

The Clean and Green Return-to-Office Checklist



How to keep the office safe and sustainable as you welcome your team back to work



Use green cleaning products

Scrap the plastic, toxic cleaning products across the board. With [Blueland](#), invest in all of your cleaning bottles once and then order re-fill tablets forever. Their products are Cradle to Cradle certified, EWG Verified and have an EPA Safer Choice label. Plus, all packaging is recyclable, compostable, or both.



Institute a BYORB (Bring Your Own Reusable Bottle) policy

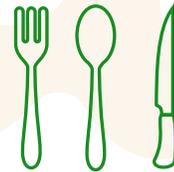
Reduce the plastic waste in the office and ask employees to bring reusable bottles to work. It will boost hydration as well!

CHECK OFF THE BUBBLES
AS YOU GO!



Go paperless

Do you really need to print anything anymore? Reduce the number of printers in the office and consider going paperless. If printing is still necessary, be sure to invest in recycled paper.



Buy sustainable kitchen supplies

When it's time to celebrate co-worker's birthdays or enjoy team lunches together again, opt for [compostable plates](#) or [bamboo paper towels](#).



Open up those windows and shades

[According to the CDC](#), bringing in fresh, outdoor air helps keep virus particles from accumulating inside. Plus, about 25% of the electricity consumed in the US is used to light office spaces so opt for some natural light instead.



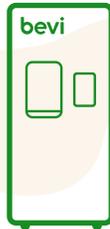
Decorate the office with plants

Plants will not only jazz up the office and make it look nice, but they help reduce your office's carbon emissions and naturally purify the air.



Equip the team with eco-friendly hand sanitizer

A lot of hand sanitizers on the market have harsh chemicals in them. Opt for an alternative that is plant-based, vegan, sulfate-free, paraben-free, or cruelty-free yet still contains more than the [CDC's suggested](#) 60% ethanol. This one from [100% pure](#) is a great option that you can buy in bulk.



Invest in a smart, touchless water dispenser

Say goodbye to single-use plastic bottles and cans. Did you know one [Bevi machine](#) displaces roughly 30K bottles and cans per year? And the touchless technology allows users to pour drinks right from their phone, keeping employees safe and healthy.



Recycle, compost, and TerraCycle

Help employees dispose of their trash properly by clearly labeling receptacles. Composting not part of your waste management service? Look into a third-party composting service in your area. We'd also recommend getting [TerraCycle box](#) to properly recycle snack and candy wrappers.



Unplug at the end of everyday

Power is still being used if it's plugged in, so remember to unplug at the end of every day. Or, invest in smart power strips and motion light sensors that help do this for you and waste less power.