

# REOPENING THE WORKPLACE CHECKLIST

The World Has Shifted.  
Expectations Haven't.



Honeywell

# THE IMPACT OF COVID-19 HAS LEFT ORGANIZATIONS IN A STATE OF UNCERTAINTY

As stay-at-home orders and self-imposed quarantining have led businesses of all kinds to implement work from home policies, many companies had to adapt to change. Organizations need to promote a healthy and safe workplace so their employees feel comfortable and their business can start operating as usual. With this eagerness to get back to full productivity, companies have been slowly testing strategies such as social distanced workspaces, temperature and thermal checks, and administering mask compliance. Implementing smart technology to improve workplace safety, operational efficiency and reassure anxious employees is top of mind, yet this leaves many leaders with questions about where to start and how to build a cohesive strategy - especially across a portfolio of buildings.



## BUSINESS CONCERN

- Making facilities safer
- Maintaining compliance
- Getting back to full productivity
- Offsetting the cost of a healthy buildings rollout

## EMPLOYEE CONCERN

- Proof of health – are other building occupants sick?
- Building cleanliness, air quality
- Safety procedures and policies
- Communications and feedback loop

# BACK TO PRODUCTIVITY: 3 KEY IMPERATIVES



## MAKE IT SAFER

Healthy building environment and procedures



## KNOW IT'S SAFER

Visibility into building performance and progress



## SHOW IT'S SAFER

Securing employee confidence through communications

## BUILDING HEALTH

Return your employees to work more safely by ensuring a healthier building environment for occupants. Track, monitor and control things like air quality, ventilation, occupancy, disinfectants, sensors and more.

- Real-time maintenance and preventative maintenance inspections to ensure heating and cooling systems are running properly
  - **Pro tip: Implement predictive maintenance technology to cut costs and improve equipment efficiency**
- Monitor indoor air quality to ensure a healthy building environment with proper ventilation
  - **Pro tip: Track humidity, Co2, air changes and pollutants**
  - **Pro tip: Monitor and audit indoor air quality (IAQ) sensors to ensure consistent connectivity and data flow to enable better operational readiness and troubleshooting of site issues**
- Install disinfecting lighting systems with UV lighting in conference rooms and other gathering spaces
- Utilize air filtration strategies such as MERV 14 protection in Heating and Cooling systems to help reduce pollutants and optimize environmental health and safety
  - **Pro tip: upgrade existing legacy technology for greater connectivity to combat odors and reduce VOCs and other pathogens without compromising current ventilation systems**
- Utilize in-room air purifiers for added air quality protection in closed spaces
- Monitor occupancy from entry to exit and identify density patterns to manage capacity and inform actions to improve space utilization and social distancing
  - **Pro tip: utilize capacity management technology with mobile tracking and geofencing to track occupants inside and outside of your sites**

## SAFETY PROCEDURES

As occupants start to return to work, maintaining a safer and healthier space through strategic safety procedures is vital to protect productivity. Procedures such as personal protective equipment (PPE) requirements, social distancing standards and temperature checks are key to sustainable operations.

- Enhance social distancing compliance by communicating clear occupant guidelines
  - **Pro tip: Leverage simple mobile communications technologies to stay in touch with occupants and regularly communicate changes to procedures**
  - **Pro tip: Utilize capacity monitoring technology to ensure your spaces allow for new social distancing requirements**
- Pre-screening staff, visitors and contractors with health certifications and thermal biometric scanning before they enter your buildings
  - **Pro tip: Leverage mobile technologies with location-based, geofencing capabilities to make entry seamless for employees and visitors**
  - **Pro tip: Install thermal cameras with occupancy and space management technology to identify density and occupancy patterns and inform space utilization decisions**
- Prepare to quickly contact-trace suspected cases of sickness, through temperature checks, with full visibility and automatic logging of all movements through your site
  - **Pro tip: Use geofencing technology to enable your staff to check in and out of your site quickly and contact-free while maintaining a complete activity log to aid swift contact tracing**
- Monitor occupancy and space density to calculate temperature, humidity and oxygen levels for optimal air quality
- Track occupant compliance including mask compliance, crowd incidents and elevated body temperature incidents
  - **Pro tip: Utilize live-alert monitoring technology to get notified when occupants and visitors don't comply with safety regulations**

## EMPLOYEE AND VISITOR EXPERIENCE

Promote confidence and productivity in your workplace by protecting the employee and visitor experience.

- Use smart cameras, mobile apps and data analytics solutions to help make entry and exit a seamless experience for employees and visitors
- Generate employee and visitor confidence by requiring personal protective equipment for all building occupants
- Track noise and occupancy levels throughout the building to enhance occupant experience, satisfaction and productivity
- Reassure occupants with transparent building health performance metrics to ensure they remain comfortable in your workspaces
  - **Pro tip:** Share select healthy building KPIs with occupants using kiosk screens or mobile access to view real-time healthy building performance
- Reduce physical touchpoints by creating a touchless environment through frictionless access points, sign-in and check-in options
  - **Pro tip:** Set up a virtual perimeter that enables staff to check in and out of your site remotely
- Apply efficient visitor hosting capabilities for registrations, approvals, instructions and navigation for guests
  - **Pro tip:** leverage digital solutions that offer geo-fenced alerts, notifications and visitor location tracking
- Notify occupants of space availability for workspaces and meeting rooms to improve social distancing
  - **Pro tip:** Track and identify space availability using sensors and data analytics solutions

