

BEST PRACTICES



PREPARE THE BUILDING

Develop cleaning plans, conduct pre-return inspections, check HVAC & mechanicals, ensure safety of all workers.



PREPARE THE WORKFORCE

Decide who returns & when, create employee communication protocol, prepare & post reminders of social distancing & cleaning guidelines.



CONTROL ACCESS

Control entry points including deliveries, reconfigure gather & lobby areas for social distancing, install barriers as appropriate & consider temperature screenings.



CREATE A SOCIAL DISTANCING PLAN

Consider phasing based on roles & priorities, stagger arrival/departure times, alternate work weeks, limit in-person meetings, support 6ft office protocols, monitor space usage & Designate foot-traffic direction in busy areas.



INCREASE CLEANING

Reduce touch points, create touchless ingress/egress, supply work areas with disinfectants, restock food/beverage with single service items, create clean desk policy & regularly clean common areas.



COMMUNICATE FOR CONFIDENCE

Communicate transparently, recognize the fear in returning, listen/survey regularly, ensure leadership alignment & clearly set employee expectations with an emphasis on security.



BACK ON TRACK INDIANA

5 Stages to get Indiana Back on Track. Learn more about the different stages and the associated dates to get a better understanding about where we're going as a state. Governor Holcomb's Roadmap to Safely Re-open Indiana backontrack.in.gov