

# Staffmark Group<sup>SM</sup>

# Working together.



Advantage  
Resourcing

Advantage  
xPO

digitalpeople<sup>®</sup>  
Creative, Interactive & Marketing Recruiters

HUNTER  
HAMILTON  
FINANCE + ACCOUNTING<sup>®</sup>

PRO STAFF<sup>®</sup>

Staffmark

WARE  
TECHNOLOGY SERVICES<sup>®</sup>

## Returning to Work Post COVID-19: Helpful Tips & Checklists

Returning to work during and after COVID-19 is not as simple as announcing a reopening and carrying on with business as usual. Changes will need to take place now, and some may be long term.

Staffmark Group created an action plan and master checklist for our teams returning to the office. We thought other businesses might find this information helpful, and so we put together the following lists using our own plan as inspiration. Please note, these lists are intended to be used as a general guideline. Refer to the following sources for your state and local requirements:

- ▶ Federal guidance
- ▶ CDC guidance
- ▶ OSHA guidance

Your company's plan to return may look different, but we hope these lists help you start preparing!

### Prior to Opening

---

- ❑ **LOCATION GUIDELINES.** Review state-specific location reopening guidelines with your management team.
- ❑ **EMPLOYEE CAPACITY.** Review employee capacity limits – may include staggering start times or continuing to allow remote work, if needed.
- ❑ **PPE.** Provide a return-to-work kit for all employees, which may include:
  - Washable face mask
  - Hand sanitizer
  - Sanitizing wipes
  - Gloves
- ❑ **LOBBY/GUEST AREAS.** Remove chairs or separate them so that there is at least six feet between them in seating area. Tape 6-foot markings on floor using masking or painter's tape.

- **VISITORS.** Determine how best to handle guests/visitors, such as text, wait outside, appointment only etc. Include this information on the door sign.
- **SIGNAGE.** Post sign on door (visible prior to entry) regarding social distancing, limiting number of occupants, and other requirements. Sign should request that those who feel ill or are displaying symptoms should not enter. Include contact information.
- **BREAK ROOM.** Create a safe break room:
  - Remove or tape-off microwave/refrigerator to prevent usage.
  - Remove coffee maker and all shared appliances to prevent usage; this should include removing cups and coffee supplies.
  - Tape-off break room table and chairs to prevent usage.
- **CLEANING SUPPLIES.** Order basic cleaning and sanitizing supplies, as needed.
- **WORK STATIONS.** Ensure proper spacing between employees and their work stations. May require desk movement or alternating where employees sit.
- **CONFERENCE/MEETING ROOMS.** Reduce number of chairs in each conference room for adequate distancing.
- **BUILDING.** Meet with your building manager to ensure the building is safe:
  - Ensure proper sanitation and disinfection of elevator(s) to include buttons and rails and that floors are marked to ensure passengers are spaced at least 6 feet apart in all directions and do not face each other.
  - Ensure stairwells have signage posting only one occupant at time when feasible or signs directing those descending stand in a marked spot on the landings while personnel ascending are passing by as far away as possible from those in the landing. Also ensure handrails and door knobs for each floor are properly disinfected.
  - Ensure proper sanitation and disinfection of community restrooms. Ensure restroom is set up for proper social distancing when multiple users are present
  - Turn on Fan on HVAC, so that fan runs and continuously circulates the air.
- **NOTIFY CUSTOMERS.** Let your customers know when you are open for business – send an email, post to social media, etc.
- **TRAINING.** Determine if training is required to ensure staff are following proper hygiene requirements and COVID-19 precautions.
- **SELF/COMPANY ASSESSMENTS.** Consider creating a daily assessment for employees to complete at the start of the work day. This may include temperature taking.
- **EXPOSURE PLAN.** If exposure occurs, notify HR immediately. Clean and sanitize areas that affected employee may have been in contact with or touched.

## Daily

---

- **TEAM MEETING.** Host a daily team meeting to review any issues, concerns, or questions from your team.
- **PPE.** Ensure face masks are being worn by internal staff, visitors, and customers, as required by state and local guidelines.
- **HAND SANITIZER.** Make sure hand sanitizer is readily available:
  - Use hand sanitizer after each visitor interaction, remember to wash hands frequently, and keep hands away from your face.
  - Ensure sanitizer stations are full and placed by entry door and restrooms.

□ **DAILY CLEANING.** Prepare a cleaning plan:

- Assign person(s) to clean and sanitize office at the end of each day, or more frequently as state guidelines may require. This includes door knobs, light switches, etc.
- Use a checklist to track cleaning completed.
- Ensure each employee wipes down and sanitizes personal work station and all personal office equipment each day.
- Copiers and other shared work equipment should be sanitized after every use by the user. Do not share phones, personal computers, pens, etc.

Your primary goal should be to get employees back to work safely with as little interruption as possible. While most of the tasks outlined above focus on keeping your workspace safe, do not forget to also consider your employees' mental health and wellbeing. Quarantining, the fear of becoming ill, and the stress of returning to work affect people in different ways. It's helpful to be aware of the potential effects and have resources available to help.

It's also wise to be flexible with your team. After a few months of being on furlough or working remotely, returning to the workplace might feel jarring. To make the process easier:

- Provide a list of productivity resources to help employees return to their routine
- Be accommodating with work hours for the first few weeks, if possible
- Offer to add a few remote work days each week on a limited or permanent basis, if possible

There are many considerations when preparing a return-to-work plan. Your preparedness, understanding, and flexibility are key to a successful transition.

If you need help creating a return-to-work plan, or if you need to hire to replace those unable to return to work, reach out to our recruiting team. We are here for you!

## About Staffmark Group

Staffmark Group is a family of staffing brands with a mission to align people and companies to create opportunity. We provide the expertise, connections, and technology to help people and companies succeed. If you need a job, we want to provide it. And if you need staff, we want to deliver the best candidates.

A proud member of RGF Staffing, Staffmark Group is organized into three operating units: Commercial Staffing Services (Administrative & Light Industrial), Technical & Professional Services, and Strategic Workforce Solutions. Our national network of 450+ branch and on-site service locations connects 250,000 talent annually.

Opportunity is everywhere, but it's not always easy to uncover. We partner with you to help you find it.

[www.staffmarkgroup.com](http://www.staffmarkgroup.com)

# Staffmark Group<sup>SM</sup>

Advantage  
Resourcing

Advantage<sup>xPO</sup>

digitalpeople<sup>®</sup>  
Creative, Interactive & Marketing Recruiters

HUNTER  
HAMILTON  
FINANCE+ACCOUNTING<sup>®</sup>

PRO STAFF<sup>®</sup>

Staffmark

WARE  
TECHNOLOGY SERVICES<sup>®</sup>