



Returning to a Healthy Workplace Checklist

COVID-19 brought our world and, especially, our businesses to a grinding halt. We left our workplace to “shelter-in-place” at home. Our workplace no longer seems like a safe haven. Upon our return, we will be hyper-vigilant about personal space, touch points and contagions now that we have become accustomed to disinfecting and social distancing.

This is the perfect time to be thinking about and implementing ideas to make the workplace healthier and safer. This is a checklist to be used as a guide for returning to a healthy workplace.

Step 01:

MINIMIZE & SANITIZE TOUCH POINTS

- 1. Reception Area
- 2. General Work Area & Offices
- 3. Conference and Meeting Rooms
- 4. Break Rooms
- 5. Bathrooms
- 6. Overall

Step 02:

CHECK & MAINTAIN INDOOR AIR QUALITY

- 1. Change Air Filters
- 2. Get an Air Quality Test and Sensors
- 3. Don't Block Air Vents
- 4. Maintain Proper Levels of Humidity
- 5. Use Entrance Mats
- 6. Use Plants
- 7. Open the Windows
- 8. Keep the Workplace Clean

Step 03:

PROMOTE PERSONAL RESPONSIBILITY & SOCIAL DISTANCING

- 1. 6' Spacing Visual Cues
- 2. Social Distancing Desk Shields
- 3. Wash Hands Often
- 4. Stay Home If Sick
- 5. Hand Sanitizers & Tissues
- 6. Personal Items

Step 01:

Reception Area

MINIMIZE & SANITIZE TOUCH POINTS

- ❑ 1. Disinfect/Replace Door Handles with Antimicrobial Handles
- ❑ 2. Disinfect/Replace Door Pulls with Hand-Free Pulls
- ❑ 3. Disinfect/Replace Light Switches with Antimicrobial Switches and Coverplates
- ❑ 4. Provide Acrylic Dividers Between You and Guests for Protection
- ❑ 5. Contain Deliveries - Provide Staging Table to Limit Direct Contact with Packages

Highlighted Products & Services

Kwikset Door Hardware with Microban Antimicrobial Protection
<https://www.kwikset.com/microban>

StepNpull® is a latch-less foot operated door opener
<https://www.stepnpull.com/>

Door Arm Pull
<https://www.homedepot.com/p/Aluminum-Satin-Silver-Grey-Hands-Free-Sanitary-Pull-for-Restroom-Exit-Door-2-Pack-5402/206047607>

Leviton Antimicrobial Light Switch
<https://store.leviton.com/collections/antimicrobial>

Acrylic Dividers by Sekula Signs
<https://sekulasigns.com/>



A photograph of a modern office hallway with cubicles. The cubicles have white walls and glass partitions. The floor is covered in a grey carpet. The ceiling has recessed lighting. A red vertical line is on the right side of the image.

General Work Area & Offices

MINIMIZE & SANITIZE TOUCH POINTS

- ❑ 1. Disinfect Keyboard, Mouse and Phone at Each Work Area
- ❑ 2. Disinfect Printers and Copiers Throughout Work Space
- ❑ 3. Disinfect/ Replace Cabinets, Countertops, Tabletops, Headers, Shelves and Wall Cladding with Antimicrobial Products
- ❑ 4. Disinfect/Replace Flooring Material with Microban Products
- ❑ 5. Use Antibacterial Wall Paint

Highlighted Products & Services

Richelieu Hardware Products

<https://www.richelieu.com/us/en/category/trends-and-innovations/antimicrobial-products/1223056>

Phenix Microban Flooring

<https://www.phenixflooring.com/microban>

Panaria Microban Tile

<https://www.panaria.us/products/technology/antibacterial>

Taubans Antibacterial Wall Paint

<https://www.taubmans.com.au/about/technology>



Conference and Meeting Rooms

MINIMIZE & SANITIZE TOUCH POINTS

- ❑ 1. Disinfect Remote Controls to Prevent the Spread of Germs
- ❑ 2. Disinfect Phones/Conferencing Technology
- ❑ 3. Disinfect Tables and Chairs, Especially Portions That Are Frequently Touched

