

Back to Office Cheatsheet

COVID-19 has brought unprecedented changes in the way we work and interact. **Business continuity plans, social distancing measures, employee morale** – there's a long list of things we need to manage to ensure that the workplace remains a safe and productive environment.

Based on our experience in managing office spaces across Shanghai, Beijing, Singapore, Kuala Lumpur, Yangon & Hong Kong, we're sharing our very own cheatsheet so that you can rest easy knowing your business has covered the key aspects and processes that will ensure your office is prepared.

Stay safe, stay positive and push on!

The Arcc Spaces Team

Arcc
SPACES



A



Social Distancing Measures

- Implement split teams.
- 1m distancing rule – Use “Xs” to mark and enforce this distance.

B



Temperature Taking

- Taken twice a day.
- Temperature no higher than 37.5 degrees.
- Fill in a temperature declaration form twice a day.

C



Frequent Sanitization

- Work desks: Phones, desks, chairs, computers & laptops.
- Communal areas: Lifts, pantries, shared spaces, toilets & meeting rooms.
- Shared surfaces: Doors & handles.
- To use only recommended sanitizers.
- Structure inspection checklist and dates to ensure space conditions comply with hygiene standards determined by your respective public environment advisory board.

D



Staff Movement & Health Declaration (Documented Weekly)

- Past & future travels: Has your team travelled to any affected countries?
- Health: Is your team feeling unwell or exhibiting any symptoms?
- Contact history: Has your team been in contact with anyone exhibiting symptoms?
- Communicate advisories: In view of the heightened travel restrictions worldwide, all staff should be advised to reconsider and defer all non-essential travel plans where possible.
- Prepare relevant links for each country's COVID-19 situation.

E



Transportation

- Encourage employees to take a taxi home to avoid crowded areas.
- Make low contact transportation costs like taxis claimable.

F



Notices & Advisories

- Guidelines on how to wear a mask.
- Guidelines on how to wash hands.
- Place signages at public areas, pantry and meeting rooms to inform clients that the area has been sanitized to provide assurance to office users.

G



Monitoring

- Safety precautions checklist for staff in-charge.

Workplace Amenities

A



Hand Sanitizers

- Readily Available: Ensure a healthy stock and supply of hand sanitizers.
- Conveniently located: Workdesks, lifts, toilets, pantries & receptions.

B



Masks

- Readily Available: Ensure a healthy stock and supply of hand sanitizers.
- Aware of staff's needs: Keep a heartbeat on employees who need masks and distribute accordingly.
- Store masks in proper storage to prevent contamination.
- Gloves to be made available for necessary cleaning.

C



Private Rooms

- Designated rooms in case isolation is needed.
- Deep cleaning and disinfecting protocols to be set in case of isolation.

D



Toilets

- Ensure all bins have a cover lid.

E



Thermometers

- Ensure only forehead-scanning thermometers to be used for hygiene purposes.

F



Pantry

- Replace existing mugs and utensils with disposable ones.
- All condiments to be kept within covered containers/packaging.

Employee Mental Health

A



Safe Space

- Ensure there are comfortable, quiet spaces where employees can rest or isolate themselves if they need to.
- Keep a look out for anxiety attacks!

C



Transparency & Assurance

- Showcase your precautionary measures online and offline to instil confidence.
- Regular updates to be done via email to all stakeholders/employees as soon as possible.

B



Communication

- Check-Ins: Establish constant communication with employees to ensure they are not feeling overly stressed or tired.
- Approachability: HR/management to be made available to listen for feedback or concerns shared by staff.
- Remote working workshops to be conducted to better prepare all employees for any resurgence.
- Prepare a list of general precautions for clients and employees following government guidelines as a reminder.
- Gather links to WHO and local government websites or any other trusted sources for credible and accurate pandemic updates.

D



Essential Business Services

- Research on professional disinfection companies that will respond within 24 hours in the situation where there is a confirmed case of COVID-19.

Business Continuity Plans



Contingency Plans

- Determine or outsource for risk management SOPs and preparation for any suspected/confirmed case.
- Tie up with professional vendors specializing in deep cleaning and disinfection in case of suspected/confirmed cases.



Tech-ready

- IT support to be made available from Monday – Friday, office hours.
- Set up cloud-based communication and storage platforms for better online communications and reliable data storage.
- Establish secure internet and data privacy.



Budget Planning

- Allocate 6 months' worth of budget on standby in case of a resurgence.
- Engage in talks with clients to be aware of their financial concerns.
- Make use of any government aid/handouts available to tide over this difficult period.
- Take into account the impact of COVID-19 and make realistic adjustments to financial projections and budgets.



Business Operations

- Encourage remote working for non operational staff.
- Enforce split shifts:
 - Team A – 2 persons in centre with staggered reporting time and clock-off time (work days to not coincide with Team B).
 - Team B – 2 persons in centre with staggered reporting time and clock-off time (work days to not coincide with Team A).
 - Shorter working hours and shift timing change.