

Return to Office: Healthy Workplace Checklist

At Manulife Investment Management, we know that buildings have a tremendous impact on our health and wellbeing. Now more than ever, we are focusing on the role of these spaces in our lives and contemplating how they can be managed amidst COVID-19. It is critical that we take an evidence-based approach when developing a return-to-office plan for our buildings. As we navigate through these unprecedented times, we are prepared to work with each of our customers to ensure a smooth transition. Should you have any questions or concerns, please do not hesitate to contact your Property Management Team. We are in this together.

We have consulted with prominent public health authorities and have adhered to industry best practices in the development of our return-to-office plans.

The following areas are being carefully considered when preparing our buildings for re-occupancy.



Our Buildings

- Cleaning and sanitization services
- HVAC and water systems
- Amenity closures
- Points of entry and access
- Elevator and stairway usage
- Concierge and security services
- Delivery and loading dock logistics



Our People

- Plan for employee teams to return to the office
- Personal protective equipment (PPE), as defined by public health authorities
- Communications on social distancing and return to office protocol



Our Protocol

- Social distancing guidelines
- Handwashing reminders and sanitizing stations
- Use of face coverings and gloves, where necessary
- Contractor agreements and best practices
- Leasing and tour procedures



Our Communications

- Tenant surveys
- Building-specific notices
- Social distancing signage
- Elevator signage
- Hand washing signage
- Floor stickers