Highlighted Products & Services

Wyatt Seating w/ Removeable Seat Covers

<https://www.wyattseating.com/video-library/>

Break Room

MINIMIZE & SANITIZE TOUCH POINTS

- ❑ 1. Provide Sensored Soap Pumps for Soap or Hand Sanitizer
- ❑ 2. Clean Dishes Immediately/Utilize Recyclable Single Use Products
- ❑ 3. Locate Coffee Machine Where Hands Can Be Washed, Single Use Cups, Wipe Down Daily
- ❑ 4. Utilize Hands Free Garbage Disposal and Sensored Garbage Can

Highlighted Products & Services

Simple Human Sensored Hand Soap Pump
https://www.simplehuman.com/foam-sensor-pump?gclid=EAlalQobChMI8YJzJev6QIVdotaBR0RiwX4EAAYASAAEgIEJPD_BwE

Simple Human Sensored Garban Can
<https://www.simplehuman.com/trash-cans/sensor-can>



Bathrooms

MINIMIZE & SANITIZE TOUCH POINTS

- ❑ 1. Replace Toilet Flush to Hands-Free Technology
- ❑ 2. Provide Toilet Seat Covers in Each Stall
- ❑ 3. Provide Sensored Faucets to Eliminate Contact
- ❑ 4. Provide Sensored/Hands-Free Soap Pumps
- ❑ 5. Provide Sensored Paper Towel Dispensers
- ❑ 6. Replace Door Pulls to Be Touchless/Hands-Free

Highlighted Products & Services

Techo Touchless Toilet Flush Kit
<https://www.amazon.com/Touchless-Adjustable-Automatic-Powered-Batteries/dp/B01DO7ABHW>

Sensored Faucet Retrofit Kit
<https://www.amazon.com/iTouchless-Automatic-Bathroom-Fountain-Dispenser/dp/B000EJXR0M>

Dempsey Uniform Touch-Free Soap Dispenser
<http://www.dempseyuniform.com/products/facility-services/soaps-sanitizers/touch-free-soap-dispenser-refills/>

Dempsey Uniform Touch-Free Towel Dispenser
<http://www.dempseyuniform.com/products/facility-services/paper-products/touch-free-roll-towel-dispenser-refills/>

Door Arm Pull
<https://www.homedepot.com/p/Aluminum-Satin-Silver-Grey-Hands-Free-Sanitary-Pull-for-Restroom-Exit-Door-2-Pack-5402/206047607>



Overall

MINIMIZE & SANITIZE TOUCH POINTS

- ❑ 1. Establish Regular Workplace Cleaning Protocol & Schedule Pre-Return Cleaning Appointment
- ❑ 2. Utilize UV Light Sanitization to Disinfect the Entire Work Place
- ❑ 3. Sanitize Cell Phone with Antibacterial Wipes or UV Case
- ❑ 4. Provide Cleaning Supplies for General/Personal Use
- ❑ 5. Provide Hand Sanitizers Throught the Workplace for General Use
- ❑ 6. Discuss Shared Spaces & Cleaning Protocol with Landlord

Highlighted Products & Services

UV Sanitization Wand

https://21stcenturygoods.com/products/germinator?utm_medium=cpc&utm_source=google&utm_campaign=Google%20Shopping

