



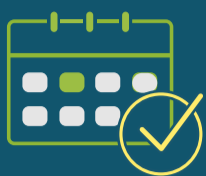
Workplace Readiness & Re-opening Guide



1. Create a Cross-Functional Team



Appoint a multi-disciplinary steering committee



Set up regular team check-ins



Designate someone to monitor state and local government policies



Develop a communication plan



Conduct frequent surveys to monitor expectations



2. Prepare Your Facility



Assess your needs for employee and customer requirements



Implement Engineering Controls



Re-evaluate Your Cleaning Needs



Choose a Professional Cleaning Services Provider



Accommodate Social Distancing Requirements



Determine what types of supplies and personal protective equipment your company needs to provide for employees and/or customers



3. Prepare the Workforce



Create a Return to Work and Work from Home Policy (WFH)



Create Infectious Disease Preparedness Response Plan



4. Prepare Your Customers



Monitor state and local government regulations



Maintain proactive and ongoing communication with your community and customers



Implement new policies & procedures as necessary for entering your facilities



Communicate building protocols through signage and floor markings



Limit in-person meetings and reduce touch points