RETURN TO WORK IDEAS

RESEARCH

1. Assign person; establish site to host docs; establish dissemination of information time/point person
2. Find external peer network for insight to best practices, lessons learned

STRATEGIC PLAN & COMMUNICATION PROTOCOLS

1. As you shape the overall plan, include the impact to budget & schedule
2. Develop a communication plan outlining and explaining how your organization will communicate

REGULATIONS

1. Stay abreast of all federal, state and local mandates
2. Review Building Owner/Landlord protocols for safe entry and egress from building including all public access points used by employees including garage, toilets, janitor closets, etc.
3. Review means of secure entry (no touch badging, disinfectant availability for handles, etc.)
4. Review standards for testing and assurance that employee is healthy to return
5. Confer with your legal representation to advise on employee issues
6. Review and understand Building Owner/Landlord responsibilities and protocols

EVALUATING EMPLOYEE WELLNESS

1. Create survey for employee physical and mental health evaluation
2. Establish employee risk status prior to proposing return to work plan
3. Poll employee's interest in remote work and returning to work
4. Once deployed, establish how to continually monitor employee health
5. Explore technology tools/surveys to provide feedback on employee health
6. Explore fitness amenities and use of the outdoor space

CLEANING & HYGIENIC ENVIRONMENT MAINTENANCE

1. Meet with current cleaning leadership
2. Establish new cleaning protocols
3. Establish cleaning schedules
4. Write employee memo on heightened safety & health guidelines
5. Provide PPE per CDC Guidelines (masks, gloves, shields, disinfectant stations)
6. Post policy at entrance. Post reminders.
7. Study costs and implementation plan for longer term adjustments:
   - touchless soap
   - automatic towel dispenser
   - evaluate air hand dryers
   - automatic door openers and no hands badging

EXPLORING WAYS TO SAFELY REDEPLOY STAFF

1. Deploy an eased program of workforce reentry
2. Pre-evaluate and monitor quarantine procedures and health status of employee
3. Distribute package prior to entry for safety (e.g. masks, hand-sanitizer, disinfectant spray)
4. Establish point of entry protocols - temperature check, hand-sanitizer cleaning, etc.
5. Review viability of staggered, alternate Team deployment to maintain social distancing such as Team A and B attending at different times
6. Develop system for recording incoming and outgoing persons to the building and office
7. Evaluate mail incoming and outgoing

PHYSICAL SPACE EVALUATION

1. Place 6' diameter circle around each seated position to establish safe distance when occupied
2. Create Occupancy Floor Plan (name/place floor plan to assess who can safely occupy)
3. Assess best division of teams if staggered attendance is desired
4. Disband with hoteling and free-addressing to maintain assigned and controlled locations
5. Address any field staff or outsourced employees need to access the space and plan accordingly
6. Add panel separations to maintain social distancing and mitigate transference of germs
7. