

# Your Guide To Reopening



## How to Create a Safer Workplace

Five key strategies and space-by-space solutions to help you prepare for the transition back to the office.

# We're Your Resource for Reopening, Ready with Strategies and Solutions

Preparing to reopen requires more than restocking supplies - you need to rethink your workplace. There's a lot to consider and we're here to help you navigate the new normal. This convenient reference guides you through your building, outlining measures you can take in each area to reopen responsibly.

## Five Key Strategies to Create a Safer Office

These are the fundamentals to follow as you prepare to transition back to the workplace and the basis of our space-by-space solutions and product recommendations. As you make plans to return to the office, always refer to CDC, state and local guidelines too.



### Set Up For Social Distancing

Reopening safely means redesigning your workplace. We've created effective spaces for many clients and we can help you adapt yours for today's guidelines: spreading out and reorienting workstations, adding screens and panels, retrofitting workspaces and reconfiguring floorplans.



### Prepare For Protection And Prevention

Infection control is going to be a key factor when you reopen your business. Incorporating health screenings, keeping PPE supplies ready, adding hands-free dispensing and reducing touch points are essential. Look to us for solutions that help minimize transmission.



### Make Clean A Priority

Cleaning is critical to providing a safe return to work. In addition to disinfecting, sanitizing and hand hygiene, consider smooth, easy-clean surfaces. Think durable, bleach cleanable, antimicrobial – we have options to update your space for new cleaning standards.



### Communicate Clearly

The workplace is changing and it will be important to keep your workforce informed. Our signage and boards are a smart way to communicate new protocols, social-distancing reminders, cleaning guidelines, hallway traffic flow and more.



### Plan For Safety Supplies

PPE, disinfectants and sanitizers will now be a workplace staple, and you'll want at least a 30-day supply. Our storage, dispensing and disposal solutions will help you manage these supplies and provide easy access in public areas and at personal workspaces.

# 2 Entrance / Reception Area / Lobby

## Keep employees protected and surfaces clean

Hand Sanitizer, Disinfecting Wipes, Facial Tissues, Masks, Dispensers, Stands and Caddies, No-Touch Waste Bins



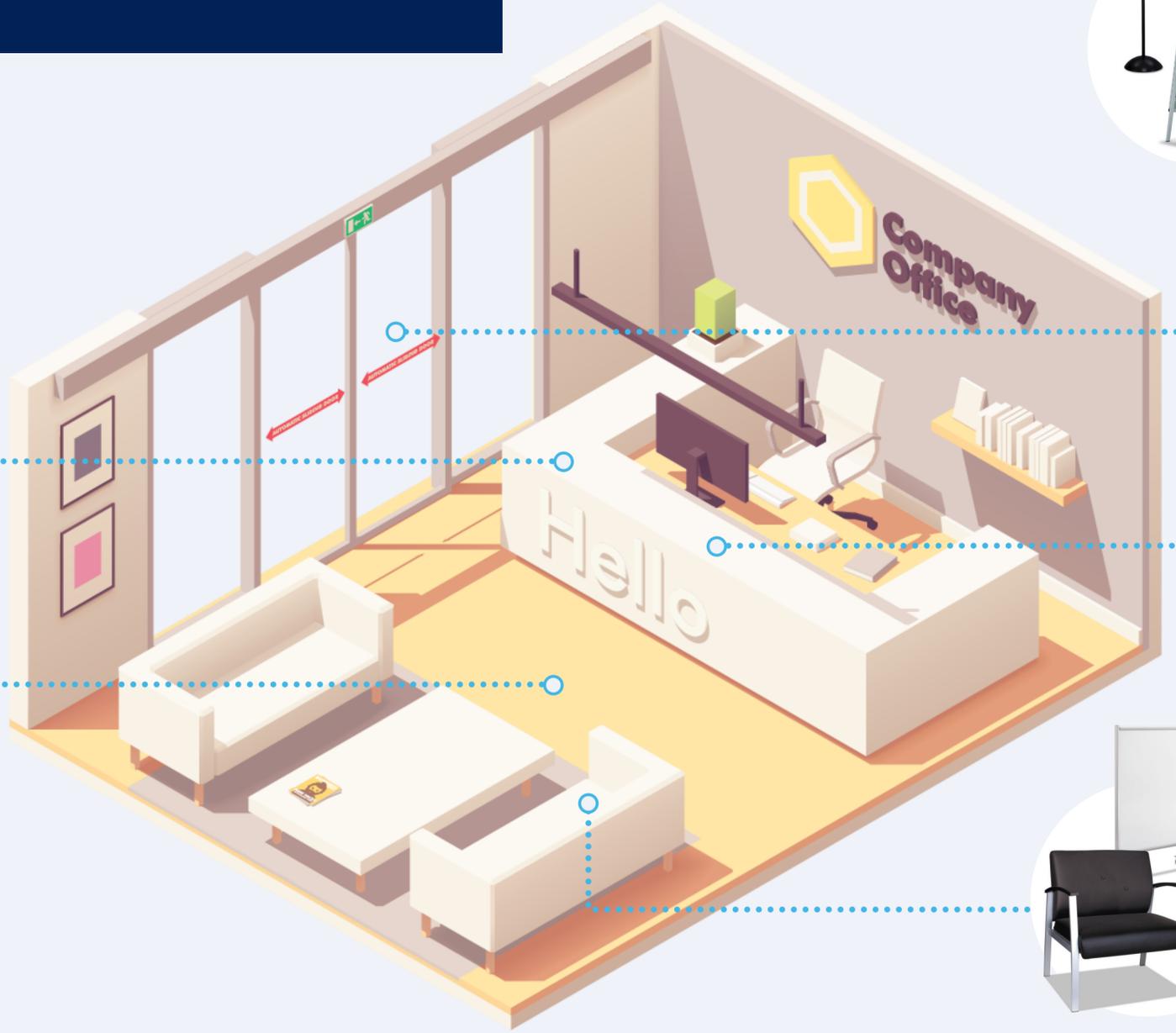
## Direct traffic flow and ensure proper social distancing

