Tips for Getting to and from Work Safely

A COVID-19 resource developed by IREM® (Institute of Real Estate Management)

A concern for many people as they prepare to return to their workplace is safely commuting to and from work – especially in densely populated cities that rely heavily on mass transit. Your team members may feel ready to return to the office, but are they ready for public transportation or sharing rides with others?

The template that follows can be used as is or customized for distribution to:

* Your own employees who will be returning to the office or traveling to properties
* Tenants of buildings commercial buildings you manage, for distribution to their employees who will be returning to work
* Residents of your apartments and HOAs as they begin to return to their workplaces

**Getting to and from Work Safely**

Here are some simple habits you can follow to help you safely transition from home to work and back again.

**Before you leave home:**

* Take disinfectant wipes, hand sanitizer, paper towels, mask, and gloves with you.
* Make any items you will need while commuting – transit card, credit card, money - easily accessible.

**Solo transportation tips:**

We recommend using solo transportation, such as your personal car, riding a bike, or walking.

Driving

* Use a self-parking facility – avoid valet or attendant parking.
* Avoid unnecessarily touching surfaces in parking facility. Use paper towels to open doors or touch other common surfaces.
* Avoid exchanging money. Pay in advance or on a parking app.

Biking

* Personal bike - sanitize your hands after locking or storing bike.
* Shared bike - use disinfectant wipe on surfaces prior to touching and sanitize your hands after completion of trip.

**Shared or public transit tips:**

If you must use a shared form of transportation, we recommend the following precautions – and always, sanitize your hands upon departure.

Taxi or ride-share (e.g., Uber, Lyft)

* Do not share with anyone else or take pooled rides.
* Wear a mask and only ride with drivers who are wearing face coverings.
* Wear gloves or use a paper towel on car doors. Avoid unnecessary touching of surfaces.
* If a ride-share, no payment in the vehicle will be involved. If a taxi, avoid exchanging money; use contactless credit card when possible; use your own pen if you must sign a receipt.
* Do not touch your face at any time.
* Open the car windows to increase air circulation.
* Handle personal bags or other belongs yourself.

Public transit

* Avoid overcrowded trains and buses. Let trains that look too crowded pass by. If you decide to board, search for emptier cars to ride in.
* Adjust your work schedule to avoid busiest times.
* Wear a mask and gloves.
* Stay as far apart from other commuters as possible.
* Use a disinfectant wipe on surfaces prior to touching.
* Do not touch your face at any time.

Once you get to work or return home:

* Wash your hands with soap and water for 20 seconds.
* Disinfect your keys, phone, mass transit card, credit card, or other items you used while commuting.