

6 safe

WORKPLACE SAFETY ESSENTIALS

The eventual return of the workforce back to the workplace will look different for every organisation. How can real estate owners most effectively prepare their assets for the return of building occupants? And how can employers make sure they are prepared to receive their workforce - and make sure their employees are prepared? Faced with many of the same challenges, owners and occupiers have a unique opportunity to come together, following a handful of operational guiding principles to help navigate the return to the workplace.



1. PREPARE THE BUILDING

Cleaning plans, pre-return inspections, HVAC & mechanical checklists

- Ensure safety of all workers
- Ready mechanical, HVAC, Fire/Life Safety Systems
- Clean using products that are approved by local authorities
- Ensure compliance with Owner/Landlord requirements policies
- Review and prepare plans regarding changes to cleaning scope or any additional services
- Ensure all inspections, remediations, repairs and communications are complete before reopening



2. PREPARE THE WORKFORCE

Policies for deciding who returns and when; employee communications

- Mitigate anxiety of returning the workforce through change management planning and communications
- Consider why people can benefit from returning to work:
 - productivity from proximity to colleagues; socialisation; amenities; and work tools and resources
- Consider why people can benefit from continued WFM
 - Health and family priorities; reduced commute time, technology enables WFH without loss of productivity
- Develop and execute detailed plan on how to return to work
 - Advise on alternate means of safe commuting
- Prepare and post reminders of social distancing and cleaning protocols



3. COMMUNICATE FOR CONFIDENCE

Recognise the fear in returning, communicate transparency, listen/ survey regularly

- Ensure leadership on re-entry
- Establish two-way communication
- Ensure a trusting and transparent culture
- Clearly set employee expectations with an emphasis on making them feel secure:
 - return to work/WFH policies
 - employee travel policies
 - HR policies regarding illness, support and
- Consider providing employees with an on-boarding kit to ensure their personal safety(Hand sanitizer, PC or laptop sanitizers) caregivers, etc.



5. REDUCE TOUCH POINTS, INCREASE CLEANING

Touchless ingress/egress, clean desk policy, food plan, cleaning common areas

- Maintain enhanced cleaning and disinfecting practices
- Supply disinfectants near or on each desk or work area, particularly those that are shared
- Remove food / beverages - consider restocking with single-serving items
- Enable DIY cleaning through hand sanitizer, disinfectant wipes, and other such products
- Sanitize all workspace areas, including office, conference rooms, breakroom, cafeteria, restroom, and other areas prior to opening. Ensure appliances/ equipment are in working order
- Limit in person meetings
- Consider low-touch or no-touch switches, doors, drawers and other fittings
- Institute a clean desk policy
- Create secured, designated storage areas for personal items
- Designate a specific enclosed room to isolate a person identifying themselves with symptoms



4. CREATE A SOCIAL DISTANCING PLAN

Decreasing density, schedule management, office traffic patterns

- Consider phasing based on roles and priorities, including temporary workers if needed:
 - alternating work weeks in the office
 - staggered arrival / departure times
 - enable teams to negotiate their own in office schedules
- Introduce planning to support social distancing/ 2 metre protocols
- Monitor space usage
- Specify Seating arrangements for employees to ensure staff adheres to minimum work distances
- Redesign spaces, alternate desk/chair use
- Add panels between desks including height adjustable panels for sit/stand desks
- Enforce stringent cleaning protocols for shared spaces
- Reduce capacity of spaces i.e. remove chairs from large boardrooms
- Prohibit shared use of small rooms and convert them to single occupant only
- Designate and signpost the direction of foot-traffic to maintain circulation paths.



6. CONTROL ACCESS

Protocols for safety and health checks, building reception, shipping/receiving, elevators, visitor policies

- Control entry points including deliveries
- Reconfigure gathering and lobby areas for social distancing
 - Install plexiglass shields as required
- Clearly communicate building protocols through signage and floor markings
- Consider temperature screening
- Provide sanitizer, wipes, PPE as appropriate
- Disable Touchscreens