Adhesive Tape, Floor Mats, Cones, Safety Tape, Stanchions, Pedestal Signs, Spacing Disks



## Additional Considerations

- ✓ Think about limiting building access - restricting visitors and locking non-monitored entrances
- ✓ Use visitor chimes and boards or easels to monitor and display real-time number of building occupants to maintain proper social distancing
- ✓ Consider adding automatic doors and antimicrobial mats to reduce transmission
- ✓ Be prepared with forehead thermometers or temperature kiosks if incorporating health screenings



Communicate changes in entrance access, new policies and protocols  
Pedestal, Window, Mounted and Freestanding Sign Holders, Signs, Easels, Floor Tents, Mounting Supplies



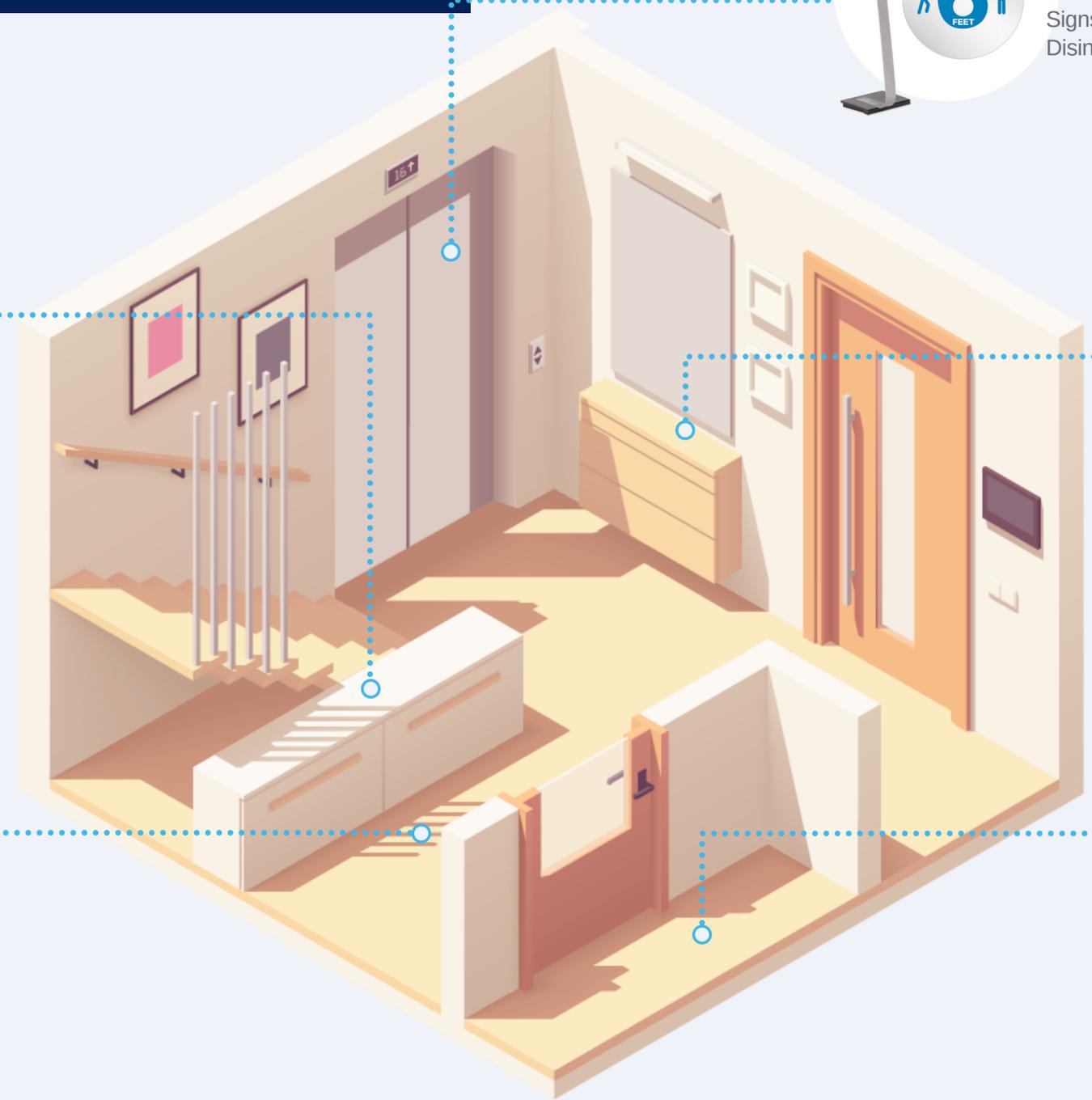
Protect reception employees with barriers and single-use supplies  
Clear Safety Barriers, Disposable Badges, Inexpensive Pens



