

Reconfiguring the Workplace for Health and Safety

Employers are considering how to enforce social distancing guidelines at work. Here are some of the best practices companies are using.



SANITATION SUPPLIES
Adjust Cleaning Schedules
Keep spaces clean, particularly common areas like breakrooms or building entrances



EXPLANATORY SIGNS
One-Way Traffic
Use arrows signs to remind employees the direction to walk



CUBICLES AND DESKS
Desk Covers
Make surfaces safer for workers by using disposable covers



EXPLANATORY SIGNS
Choosing a Seat
Place signs at designated spots to help workers quickly take their place



CUBICLES AND DESKS
Partitions
Use dividers to separate desks and departments



SANITATION SUPPLIES
Sanitation Dispensers
Help people care for their own personal hygiene by placing these throughout the building



EXPLANATORY SIGNS
Waiting in Line
Floor stickers can help employees keep a safe 6-foot distance

TIP: Keep the building occupancy lower by altering schedules to stagger shifts⁴



Protecting employees is more important than ever, so following these reconfiguration tips in your workplace can help reduce the risk of disease transmission while showcasing your organization's commitment to the workforce and their safety.



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- [1. https://www.cbsnews.com/news/plexiglass-demand-up-covid-19-coronavirus-sneeze-guard/](https://www.cbsnews.com/news/plexiglass-demand-up-covid-19-coronavirus-sneeze-guard/)
- [2. https://www.weforum.org/agenda/2020/04/covid19-coronavirus-change-office-work-homeworking-remote-design/](https://www.weforum.org/agenda/2020/04/covid19-coronavirus-change-office-work-homeworking-remote-design/)
- [3. https://www.cushmanwakefield.com/en/netherlands/six-feet-office](https://www.cushmanwakefield.com/en/netherlands/six-feet-office)
- [4. https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html](https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html)