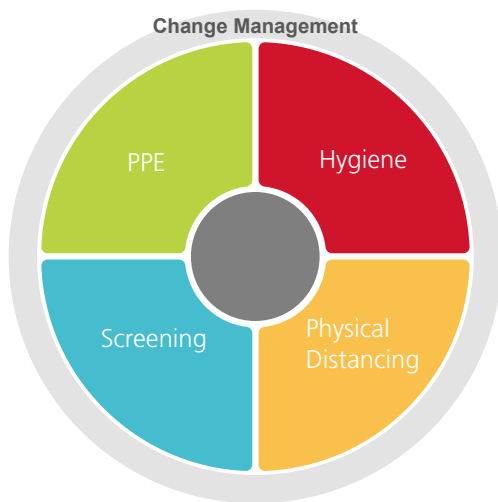# RICOH
imagine. change.

Priorities Checklist

Planning for a Safe Return to the Office

The office will need to look and operate differently. Capacity planning, physical distancing, contact tracing, and touchless interactions are now in the forefront of office planning to allow for a safe return to the office.

Change Management

1. Screening

Policy on health requirements to enter the building
Temperature screening for employees and visitors
Document visitors travel
Travel restrictions
Building entry policies/protocols

2. PPE

Invest in products
Create stations for supplies
Policy / Guidelines on use of Masks, Gloves, Face Shields, etc.

4. Physical Distancing

Set guidelines for floor capacity
Contact tracing
Set meeting room capacity
Increase space between seating
Build physical / natural barriers
Schedule in office days
Elevator guidelines
Staggered shift schedule
Engineer common areas
Manage foot traffic

3. Hygiene

Touchless hand washing
Hand sanitizer dispensers
Increased cleaning schedule
Enable a touchless environment
Safety signage
Limit congregation in shared areas
Plan to manage indoor air quality
Clean desk policy

For over 80 years Ricoh has been imagining change. Today, that includes helping our customers navigate the demands of remote work, maintain business continuity and keep their essential workplaces operational. **We can help.**

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