

HOW READY IS YOUR OFFICE FOR EMPLOYEES TO RETURN?

Office Furniture Layout

Is your office set up in an “Open Concept” or “Benching” furniture configuration?	YES	NO
Are there dividers in place between employees in all directions?	YES	NO
Are the dividers at least 30” tall above the desk top level?	YES	NO
Does your office have a shared break room?	YES	NO
If you do, are there dividers in place to provide separation for people?	YES	NO
If you are in a cubicle environment, are all wall panels at least 5 feet tall?	YES	NO
Are your cubicles clusters at least 6 feet apart to accommodate social distancing?	YES	NO
Are aisles in your office at least 6 feet wide for social distancing?	YES	NO
Are your personal safety precautions compliant with all state and local regulations?	YES	NO
Are the dividers at least 30” tall above the desk top level?	YES	NO

Business Model Factors

Does your company limit visitors via a receptionist or closed secure facility?	YES	NO
Do you have face to face contact with your customers?	YES	NO
Does your company rely on in-person meetings?	YES	NO

The answers to these questions should point you in the right direction to determine how ready your office is for employees to return. C-Serv provides products and services to help prepare office environments for employees to safely return to the workplace. Need help? Give us a call at (512) 535-5016.

**FURNITURE
INSTALLATION**



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