Choose easy-to-clean or bleachable furniture and arrange for social distancing - opt for single seats over couches and add division between seats  
Mobile Boards and Clear Barriers, Easy-to-Clean Reception Furniture

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# 3 Hallways / Elevators / Stairs



Control and isolate contaminants by replacing shared coat closets with individual storage

Lockers, Coat Hooks



Designate and communicate traffic flow to maintain social distancing - consider one-way routes in narrow spaces, dividers in wide

Spacing Disks, Floor Mats, Adhesive and Safety Tape, Cones and Barriers, Stanchions, Mobile Boards and Barriers, Signs, Floor Tents, Easels, Pedestal and Mounted Sign Holders, Mounting Supplies



Set and communicate new capacity limits, cleaning protocols and standing spaces for elevators

Signs and Sign Holders, Adhesive Tape, Spacing Disks, Floor Mats, Disinfecting Wipes, No-Touch Waste Bins, Hand Sanitizer



Protect employees with readily available supplies throughout the building

Hand Sanitizer, Disinfecting Wipes, Masks, Waste Receptacles, Dispensers, Stands and Caddies



Communicate and reinforce new work policies throughout the building

Pedestal, Window, Mounted and Free Standing Sign Holders, Signs, Floor Tents, Mobile Boards, Easels, and Enclosed Boards

## Additional Considerations

- ✓ Install touchless operations where possible for doors, elevators, light switches
- ✓ Mark increments for proper distancing where lines form

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# 4 Conference / Meeting Rooms

Post cleaning protocols, social distancing guidelines and new room capacity limits (divide usable sq. feet by 36 sq. feet)



Signs, Pedestal, Window, Mounted and Free Standing Sign Holders, Mounting Supplies

Indicate proper chair spacing and add clear barriers to promote social distancing and protect employees



Adhesive Tape, Signs, Floor Mats, Spacing Disks, Clear Safety Barriers

Clean furniture and boards before and after each use



Disinfecting Wipes, Board Wipes and Cleaners

Help prevent the spread of germs with sanitation stations in each meeting room



Hand Sanitizer, Tissues, Dispensers, Stands and Caddies

## Additional Considerations

- ✓ Encourage virtual, standing or outdoor meetings
- ✓ Remove all shared equipment when possible - encourage use of individual cell phones, dry erase markers
- ✓ Remove excess chairs and replace furniture with easy-to-clean designs
- ✓ Reduce touchpoints by removing doors, replacing handles with foot door pulls or propping doors open with door stops

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Reconfigure office for safe placement of workstations: increase spacing, checkerboard or stagger, place back-to-back, rotate 90 degrees, repurpose large meeting rooms if necessary

Protect employees with barriers at workstations - height helps where 6-ft distance cannot be maintained; use tall or mobile versions where sit-stand workstations are used

Mobile Barriers, Panels, Privacy Panels, Clear Safety Barriers

Remove shared storage - replace with individual solutions for files and items not in use

