

Back to work check list

8
weeks to go

- Conduct your risk assessment
- Assess your office space
- Book your back to work machine service

4
weeks to go

- Don't forget: Book your back to work service
- Re-plan your office space
- Plan the best break times
- Place your drinks order

2
weeks to go

- Don't forget: Place your drinks order
- Plan something special for your team
- Replace your drinks machine filter

1
week to go

- Restock your drinks machine
- Clean down your breakrooms and coffee stations
- Put up posters

Back
to work week

- Welcome your team back to work
- Remind your team to take a break