12-Point Plan for Workplace Re-Entry
DISCLAIMER - LEGAL STATEMENT

Please be advised that some or all of the information contained in this document may not be applicable to all businesses or places of work. We strongly recommend that before implementing any of the ideas contained herein you carefully evaluate, and consult with outside legal counsel as appropriate, the legality, applicability and potential efficacy of this information in your place of business. Please also note that this is a “living” document that may be updated at any time by Eden given the fluidity of this situation.

Eden bears no responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, any of the practices or procedures contained in The 12-Point Plan.

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Agenda

1. Opening Remarks
2. 12-Point Plan For Workplace Re-entry
3. Additional Measures
4. Questions?
Eden is the Workplace Platform

To learn more, please visit: www.eden.io
The Speakers

Joe Du Bey
CEO
Eden

Colette Temmink
President, Property Services
Eden
Thank You First Responders, Facilities & Property Services
Eden’s Webinar Series

Workplace Strategy: Returning to the New Workplace
Wednesday, May 6 at 11am PST / 2pm EST

Workplace CEO Roundtable Discussion on Future After COVID-19
Wednesday, May 20 at 11am PST / 2pm EST

Office Re-Entry: Practical Tips from Workplace Teams
Wednesday, June 3 at 11am PST / 2pm EST

... and more to come!
The 12-Point Plan for Workplace Re-Entry

Safely returning to the office in a post COVID-19 world

Visit: www.eden.io
Eden’s 12-Point Plan for Workplace Re-entry
1 - Upfront Disinfecting Clean

- Address High Touch Areas
- Electrostatic vs. Fogging
- Carpets and Flooring
- Use EPA Recommended Chemicals
2 - Create Signage & Circulate The Plan In Advance

- Signage for New Protocols
- Hygiene Reminders
- Social Distancing

*If Sick, Stay Home*
3 - Setup Touchless Sanitation Stations

Within Eyesight of Seating

Automated Dispensers

Trash Receptacles for Disposal

Large Container Sizes
4 - Social Distancing Within the Office

All Areas: Lunchrooms, Restrooms, Lobby, etc.

6-10 Feet

Consider Alternating Schedules
5 - Face Coverings Worn by Employees

Follow CDC guidelines for face coverings

Consider Number Provided

“Return to Work” kits
6 - Scheduling Recurring Disinfecting Services

- Daily Disinfecting of High Touch Areas
- Weekly Disinfecting Deep Cleaning
- Adjust Existing Scopes of Work
- Ensure Proper PPE Training
7 - Modify Food & Drink Services

- Individual Meals
- Individually Packaged
- Eliminate Communal Food & Beverages
8 - Limit Visitors

- Reduced Access Areas
- Policy Limitations for First 30 Days
- Visitor Management System
- Limit Events
9 - Mindful About Office Flow

- Occupant Experience
- Traffic Flows
- Occupant Training for Re-entry
10 - No Touch Where Possible

- Touch-free Elevator Cards
- Motion Sensor Lighting
- Water-free Greenery
- Touch-free Trash Bins
11 - Strict Safety Protocol

- Follow Regulatory Requirements for Self-quarantining
- Develop a Plan/Update BCP
12 - Work From Home (WFH)

- Consider Employee Expenses
- Enable WFH
- Company Culture Considerations
Additional Measures to Consider

- Fever Checking
- Antibody Testing
- Clean Air Filtration & Increase Outdoor Air Intake
- Disposable Desk Mats
- Shift Work Schedule
- Redraw Floor Plan
- Mental Health Resources for Teams
- Constant Day Porters Disinfecting Your Space
- Require & Visually Display Date of Cleaning
- Resource Your Employees To Clean Themselves
- Add Plexiglass as a Sneeze Guard
Questions?
Thanks

To learn more, visit: www.eden.io

or

Email us: workplace.re-entry@eden.io