

RETURN TO WORK checklist



Interior Resources Group is here to help get your workplace ready for your return after COVID-19 with this simple checklist.



1

BENCHING AND OPEN OFFICE

- review station spacing and adjust as needed
- provide privacy screens or dividers for each workstation
- add floor decals to display proper social distance
- provide sanitation stations

2

CONFERENCE + MEETING + TRAINING

- review spacing and adjust as needed
- remove excess seating
- limit the number of seats at each table by 1/2
- provide sanitation stations
- consider hands-free technology
- consider motion lighting

3

COLLABORATION

- review spacing and rearrange to reflect proper social distancing
- remove excess seating
- provide sanitation stations
- consider hands-free technology
- consider motion lighting
- add room dividers to create protective barriers
- remove decorative pillows/shared accessories
- display proper signage about social distancing and hygiene
- add floor decals to display social distance

4

LOUNGE

- review spacing and rearrange to reflect proper social distancing
- remove excess seating
- provide sanitation stations
- add room dividers to create protective barriers
- remove decorative pillows/shared accessories
- add floor decals to display social distance

5

BREAK ROOM

- review spacing and rearrange to reflect proper social distancing
- remove excess seating and tables
- provide sanitation stations
- add floor decals to display social distance

6

RECEPTION

- remove excess seating
- provide sanitation stations
- add floor decals to display social distance
- provide protective screen(s)