



Return to Work Checklist

Planning your business's return to work strategy as the Covid-19 pandemic eases requires immediate and long-term actions and changes. Use our checklist to help you plan and implement a strategy for a happy, safe and compliant workplace.

Immediate actions

- ✔ Professionally deep clean and decontaminate your office space and install hand sanitisers, sign-in/out and temperature testing facilities at key entry and exit points.
- ✔ Reconfigure your workspace to help implement social distancing protocols, and ensure signage and markings are clearly visible. In doing so, consider all aspects including desks, conference areas, kitchens and bathrooms.
- ✔ Send out clear communication to your team prior to their return – ideally using video conferencing – on what to expect, what to do, and what support is in place to help them return or deal with any concerns. Be clear on any emergency actions and protocols in the event of a positive test.
- ✔ Consult with your team to understand their needs in terms of flexible working and working from home, and adjust your in-office schedule to be as accommodating as possible. Ensure that your team has the necessary tools (internet, computer, conferencing set-up) to be able to conduct their business effectively from home.

Longer term considerations

- ✔ Analyse the amount of space you have, and consider whether you could downscale without losing efficiency. Hot-desking around a flexible working schedule is one way to help you do this.
- ✔ Consider an early lease surrender or sub-letting sections to free up working capital and space to help you invest in your agile office approach.

Let the Officescape team bring the full weight of our workspace consultancy, design methodology and people-centric expertise to help you become the business of the future.