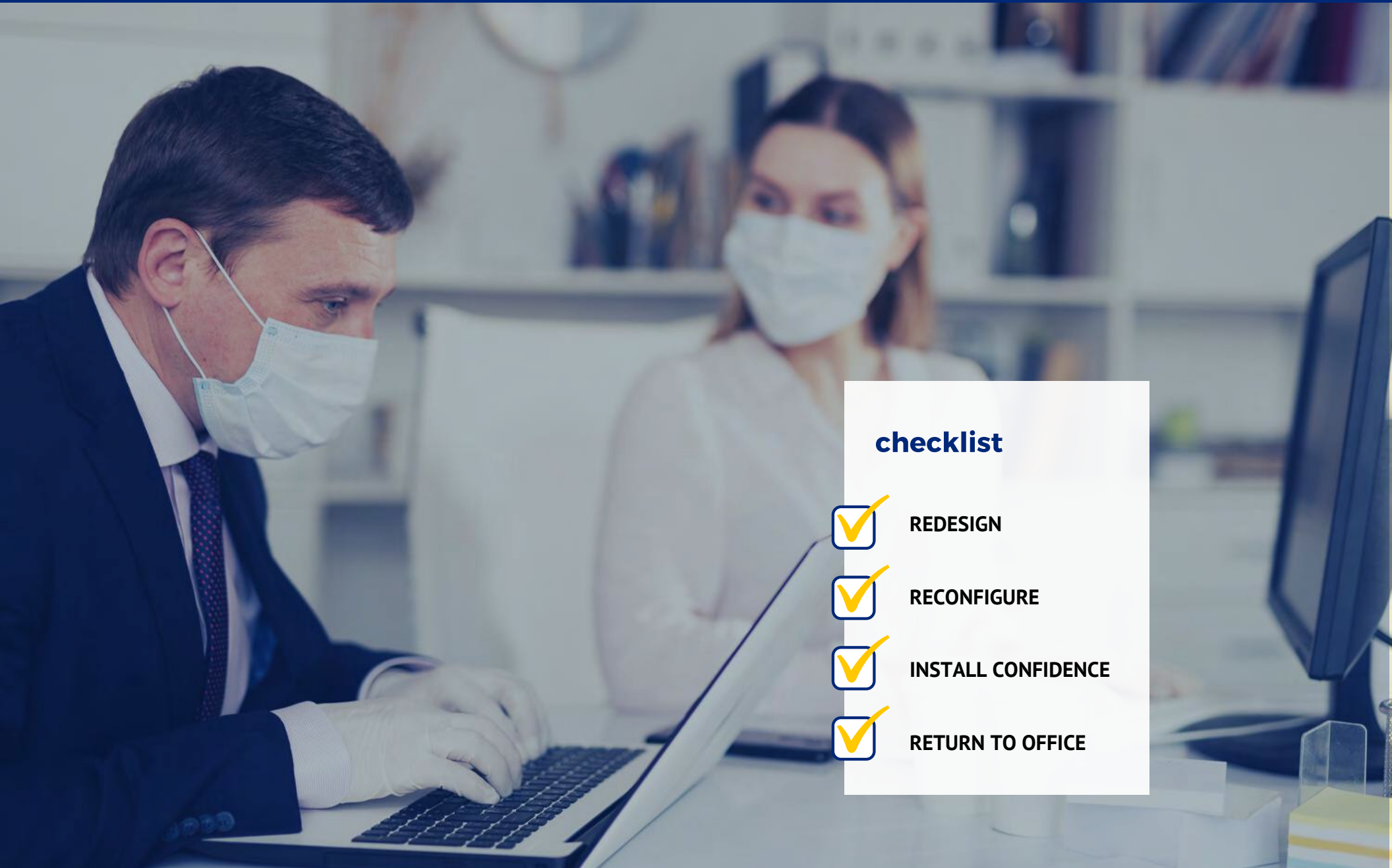
checklist

- ☑ **REDESIGN**
- ☑ **RECONFIGURE**
- ☑ **INSTALL CONFIDENCE**
- ☑ **RETURN TO OFFICE**

redesign and reconfigure

There are a number of creative ways to reconfigure your space using your existing furniture;

- Rotate the desks so people don't face each other
- Change the layout so people have larger workspaces
- Move desks to change the flow of traffic
- Add screens to create privacy, increase separation, and safety to each workspace
- Remove excess seating from office

Employees' biggest concern about returning to the office is their safety and screens are a simple solution for turning an open environment into a more private one.

Creating a sense of security for your employees as they return to work has never been more important or easier to achieve.

