The Workplace Reintegration Checklist

Formulate your plan, ease reentry anxiety and safely manage employees and visitors on their return to the workplace.

digital id

The Workplace Reintegration Checklist

We've put together this checklist of key considerations that will help you create a framework for returning to the office and adopt new procedures and protocols. If you're responsible for planning your company's return to work, it should give you some key pointers.

We've been helping businesses and organisations safely implement the correct measures for them as offices, schools and workplaces start a phased return to the office. This checklist was compiled with our technical solutions in mind.

Do keep in mind that you should treat this checklist as a starting point. Each organisation is different and the exact needs and functions for you could differ. We recommend having a read of the latest government guidance too, where you'll find the exact rules and regulations that might apply to you.

Checklist

Access, entry and reassuring staff

Keeping your staff secure and reassuring those uneasy about returning to the workplace starts at entry. Reassessing access control procedures and ensuring your site is COVID-safe for visitors will create a safer working environment and put minds at ease.

Accessing the workplace

- [ ] Who will be returning to the office and when?
- [ ] Have we revised ID and access control policy and procedures?
- [ ] Is our current access control and entry system up to the task?
- [ ] Have we integrated appropriate changes to our access control system?
- [ ] Have we reduced touchpoints to keep contact to a minimum at reception?
- [ ] How do we ensure photo ID is clearly visible and checked upon entry?
- [ ] Can employees and visitors be easily identified when entering the building?

Reassuring staff

- [ ] How do we mitigate anxiety of staff, visitors and customers?
- [ ] How do we manage employees who feel uneasy about taking public transport to the office?
- [ ] How do we ensure unwell people do not enter our workspace?
- [ ] How do we reassure staff that the workplace is a safe environment?
- [ ] How do we support employee mental health?
- [ ] Are there any new products or solutions available to use to reassure staff?

Visitor management

- [ ] Can we safely welcome visitors to our site in the current climate?
- [ ] Do we know how we'll welcome visitors into the reception area?
- [ ] Do we have a visitor management system in-place?
- [ ] Will visitors require different entry points and will access control differ from staff?
- [ ] How can we best protect those working in reception areas?
- [ ] How will we assess which visitors are deemed essential?

Checklist

In the office

Open plan offices will be staying, but the way we interact with them has changed indefinitely. Ensuring your layout and common areas are suitable for a return to work is essential.

Office layout

- ☐ Do we have the capacity to maintain at least 6ft between desks?
- ☐ Have we updated our floorplan and desk layout?
- ☐ Are all areas of the office well ventilated and close to windows?
- ☐ Will cubicle-style desks be required?
- ☐ Are working areas easy to keep clean and tidy?
- ☐ Do we need to adapt the layout of shared meeting rooms?
- ☐ Can staff and visitors be easily differentiated when moving around the workplace?

Common areas

- ☐ Have we introduced a one-way system through corridors and passages?
- ☐ Do we need to split the site into segments to operate in bubbles?
- ☐ Have we reviewed the use of kitchen/canteen facilities?
- ☐ Have we limited shared touchpoints such as door handles, keypads and printing areas?
- ☐ Are common areas such as kitchens and toilet facilities well ventilated?

Checklist

Policy & procedures

To carry out the things we are talking about, you'll need to edit current guidelines and even create new ones to ensure compliance. Here's some pointers and policy ideas.

Social distancing policy

☐ Have we implemented a policy that works for every area of the business?

☐ Have we optimised rotations to minimise interaction between shifts?

☐ Have we added floor tape or paint to mark working areas?

☐ Do we only allow "essential" trips within the site and between buildings?

☐ Do we have enough reminders about the policy? E.g. on the reverse of ID cards, lanyards

Visitor policy

☐ Is our visitor management system able to remotely sign people in ahead of a visit?

☐ Can our visitor management system record COVID-specific information?

☐ Can we offer visitors PPE such as face coverings?

☐ How will our visitor policy fit in with those who have recently self-isolated?

ID & Access control policy

☐ Is our ID and access control policy in line with the new social distancing policy?

☐ Do our card readers and access points allow for touchless entry?

☐ Have we made staff aware of changes for entry and accessing the workplace?

☐ Can we easily identify customers and visitors who are wearing a face mask?

☐ How will card issuance procedure be adapted to ensure social distance?

Face covering policy

☐ Do we have the capability to supply staff with facemasks and other PPE on a daily basis?

☐ Have staff in public areas been given the correct PPE?

☐ Will facemasks be required in certain common areas of the workplace?

☐ How do we assess customers and visitors who are exempt from wearing a face covering?

☐ Have we adapted policy to ensure exemption cards are shown?

Checklist

Cleaning & Hygiene

Cleaning needs to take a step up across all areas of working life. Being able to track the process to ensure things don't slip through the net will help you create a safer working environment.

Cleaning regimes

- ☐ How we increased the cleaning rotation of common areas?
- ☐ Are we paying more attention to cleaning touchpoints such as printers, keypads and doors?
- ☐ Can we successfully track cleaning tasks with time and date?
- ☐ Will we ensure hand sanitiser levels are checked on a regular basis?
- ☐ How will be ensure shared office equipment is cleaned?

The home-office split

So, we're returning to the workplace. Kind of. The truth is we'll probably be operating a home/office split well into 2021, with many organisations favouring this practice. To do so efficiently means your onboarding and asset tracking systems need to be up to scratch.

Remote onboarding and tracking assets

- ☐ Do our current systems allow us to remotely onboard staff to create ID and credentials?
- ☐ How will we send staff ID and credentials to those currently working from home?
- ☐ Have we limited touchpoints during the onboarding process?
- ☐ Can we remotely add and delete credentials for those working from home?
- ☐ Do we have the ability to monitor the location of assets for those working from home?

How can we help?

We offer a broad range of solutions that'll help your organisation reintegrate with the office.

Temperature screening solutions

Immediately detect staff and visitors with a temperature before they enter the workplace and put minds at ease with our temperature screening kiosk.

Visitor management solutions

We offer a host of paper, electronic and cloud-based visitor management solutions. Our COVID-secure system is ideal for signing in and vetting visitors before they even arrive on site.

Door-opening card holder

Stop the spread of germs in your organisation with our unique anti-microbial door-opening card holders. Perfect for doorhandles and keypads, they are great for helping reducing touchpoints.

Photo ID card systems

Ensure all your staff is issued with a photo ID card to keep your site as secure as it can be. Excellent for integrating updated COVID guidelines and entry policies.

Lanyards

Easily identify staff and differentiate visitors with lanyards. Great for those operating in bubbles, they can be colour-coded and make visitors very easy to identify.

MyTAG

Keep tabs of your cleaning regimes with the help of MyTAG Proof of Presence. A cloud-based system that ensures compliance with any updated cleaning policies post COVID-19. A versatile product, it's great for tracking business assets for home workers too.

EasyBadge 2.0

Our EasyBadge ID card software is perfect for building a secure cloud-based ID management system. Thanks to the all-new app, the onboarding process is simplified and perfect for the post COVID-19 working environment.

Can we help?

Get in touch with our team today.
We'll help you identify areas that need to
change and provide efficient solutions.

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