



RETURNING TO THE WORKPLACE

In Transwestern's "A Framework: Designing a Master Plan" we provide an overarching plan your organization can adapt and reference to return to the workplace. The Top Ten List condenses that information. We provide high-level guidance that can help shape your organization's approach or serve as a check to the plans you have already put in place.

- 1 **Follow CDC and OSHA guidelines provided by your city and state.** Note that these guidelines may change if conditions improve/worsen.
- 2 **Clearly communicate and define your organization's policy on returning to work.** Explain who will be impacted and how that effects day-to-day operations.
- 3 Create and **distribute a plan your organization can follow when returning to workplace.** The plan should include workplace and building safety instructions and inform employees on protocols that help maintain safety and health.
- 4 Determine a plan to be used **if an employee shows symptoms** of COVID-19, or have been exposed to someone confirmed of COVID-19.
- 5 Determine an appropriate work schedule to help **reduce exposure and limit traffic** in common areas.
- 6 Talk with your onsite Asset Services team to **understand building-wide cleaning protocols** and assess if additional cleaning is required.
- 7 **Prepare your workplace.** Make sure signage, wayfinding and sanitization stations are set up and stocked upon arrival.
- 8 Consider providing a **marked-up floorplan** so employees can understand wayfinding protocols, workstations and location of sanitization areas.
- 9 **Determine a health-screening policy.** Decide if employees will self-screen prior to arrival or if the organization is responsible for screening.
- 10 Make sure your organization **has a visitor plan** in place.

Contact a Transwestern Milwaukee Expert



John Dulmes
Executive Vice President
Direct: 414.270.4132
Mobile: 414.520.2576
john.dulmes@transwestern.com



Daniel Walsh
Executive Vice President
Direct: 414.270.4112
Mobile: 414.313.9731
daniel.walsh@transwestern.com