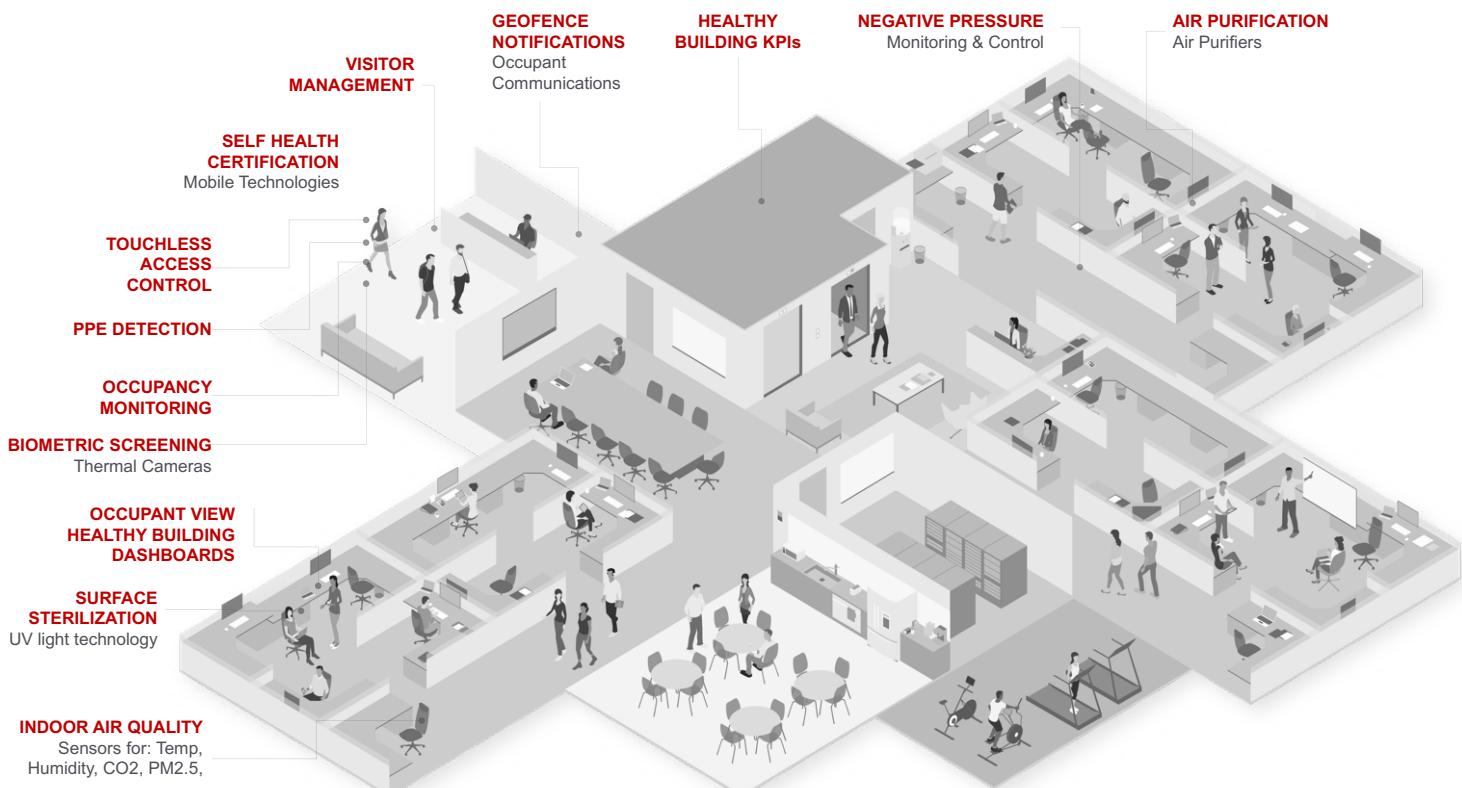
## VISIBILITY, CONTROL AND SUSTAINABILITY

Improving building health across a portfolio requires new investment. It's important to leverage solutions that optimize building health and safety, while improving sustainability to cut costs. Smart technologies with intelligent, remote and autonomous solutions can help.

- Leverage data-based strategies when seeking to track and optimize healthy building initiatives
  - **Pro tip:** Real-time alerts on things like temperature, humidity and oxygen levels can help reduce risk and enhance compliance
- Closely monitor operational performance to reduce costs in light of new investments
  - **Pro tip:** Consider enterprise solutions built to manage operational data and optimize costs
- Automate sustainability practices with autonomous solutions based on AI to reduce energy costs
  - **Pro tip:** Look for closed-loop solutions to reduce your carbon footprint and energy spend without the need for increased manual operations.
- Leverage remote-enabled technologies to reduce the need for on-site operations and a larger number of operational staff
  - **Pro tip:** Use mobile apps and central control capabilities to better investigate alarms and services cases to resolve from a remote or central location to cut back on unnecessary service trips
- Track and measure indoor air quality to ensure your buildings have enough fresh air ventilation to dispel odors, chemicals and carbon emissions

# Getting your company back to productivity with healthier building environments, safer occupant experiences and smarter operational strategies is the first step to achieving your digital transformation goals.

Honeywell Forge is Enterprise Performance Management Software-as-a-Service, purpose-built on a native edge-to-cloud, data-driven architecture to accelerate digital transformation. As enterprises begin to return to work, they need to digitally transform by combining operational data with IT data to enable remote and autonomous operations that improve over time and easily extend to new systems. With Honeywell Forge, building owners and operators can take control of their enterprise and scale an end-to-end back to business strategy.



THE  
FUTURE  
IS  
WHAT  
WE  
MAKE IT

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