

Creative Workplace Solutions Checklist

- Obtain physical barriers like plexiglass to install in the workplace.
- Consider outdoor work areas for group meetings or general workspaces.
- Stagger shifts and keep office density low (20% capacity) if possible.
- Put up signage about mask wearing, social distancing and handwashing in common areas.
- Check in with employees to see how they are managing work and life at home (be flexible).
- To increase morale, host fun virtual events like a Netflix watch party or virtual happy hour.