UV Sanitization Case for Cell Phones

<https://www.phonesoap.com/products/phonesoap-3-phone-uv-sanitizer>

Noteology Antibacterial Hand Rub

<https://www.notefragrances.com/products/hand-rub>

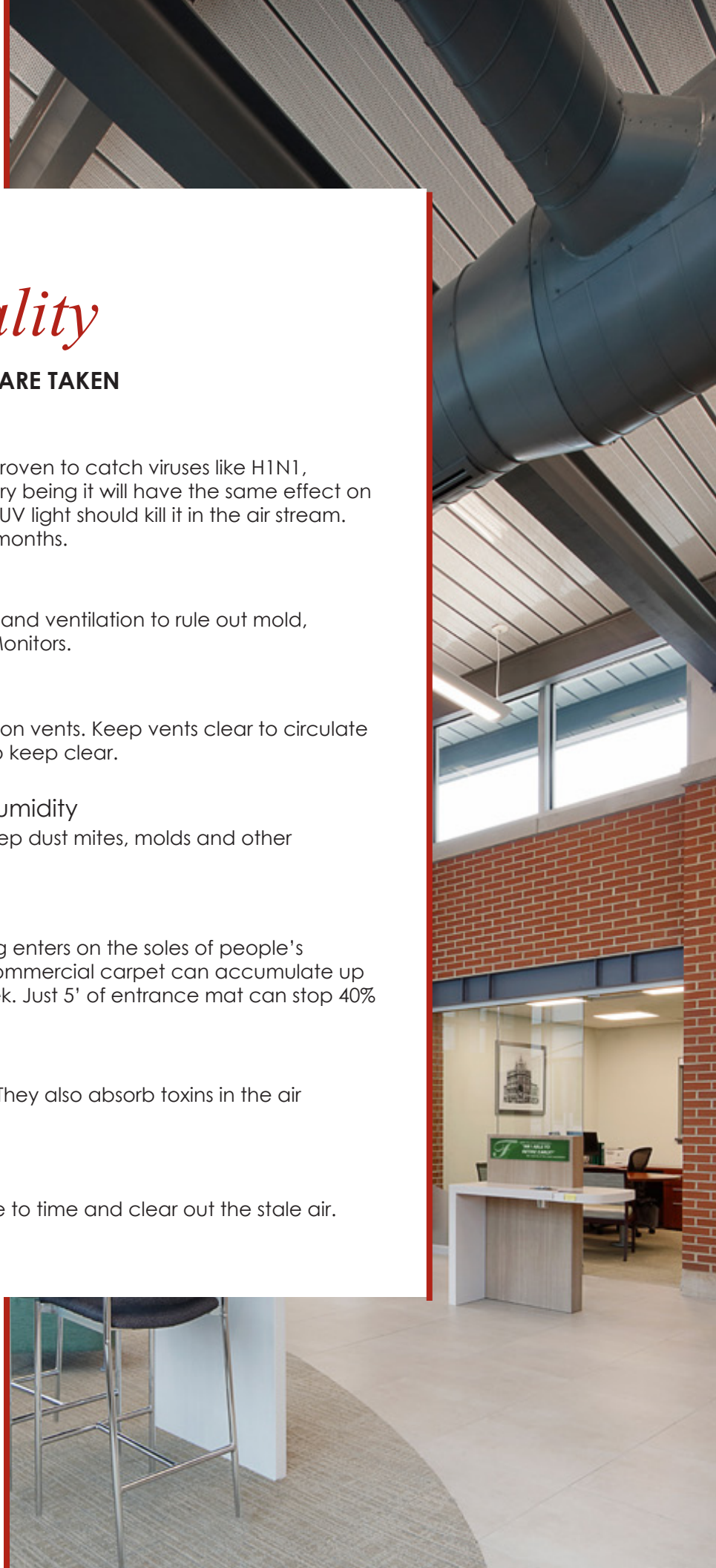


Step 02:

Indoor Air Quality

ENSURE THE FOLLOWING STEPS ARE TAKEN

- ❑ 1. Change Air Filters
MERV 17-20 rated filters are proven to catch viruses like H1N1, SARS, and Influenza. The theory being it will have the same effect on COVID-19 and coupled with UV light should kill it in the air stream. Change air filters every 6-12 months.
- ❑ 2. Get an Air Quality Test
Have an expert check ducts and ventilation to rule out mold, leaks, etc. Install Air Quality Monitors.
- ❑ 3. Don't Block Air Vents
Do not put boxes or furniture on vents. Keep vents clear to circulate air. Ceiling vents are easier to keep clear.
- ❑ 4. Maintain Proper Levels of Humidity
The proper humidity helps keep dust mites, molds and other allergens under control.
- ❑ 5. Use Entrance Mats
85% of the dirt in your building enters on the soles of people's shoes. One square yard of commercial carpet can accumulate up to one pound of dirt in a week. Just 5' of entrance mat can stop 40% of the dirt.
- ❑ 6. Use Plants
Plants increase productivity. They also absorb toxins in the air and release oxygen.
- ❑ 7. Open the Windows
Let in some fresh air from time to time and clear out the stale air.



