The resources and templates provided are solely for informational and discussion purposes only and should not be relied upon as legal, health or safety advice. It is important that you identify and work with your company’s key stakeholders in developing your own reopening plan.
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Office Entry Points
OFFICE ENTRY POINTS

Enter

Enter Only

Exit

Exit Only

Reopen, safely.

Reopen, safely.

Reopen, safely.

Reopen, safely.

Enter
24” x 84” MB
24” x 36” Poster

Located at building entry, lobby, and/or reception. Encourages one-way path of travel.

Exit
24” x 84” MB
24” x 36” Poster

Located at building entry, lobby, and/or reception. Encourages one-way path of travel.
OFFICE ENTRY POINTS

Guest Check-in
24” x 84” MB
24” x 36” Poster
Located within the lobby and/or near reception.

Help Stop the Spread
• Wear a face covering over your nose and mouth
• Practice social distancing
• Wash your hands often with soap and water for at least 20 seconds
• Stay home when you are sick except to get medical care

Reopen, safely.

Help Stop the Spread
• Wear a face covering over your nose and mouth
• Practice social distancing
• Wash your hands often with soap and water for at least 20 seconds
• Stay home when you are sick except to get medical care

Reopen, safely.

Help Stop the Spread
24” x 84” MB
24” x 36” Poster
Typically located at building entry, lobby and/or reception.
OFFICE ENTRY POINTS

Face Covering Pickup

Reopen, safely.

Face Covering Pickup

24” x 84” MB
24” x 36” Poster

Located at reception and/or where face coverings will be distributed.

Face Covering Disposal

Reopen, safely.

Face Covering Disposal

24” x 84” MB
24” x 36” Poster

Located at reception and/or where face coverings will be distributed.
OFFICE ENTRY POINTS

Temperature Screening

Temperature Screening

Temperature Screening

Reopen, safely.

Reopen, safely.

Temperature Screening

24” x 84” MB
24” x 36” Poster

If temperature screenings are available or required, place next to screening station at building lobby or reception.
OFFICE ENTRY POINTS

Maintain a 6-foot distance at all times.

To encourage physical distancing guidelines, place decals in lobby and/or reception, as well as throughout the workspace.

Maintain a 2-meter distance at all times.

To encourage physical distancing guidelines, place decals in lobby and/or reception, as well as throughout the workspace.
OFFICE ENTRY POINTS

Stand Here
18" Diameter

Placed throughout lobby, reception, and workspaces at 6-foot/2-meter intervals to encourage physical distancing and define queues.
Elevators
ELEVATORS
Help Stop the Spread

- Wear a face covering over your nose and mouth
- Practice social distancing
- Wash your hands often with soap and water for at least 20 seconds
- Stay home when you are sick except to get medical care

Help Stop the Spread
24” x 84” MB
24” x 36” Poster

Located in elevator banks to reinforce new behaviors and ensure a safe workspace.

Reopen, safely.
ELEVATORS

**No Talking**
10" Diameter
24" x 36" Poster

Install inside elevator on back wall and/or doors.

**Temporary Occupancy**
10" Diameter
24" x 36" Poster

Install outside elevator above callbox or at elevator entry.

**Elevator Capacity: XX**

Reopen, safely.

**Reopen, safely.**

Refrain from talking during your ride.

Refrain from talking during your ride.
ELEVATORS

Stand Here
18” Diameter

Used to define waiting queues in elevator lobbies as well as inside elevator cabs to direct employees where to stand and ensure occupancy is adhered to.
ELEVATORS

Maintain a 6-foot distance at all times.

Maintain a 2-meter distance at all times.

Maintain 6-Foot Distance
24” x 84” MB
24” x 36” Poster

Located in elevator bank if space permits.

Maintain 2-Meter Distance
24” x 84” MB
24” x 36” Poster

Located in elevator bank if space permits.

Reopen, safely.
WORKSPACES
Temperature screening stations are typically located at entry points. If provided, position signage near the station.
NEW WORKSPACES

This desk is in use.
Please find an available option nearby.

Health & Safety Checklist:
- Cover face
- Use sanitizer
- Wash hands
- Clean personal items
- Breathe
- Say “hi” to your co-workers

Reopen, Safely.

