Workplace Wellness // Tips Post COVID-19

A checklist guide for employers as employees return to the workplace

Easy "DIY" Fixes

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Complex "Project" Fixes

Furniture

- ☐ Lessen density of seating in conference rooms and communal spaces by at least 50% by removing every other chair at tables and in groupings
- ☐ Increase spacing between workstations and desks to maintain 6' of separation between people
- ☐ Install temporary movable screens or panels that employees can adjust to meet their preferences
- ☐ Increase panel heights on open stations by adding a clear glass or acrylic panel topper
- ☐ Choose non-porous and wipeable materials on new furniture, such as laminates and non-woven upholstery

HVAC & Air Quality

- ☐ Raise humidity settings to 40-60% to limit virus growth - If system can't be adjusted, use portable humidifiers
- ☐ Prop open doors and windows if buildings and weather allow for fresh air
- ☐ Replace air filters in HVAC system with new filters - bonus points if these are MERV 13 filters or incorporate charcoal filtration
- ☐ Replace non-operable windows with operable windows
- ☐ Replace older HVAC systems with DOAS VRF system that integrates fresh outdoor air

Material Applications

- ☐ Provide paper "placemats" that employees can use to work off of each day and recycle at the end of the day
- ☐ Incorporate floor stickers or signage that indicate 6' of separation and one-way circulation paths
- ☐ Select nonporous and wipeable surfaces for any new material selections
- ☐ Consider materials with copper or silver ion technology properties for any new material applications

Side Note On:
Antimicrobial Surfaces
There are a lot of claims out there about antimicrobial topical treatments that can be added to materials and surfaces. There is not yet enough scientific data to prove that these are effective against the COVID-19 virus. More important than an antimicrobial surface is that a surface is nonporus and can be easily disinfected.

Technology

- ☐ Move meetings to Teams, Zoom, or GotoMeeting. Use the video option to maintain a visual connection with team members
- ☐ Ensure employees are equipped with technology and hardware for intermittent work-from-home days
- ☐ Remove shared office hardware and encourage use of personal or dedicated devices
- ☐ Utilize "touchless" technology as much as possible with auto faucets, toilets, light sensors & door sensors
- ☐ Add gesture or voice control capabilities to devices that previously had a touchscreen or buttons

Cleaning Protocols

- ☐ Practice good personal hygiene with regular handwashing
- ☐ Disinfect frequently!!! This should become everyone's' daily responsibility
- ☐ Provide DIY cleaning stations throughout the office for each employee to easily disinfect their workspaces
- ☐ Increase the frequency and amount of cleaning done by janitorial staff
- ☐ Increase deep cleaning in your office. Model your cleaning protocols after healthcare cleaning protocols, including cleaning with bleach, Virex, and Caviwipes.

Operational Protocols

- ☐ Introduce a "clean desk" policy: desks must be devoid of clutter and disinfected at the end of every work day
- ☐ Minimize group sizes for in-person meetings
- ☐ Transition to unassigned seating that allows employees to establish their own boundaries and pick a seat that enables distancing
- ☐ Consider staggered shifts or a new work from home policy that allows for a reduction of people in the office at one time

Side Note On:
Unassigned Desks
Did you know? Janitorial services are often directed to NOT clean personal desks in assigned desk environments— which means there are often more germs on your desk than on the public toilet. Yuck! Unassigned desking spaces are often cleaner and more sanitary work environments.

M MOMENTUM
PLAN . DESIGN . BUILD