Step 02:

Indoor Air Quality

ENSURE THE FOLLOWING STEPS ARE TAKEN

- ❑ 8. Keep the Workplace Clean
Dirt and dust build up fast so regularly vacuum, sanitize, get rid of garbage. Get your office professionally cleaned and discuss post-COVID-19 cleaning protocols.
- ❑ 9. Check Into Tax Breaks and Other Government Incentives
HVAC equipment is now fully deductible in the tax year purchased through 2022. Consult your accountant and experts on the tax laws.

Highlighted Products & Services

MERV 17-20 Air Filter

https://www.grainger.com/category/hvac-and-refrigeration/air-filters/panel-and-pleated-air-filters/pleated-air-filters?cm_sp=CM-Shop-_-inline-text-_-kh-what-is-merv-rating-air-filter-rating-chart-_-2020-02

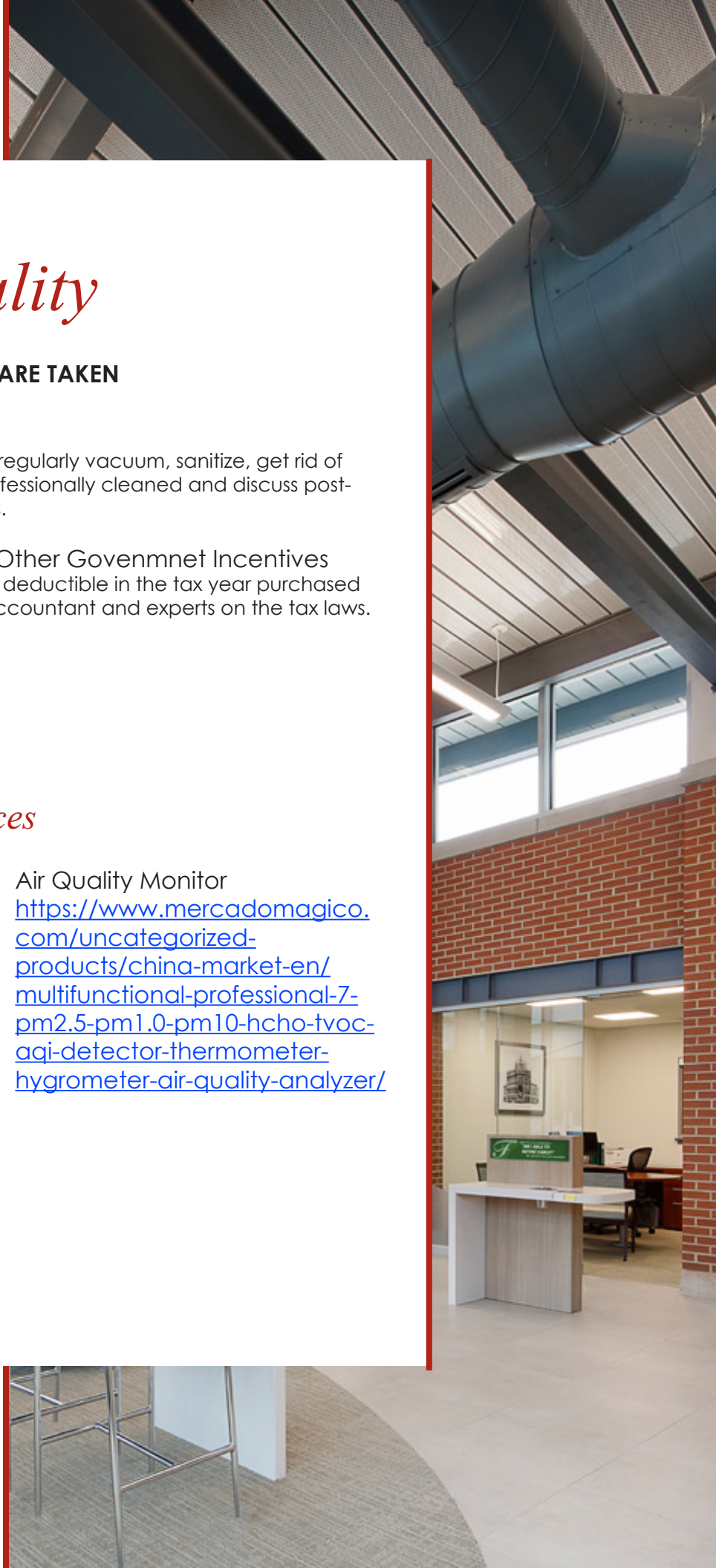
HVAC Maintenance Company
Power Engineering, Wilke Barre, PA
<http://www.powerengineeringcorp.com/>

Entrance Mats - Customizable
<http://www.dempseyuniform.com/products/category/mat-rentals/>

Air Quality Monitor

<https://www.mercadomagico.com/uncategorized-products/china-market-en/multifunctional-professional-7-pm2.5-pm1.0-pm10-hcho-tvoc-aqi-detector-thermometer-hygrometer-air-quality-analyzer/>

DXDempsey

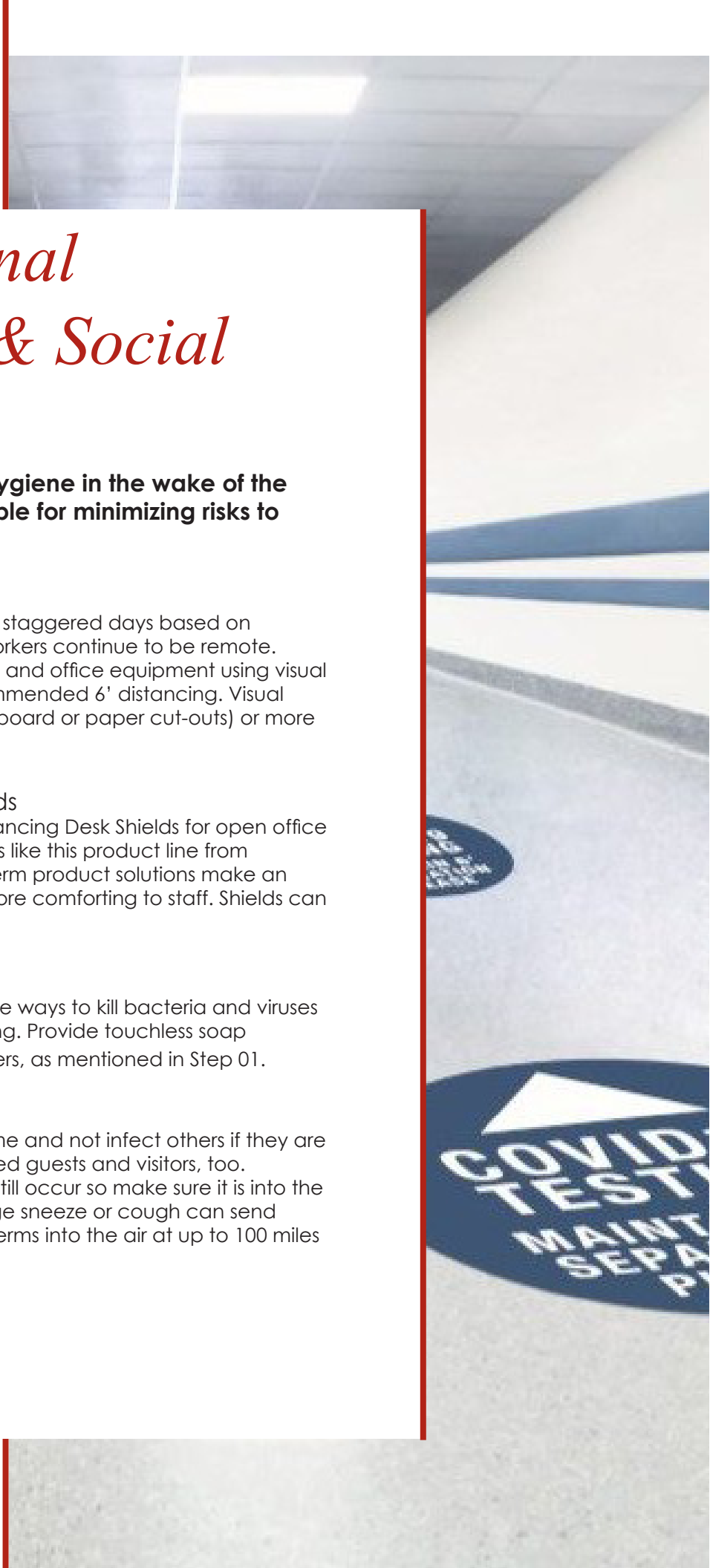


Step 03:

Promote Personal Responsibility & Social Distancing

Prepare to promote personal hygiene in the wake of the pandemic. We are all responsible for minimizing risks to each other.

- ❑ 1. 6' Spacing Visual Cues
Consider returning to work on staggered days based on capacity and letting some workers continue to be remote. Consider the spacing of desks and office equipment using visual cues to encourage the recommended 6' distancing. Visual cues can be temporary (cardboard or paper cut-outs) or more permanent (floor graphics).
- ❑ 2. Social Distancing Desk Shields
Consider applying Social Distancing Desk Shields for open office seating and hot desking areas like this product line from Innovant. Such viable, near term product solutions make an existing office environment more comforting to staff. Shields can be temporary or permanent.
- ❑ 3. Wash Hands Often
This is one of the most effective ways to kill bacteria and viruses and keep them from spreading. Provide touchless soap dispensers and towel dispensers, as mentioned in Step 01.
- ❑ 4. Stay Home If Sick
Let you staff know to stay home and not infect others if they are sick. Encourage this for planned guests and visitors, too. Sneezing and coughing can still occur so make sure it is into the crook of the arm—the average sneeze or cough can send around 100,000 contagious germs into the air at up to 100 miles per hour.



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Prepare to promote personal hygiene in the wake of the pandemic. We are all responsible for minimizing risks to each other.

- 5. Hand Sanitizers & Tissues
Keep hand sanitizers and tissues at desks or placed throughout the office. Place on tables and desks or wall mount.
- 6. Personal Items
Promote staff using their own writing instruments and limiting sharing. Consider labeling personal items. Consider providing masks for staff who would feel more comfortable wearing one.

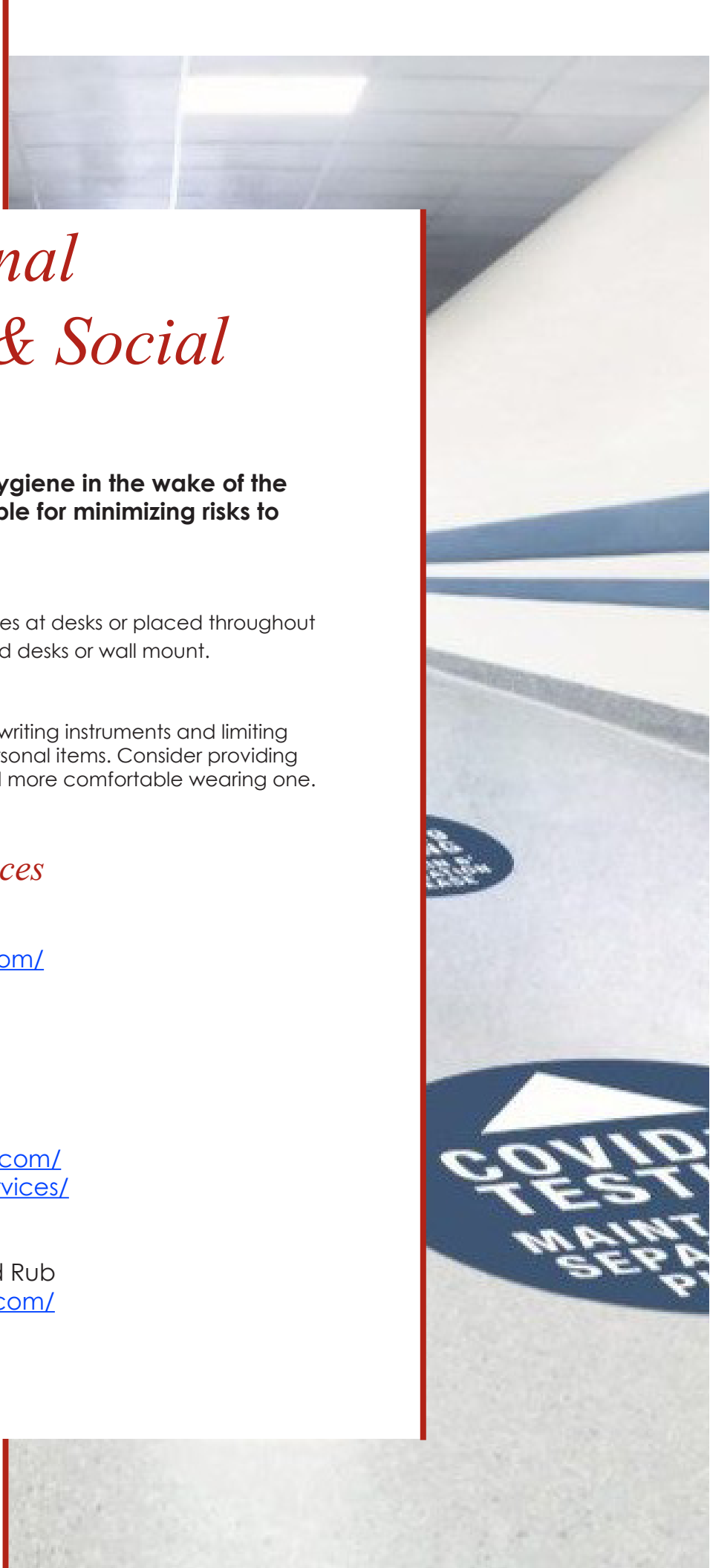
Highlighted Products & Services

Floor Marking Graphics
<https://www.alphagraphics.com/>

Space Serparators
<https://innovant.com/space-separation-solutions>

Sensored Soap Pumps
<http://www.dempseyuniform.com/products/category/facility-services/soaps-sanitizers/>

Noteology Antibacterial Hand Rub
<https://www.notefragrances.com/products/hand-rub>



Other:

Promote Mental Health & Well-Being

- COVID-19 has taken a considerable toll on us. Provide your staff with mental health resources. Encourage mental health “check ups” for all during the year and consider offering them as part of your health care package.

Mental Health Resources

Dr. Berger's Office

<https://www.matthewbergermd.com/>
Offices of Psychiatry & Counseling Services
340 Montage Mountain Rd, Moosic, PA 18507
(570) 346-3686

Friendship House

<https://www.friendshiphousepa.org/>
1509 Maple St, Scranton, PA 18505
(570) 342-8305

Better Help

https://www.betterhelp.com/helpme/?utm_source=AdWords&utm_medium=SearchPPC_c&utm_term=better+health_e&utm_content=65601682498&network=g&placement=&target=&matchtype=e&utm_campaign=177007450&ad_type=text&ad_position=&gclid=Cj0KCCQjw2PP1BRCiARIsAEqv-pRmZ4fiaZIW7NJ5jmHM09OfgSLfPY-uBMzds9mBlgASciGp1DxKJ4aAhV1EALw_wcB¬found=1&gor=helpme

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<https://www.studiobemindfulness.com/>