Keyboard Drawers, Desk Drawers, Pedestal Files

Update to easy-to-clean or antimicrobial furniture and desk accessories

Easy-to-Clean and Antimicrobial Desk Chairs, Washable Keyboards, Antimicrobial Desk Accessories and Supplies (Mouse Pads, Wrist Rests, Desk Pads, Folders and More)

Limit shared supplies and equipment - provide antimicrobial versions to each employee or replace with touch-free versions

Antimicrobial Pencil Sharpeners, Scissors, Punches and Staplers, Electric Pencil Sharpeners, Punches and Staplers

Help prevent the spread of germs with sanitation stations at each workspace to implement a clean in clean out desk policy

Hand Sanitizer, Tissues, Masks, Disinfecting Wipes Dispensers, Stands and Caddies, Screen Cleaning Wipes



## Additional Considerations

- ✓ Assign seating and eliminate shared desks

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# 6 Breakrooms / Gathering Spaces

## Communicate and reinforce new work policies throughout the building

Enclosed Boards, Pedestal, Mounted and Freestanding Sign Holders, Signs, Easels, Floor Tents, Mounting Supplies



## Mark floors with visual cues for social distancing

Adhesive Tape, Floor Mats, Spacing Disks



## Additional Considerations

- ✓ Facilitate cleaning with wipeable, bleachable, easy-to-clean furniture
- ✓ Consider instituting employee cleaning protocols for high-touch surfaces before and after using the space - provide disinfecting wipes
- ✓ Eliminate touchpoints wherever possible - choose hands-free options for soap and towel dispensers
- ✓ Remove doors, replace handles with foot door pulls or prop doors open with door stops to minimize touchpoints
- ✓ Reduce density by assigning staggered times for breaks and meals and opening outdoor areas
- ✓ Consider removing communal food and beverages or look to options that are individually packaged



Replace shared dinnerware, cups and cutlery with disposables to minimize transmission

Disposable Plates, Cups, Bowls, Napkins, Wrapped Cutlery Kits and Straws



Help prevent the spread of germs

Hand Sanitizer, Disinfecting Wipes, Facial Tissues, Dispensers, Stands and Caddies



Rearrange furniture and remove excess chairs to promote social distancing and consider barriers for added division and safety

Mobile Boards and Barriers, Clear Safety Barriers

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# Cafeteria



Provide protection with divisions between food service providers and guests, and in check-out areas

Clear Safety Barriers



Switch reusable dinnerware, cups and cutlery to disposables to minimize transmission

Disposable Plates, Cups, Bowls, Napkins, Wrapped Cutlery Kits and Straws

Designate and communicate traffic flow and queuing areas to maintain social distancing, and post new policies

Spacing Disks, Floor Mats, Signs, Pedestal and Freestanding Sign Holders, Mounting Supplies, Floor Tents, Mobile Boards and Easels



Help prevent the spread of germs

Hand Sanitizer, Disinfecting Wipes, Facial Tissues, Dispensers, Stands and Caddies

## Additional Considerations

- ✓ Replace cutlery and napkin tubs with wrapped cutlery kits and dispensers
- ✓ Rearrange and remove furniture to promote social distancing - choose easy-to-clean designs
- ✓ Reduce or eliminate self-service access to food and beverages
- ✓ Think about implementing extended lunch hours and staggered schedules to reduce density

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Provide healthier hand hygiene options - eliminate air dryers and replace with paper towel

Paper Towels and Hands-Free Dispensers, Long-Lasting Batteries, No-Touch Waste Receptacles



Provide safer ways to manage doors - prop them open, use foot door pulls or provide paper towels at exits to grab handles

