

Is your office furniture ready?

A simple checklist to ensure a safe and productive return to the office.

- 01 Do you have spaces for safe collaboration?**
If we were all meant to work alone, we'd stay home. Are there safe spaces for groups to work together?
- 02 Do our individual workspaces/workstations provide social distancing?**
Does your current cubicle or open office layout provide enough spacing between employees?
- 03 Are your dining/break areas conducive to regular traffic?**
Consider the capacity, employees per table, and break schedules of employees to create a safe lunch room.
- 04 Do you have physical barriers available where needed?**
Are there screens, dividers, or architectural walls in place to separate space?
- 05 Are your work areas the proper height?**
What is the proper height for your work areas? Seated privacy? Standing privacy? How do you modify that height?
- 06 Is your workplace designed for the proper occupancy density?**
What is the optimal ratio of square feet per employee that maximizes density but still provides safe spacing?
- 07 Do I have adequate signage to communicate to my employees?**
How are you handling wayfinding? Traffic flow? Safety and cleaning instructions? Occupancy limits?
- 08 Is your office designed to be flexible and/or mobile?**
Does your office incorporate mobile options that will let you adapt and change your space easily when needed?
- 09 How cleanable are the materials and surfaces in your office?**
What surfaces are most trafficked and how can you keep them clean for your employees?
- 10 Do you have a convenient station for temperature taking or other contact tracing protocols?**
What are your daily check-in or visitor protocols, and do you have a designated area to handle these activities?
- 11 Does your furniture conveniently integrate technology?**
Does your office seamlessly integrate technology so that working with remote contacts is convenient and efficient?
- 12 Are you prepared to accommodate visitors in your reception area?**
Whether they're vendors, contractors, or customers, your reception/waiting area should promote a safe environment.
- 13 Have you provided work-at-home users with an efficient workspace?**
Are employees who aren't coming back to the office leveraging tools and efficient workspaces?
- 14 Have you addressed space you're moving out of or downsizing?**
How are you handling the removal of excess furniture from space you don't need, or from areas you downsized?

For assistance answering these questions, or any other challenges you may face returning to the office, please contact us at:



(610) 286-1766



reopen.ethosource.com



180 Grace Boulevard
Morgantown, PA 19543