Reconsider your workspaces across and diagonally in open-office layouts.
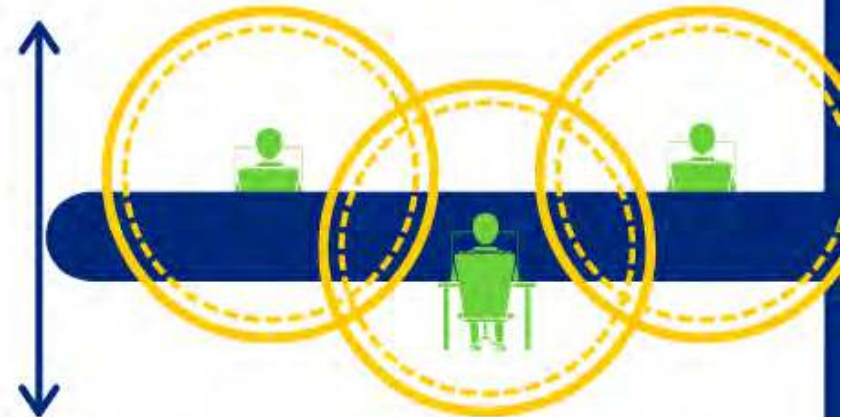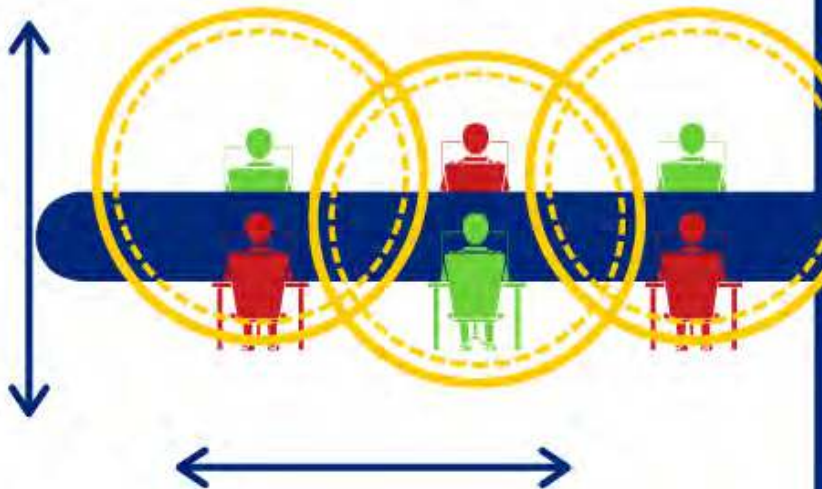
Clancy can reconfigure your layout with a *CDC minimum 6-foot spacing and install fixed or moveable partions.

protective barriers

Create separation in open spaces by adding screens to define each person's workspace. This will give them the peace of mind while still allowing for team collaboration.

Whether your space requires our screens to be mounted to your existing workstations, freestanding on desks or you have a custom application needed our plexiglass screens are made to fit.

We customize clamp on, desk mounted, or free-standing barriers to suit your needs and timeline.
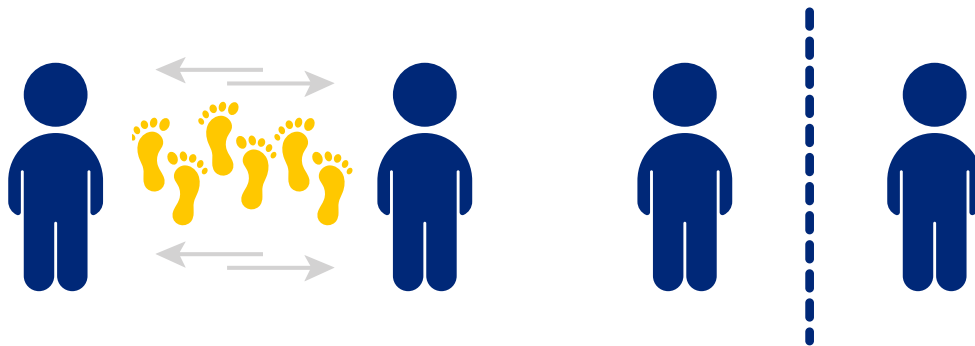
Clancy is ready to help you RTO!

We know what needs to be done to safely transition your team back to the office and we can help guide you through the hundreds of decisions that need to be made.

Our consultants will work with you to combine your existing office ergonomics with current social distancing recommendations and flexibility for the future. In summary, our strategies include, but are not limited to: custom modifying existing workstations, adding touchdown workstations, repurposing common areas, installing protective barriers and installing custom plexiglass safety shields. Contact us today to discuss your company's goals and timeline.

info@ClancyMoving.com
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