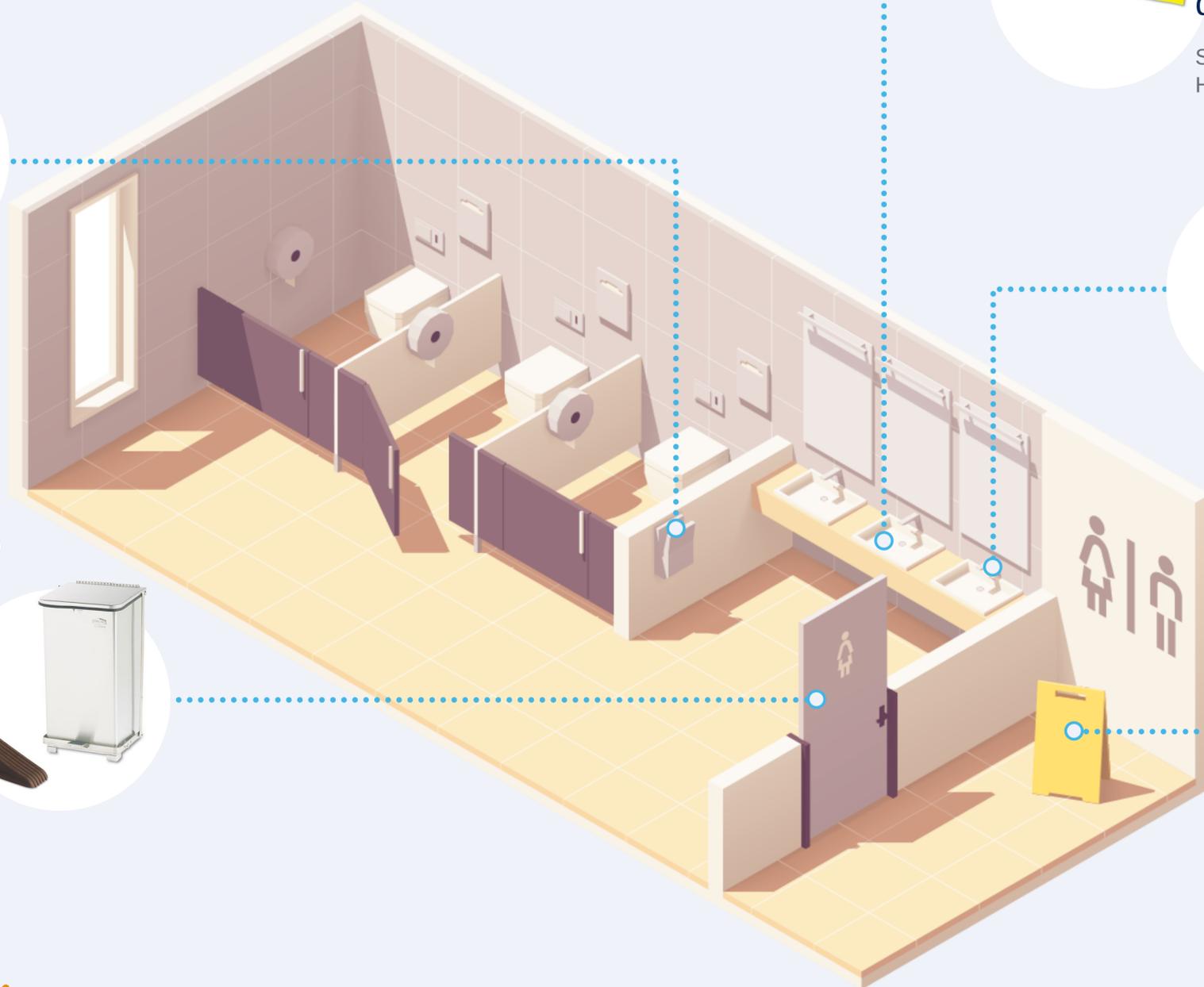
Paper Towels, Hands-Free Towel Dispensers, Hands-Free Waste Receptacles, Door Stop, Foot Door Pull



### Additional Considerations

- ✓ Offer additional levels of protection with seat covers and dispensers and toilet tissue in covered dispensers
- ✓ Increase frequency of cleaning – as often as 30 minutes

- ✓ For safe distancing, consider limiting the number of occupants at any one time and designate a queuing area with tape, spacing disks, stanchions and signs



Decommission use of sinks and urinals spaced too closely together for social distancing

Safety Tape, Adhesive Tape, Signs, Freestanding and Mounted Sign Holders, Mounting Supplies



Eliminate touchpoints wherever possible - choose hands-free options

Motion-Activated Faucets and Soap Dispensers, Hands-Free Paper Towel Dispensers



Post hand washing policies and reminders

Signs, Freestanding and Wall-Mounted Sign Holders, Mounting Supplies, Communication Matting

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# Janitor's Closet

Post cleaning protocols including dwell times and directions for safe use for cleaning staff

Signs, Sign Holders, Mounting Supplies



Maintain the recommended 30-day supply of cleaning products and PPE

Masks, Gloves, Gowns, Disinfecting Wipes, Paper Towels, Tissues, Disinfectants, Hand Sanitizer



Maximize storage space for increased stock of critical supplies

Stainless Steel Tables, Wire Shelving



Ensure safety data sheets (SDS) are available for all chemicals for safe use by staff

SDS Binders



## Additional Considerations

- ✓ Implement inventory management protocols with minimum on-hand thresholds
- ✓ Restrict access to storage areas to cleaning and PPE personnel

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**We're here to help you meet today's  
guidelines and a create a safer workplace with  
smart planning and the right products.**