Preparing office reopen checklist

Guidance to adapt the workplace during COVID19

OpenSensors

In today's session we'll cover

- A breakdown of what to take into consideration for your return to work strategy
- Steps and preparations to make before reopening your offices
- The importance of planning for the longer term
- Answer questions during and at the end

Yodit Stanton
CEO & Founder OpenSensors

OpenSensors

Return to Work strategy

Needs to be a multi phase approach, caution is recommended. At each point the following need to be defined

Who needs to work in the office and with what regularity

Who can continue to work from home for longer term

Maximum number of people allowed in the building or floor at a given time

Anticipate likely costs increases

OpenSensors

Steps to reopening offices

Leverage data

Preparing the building

Develop a clear communication plan

Transitioning employees

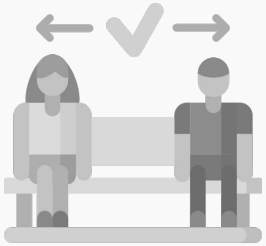
OpenSensors

Preparation

During stricter lockdown, take the opportunity to disinfect the office to set a baseline of sanitisation.

Cleaning protocols

Adapting for social distancing



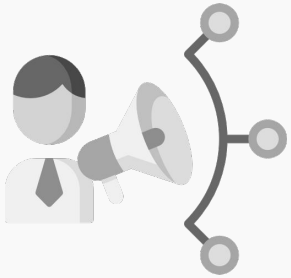
Contingency planning

Leverage data

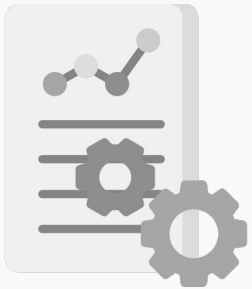
OpenSensors

Communication plan

Ensure everyone understands the new space usage



Outline cleaning policy



Office signage

OpenSensors

Transitioning employees

- Rotation of teams
- Maximum utilisation
- Personal Protective Equipment

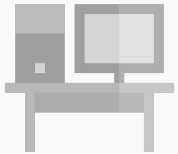
Increase frequency of cleaning

Face masks

Disposable gloves

Disinfectant products for employees to regularly sanitise own workspace

PPE



Signage of desks in use or zones that are restricted

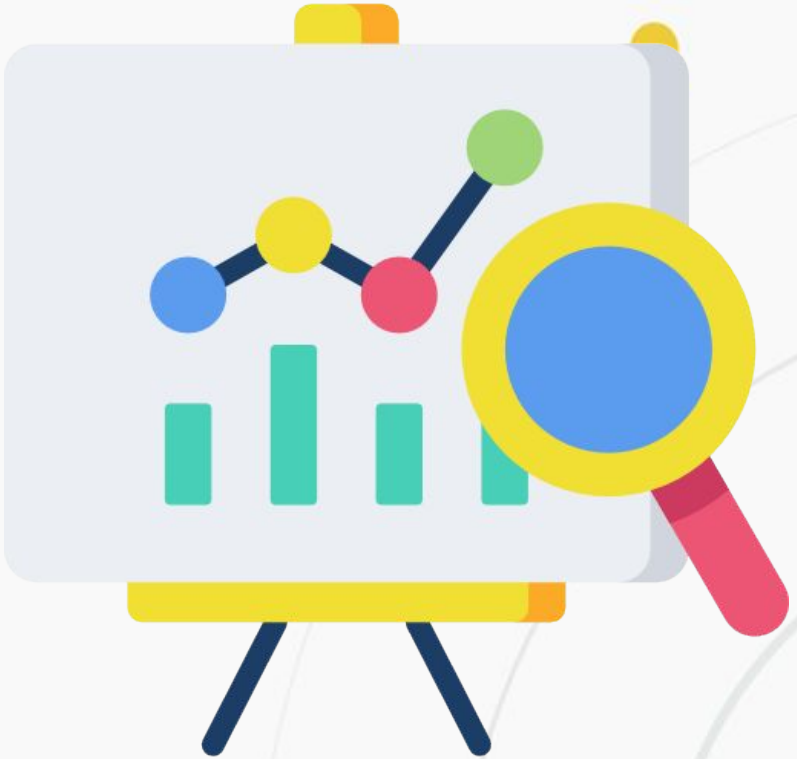
Hand sanitisers in high touch areas

OpenSensors

Longer term planning

Plan with the assumption that Covid will be with us for a long time

- Further lockdowns could be put in place
- Business continuity
- Leverage data



OpenSensors

Key takeaways

1. Return to work strategy

2.Preparing the office building

3.Communication strategy

4. Transition employees back to the office

5.Business continuity

OpenSensors

Join the conversation

Ask us a question

Visit OpenSensors.com
Download the checklist

Subscribe to our newsletter for best practice and workplace strategies

OpenSensors.com
OpenSensors.io
OpenSensorsIO
hello@opensensors.com