

Key areas to consider as you plan the return to work

Before finalizing your policies, be sure to consult local, state, and federal guidelines (such as the [CDC](#)).



FOOD IN COMMON AREAS

- Do you plan to keep your office kitchen open to employees?
- Should you permit employees to gather and/or eat in common areas?
- Will you stagger lunch times for different teams?
- Will you create greater space among tables and chairs?
- Should you order breakfast and/or lunch for the office on a daily basis to avoid outside contact?



FOOD PACKAGING AND SERVING

- Should you require individually packaged catering or boxed lunches? (Individually wrapped items served on a catering tray are a reasonable alternative.) What about individually wrapped snacks?
- Family-style (tray) catering: should you assign a dedicated server? Should you rotate out serving utensils, and how often?
- Should you require disposable plates and cutlery vs. reusables?



FOOD DELIVERY

- Should you require contactless delivery?
- Do you have an area set aside to receive food deliveries?
- Should all food ordering be centralized through one person or team for better visibility and control?



FOOD FOR IN-OFFICE MEETINGS

- Should you provide food for meetings that occur during breakfast and lunch? In the conference room or outside of it?
- Should you require individually packaged catering?
- Should you limit the number of people in a conference room? (You can still create a single catering order and distribute meals to multiple rooms or meetings).