



GENESIS GUIDE TO GETTING BACK TO WORK

The information that follows represents our current practices based on what we know about the current pandemic and these unprecedented circumstances. If you have any questions, please contact Genesis at 2genesis.com or email us at support@2genesis.com
Disclaimer: *Regulations and guidance from the U.S. CDC are evolving rapidly. Please refer to the latest guidance from CDC to confirm current rules* <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Steps To Take Before You Re-open

Before you can open the doors again, there are a few things to consider depending on the size and traffic of your space.

Step 1 - Traffic and flow

Get a feel for how many people will be returning to work, new hours and shifts, entry into the building, elevator flow, stairwell opening and waiting areas. This will help to determine how to manage distancing, signage needed, set up and removal of furniture, disinfecting stations and how often to clean and disinfect.



Step 2 - Set Up

Get ready for traffic. Will you need markers on the floor to designate flow of traffic to elevators or in hallways and restrooms? Will max occupancy be designated for conference rooms and restrooms? Will emergency stairwells be open for travel within the property?



Will offices need to be reconfigured? Will people alternate/ stagger shifts in the office? Where are disinfecting stations needed with hand sanitizer and/ or wipes? Can trash be centralized? Are there areas that can be touchless? These are some of the questions to consider when getting your space ready.



Steps To Take Before You Re-open

Step 3 - Policies

What are the policies for the building as well as each office? Does everyone have a clear understanding of the changes to procedures for return?



Step 4 - Cleaning

Regardless of the size of your space, you will need upfront cleaning and disinfecting even if the space has had limited use over the past weeks. On a daily basis it is critical to disinfect the high touch points such as light switches, doors, restroom doors, kitchen areas, and elevator buttons. Most existing cleaning specifications will need to be changed to include disinfecting services during the day and additional services at night. All desktops and touchpoints should be disinfected which will require additional service levels and increased hours of cleaners.



Step 5 - In Case of Illness

What happens if someone is sick or confirmed to be infected at the property or office? What is procedure for closure while cleaning is to happen? What is the expected turnaround time?



Services and Assistance

- ✓ Signage
- ✓ Purchase and installation of touch-free products and dispensers such as hand sanitizer, wipes, hand soap, paper towels, etc.
- ✓ Removing and reorganizing furniture, cubicles, chairs and desks
- ✓ Designate and set up touch-free disinfecting stations with wipes and/ or hand sanitizer and trash bins depending on location
- ✓ Deep cleaning and disinfecting before return (checklist can be provided to customize)
- ✓ Deep disinfecting with electrostatic spray-on disinfectant
- ✓ Sanitize carpets
- ✓ Ongoing maintenance plan such as adding dedicated disinfecting day porters, adding disinfecting to night services and periodic deep disinfecting services
- ✓ Monitoring and refilling of disinfecting stations and added touch-free products
- ✓ Anti-microbial protectants such as spray on micro- coatings to all areas or skins to high touch areas like elevator buttons
- ✓ Supplies/ kits such as gloves, masks, individual hand sanitizer, and tissues

NOT SURE WHERE TO BEGIN?

Visit our Website [2genesis.com](https://www.2genesis.com) or contact us at support@2genesis.com