**Desktop Mat**
26” x 24” Mat

Single-use disposable desktop mats for employees to place at their workspace daily. This ensures the space is designated for their use only, provides a clean workspace, and can be recycled at the end of the day.

**Always Walk Clockwise**
10” Diameter

Use when instructing the workforce to move in a one-way direction throughout a workspace.
WORKSPACES

Stand Here
18" Diameter

Position in locations where additional behavioral direction is needed, such as queuing lines to commons spaces, spaces between copy rooms, lines for restrooms, etc.
WORKSPACES

Maintain a 6-foot distance at all times.

Maintain a 6-foot distance at all times.

Maintain a 2-meter distance at all times.

Maintain a 2-meter distance at all times.

Maintain 6-Foot Distance
24” x 84” MB
24” x 36” Poster

Friendly reminders on best practices in the workspace which can be positioned at key locations within the employee workspace.

Maintain 2-Meter Distance
24” x 84” MB
24” x 36” Poster

Friendly reminders on best practices in the workspace which can be positioned at key locations within the employee workspace.
### Help Stop the Spread
- Wear a face covering over your nose and mouth
- Practice social distancing
- Wash your hands often with soap and water for at least 20 seconds
- Stay home when you are sick except to get medical care

**Reopen, safely.**

### Clean Desk Policy
For your health and safety, we are implementing a clean desk policy. All personal items must be taken home or stored indefinitely.

**Reopen, safely.**

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**Help Stop the Spread**
24” x 84” MB
24” x 36” Poster

Located at entry point to employee workspaces.

**Clean Desk Policy**
24” x 84” MB
24” x 36” Poster

Located at entry point and/or next to workspaces.
Kitchens and Common Areas
KITCHENS AND COMMON AREAS
Help Stop the Spread

- Wear a face covering over your nose and mouth
- Practice social distancing
- Wash your hands often with soap and water for at least 20 seconds
- Stay home when you are sick except to get medical care

Reopen, safely.

Help Stop the Spread

24” x 84” MB
24” x 36” Poster

Place at entry points into common spaces to help communicate best practices.
KITCHENS AND COMMON AREAS

Stand Here
18” Diameter

Place within and leading up to kitchen area to manage occupancy and traffic flow around food prep space such as coffee stations, refrigerators, snack areas, and sink.
KITCHENS AND COMMON AREAS

Maintain a 6-foot distance at all times.

Maintain a 2-meter distance at all times.

Reopen, safely.

Maintain 6-Foot Distance
24” x 84” MB
24” x 36” Poster
Located at entry point as a reminder of distancing guidelines.

Maintain 2-Meter Distance
24” x 84” MB
24” x 36” Poster
Located at entry point as a reminder of distancing guidelines.
KITCHENS AND COMMON AREAS

Enter

Enter Only

Exit

Exit Only

Reopen, safely.

Reopen, safely.

Located at entry and exit points to support path of travel in common spaces.

Located at entry and exit points to support path of travel in common spaces.
KITCHENS AND COMMON AREAS

Always Walk Clockwise
10” Diameter
Friendly reminders to help guide employee behavior within common spaces.

Do not leave personal items in the sink.
10” Diameter
Prompts located near kitchen sinks to guide the workforce.

Clean with Sanitizer Wipes Before and After Use
10” Diameter
Helpful prompt to position near kitchen amenities such as coffee stations, water filtration systems, snack areas, and more.

Wash Hands Frequently
10” Diameter
Reminders on best practices to be placed near sinks.
Meeting Rooms
MEETING ROOMS
**MEETING ROOMS**

**Sit Here**

10” Diameter

Place on table in front of chair to indicate where employees should sit to help maintain 6-foot distance.

Note: The capacity will drop significantly when implementing this practice.

**Clean with Sanitizer Wipes Before and After Use**

10” Diameter

Place in the middle of the table or at each end (if table is large).

**Temporary Occupancy**

24” x 36” Poster

Place at the entry point into the meeting room to communicate new occupancy.

**Temporary occupancy for this space: XX**

Reopen, safely.
Thank You