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## Tips When Returning Back To Work After A Pandemic



Now when you are reopening the business, it is important to take preventive measures to control or avoid the spread of infection. With these measures in mind, you can ensure the health of your employees while maintaining smooth business operations. Here are the top tips for protecting your employees and workspace from spreading the infection:

1

### Maintain Clean Workstations



Employees use their desks, stationery, laptops, mouse, and telephones, frequently. So it is important to wipe workstations with a disinfectant regularly. Make sure you use a high-quality or alcohol-based sanitizer for cleanliness at the office.

2

### Provide Disposable Wipes



The CDC (Centres for Disease Control & Prevention) reports that employees should be provided with disposable wipes. It allows them to wipe and clean commonly used surfaces, like doorknobs, remote controls, keyboards, etc..

3

### Provide Accessible Hand Sanitizers



Though there is no replacement for regular hand washing with soap and running water, placing hand sanitizers all around the office helps prevent the spread of infection. Keep soap dispensers filled with alcohol-based soaps.

4

### Limit Travel & Opt for Online Meetings



Suspend any business trips, especially to countries with widespread outbreak. Discourage non-essential business trips to international and domestic areas with low impact. Encourage the use of VPNs, video conferencing tools, and technologies to avoid physical contact.

5

### Update Your Visitor Policy



Touch base with visitors, including vendors, clients, and candidates before any onsite meetings. It is important to inquire if the visitor has recently traveled to any country with the disease outbreak, or if they or their family have been sick.

6

### Be Flexible With Working Hours



Offer flexibility with sick leave and working hour policies. If possible, allow work from home facilities to employees. Employees may need to stay at home to care for a family member or take care of a child.