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.