



Workplace Occupancy Checklist

Planning for the Return to your practice



© ChiroTouch 2020, All rights reserved.

ChiroTouch provides this information with the understanding that authors or speakers are not experts in finance, regulatory policy or law. ChiroTouch shares this information to the best of our knowledge and experience. The information is subject to change as the COVID-19 crisis evolves.

This was developed from CBRE's Reopening The World's Workplaces COVID-19 Corporate Real Estate & Facilities Executive Playbook with resources from the World Health Organization, the Centers for Disease Control & Prevention (and similar global organizations), public health experts, industrial hygienists, and global subject matter experts across CBRE and our strategic suppliers.

- Develop practical guidelines for working in the office (e.g., PPE usage such as face coverings, personal hygiene, use of amenities and meeting spaces, and related expectations)
- Develop guidelines for social distancing (e.g., meeting size limits, identification of "no sitting/gathering" areas, protocols for safe entry/exit/circulation)
- Reconfigure space to achieve social distancing, including removal of seats and closure/repurposing of conference rooms and cafeterias
- Assess configuration of, and access to, frequently shared areas (e.g., pantries) and amenities
- Establish safe distance zones or ground level markers (e.g., stickers) around reception desks and other common gathering points
- Increase availability of sanitation options (e.g., wipes, hand sanitizer), provide self-serve desk and conference room kits, and plan for safe disposal of PPE
- Evaluate individual food and beverage options
- Assess the opportunity for touchless modifications or technology throughout the facility and parking areas
- Consider antimicrobial surface shields and self self-cleaning adhesive surfaces on high touch surfaces
- Update protocols and practices regarding the safe use of any specialty equipment or areas
- Adapt booking procedures for meeting rooms and desks in shared environments for single use or fewer users; allow for re-cleaning per booking
- Determine how employees will access shared items (e.g., supplies, copiers)
- Expand workday and work week routines to facilitate staggered and changing access
- Develop contingency plans for heightened risk in the building or access to the building (including public transportation)
- Develop procedures for first aid responders and fire wardens and adjust muster points for flexible working and social distancing



Workplace Occupancy Checklist

Bringing Employees Back to Work



© ChiroTouch 2020, All rights reserved.

ChiroTouch provides this information with the understanding that authors or speakers are not experts in finance, regulatory policy or law. ChiroTouch shares this information to the best of our knowledge and experience. The information is subject to change as the COVID-19 crisis evolves.

This was developed from CBRE's Reopening The World's Workplaces COVID-19 Corporate Real Estate & Facilities Executive Playbook with resources from the World Health Organization, the Centers for Disease Control & Prevention (and similar global organizations), public health experts, industrial hygienists, and global subject matter experts across CBRE and our strategic suppliers.

- Encourage meetings to happen via phone/video whenever possible (even in the office)
- Actively monitor and enforce new policies and protocols for safely working in the office
- Consider building access and egress and re-designate certain entrances as exit only (in order to promote a one-way traffic flow)
- Gather feedback based on staff inputs and observed behavior in the office; adapt as needed
- Declutter spaces throughout the office (e.g., tops of file drawers) and reconfigure furniture in order to facilitate easy cleaning
- Implement clean desk policy on all assigned and shared desks in order to facilitate easy cleaning
- Observe / measure how space is being used in order to identify potential hot spots
- Determine how/if non-employee personnel will have access to the office (e.g., clients, guests)
- Increase cleaning of all surfaces in high-touch areas (doorknobs, handles, stair rails, beverage dispensers, etc.)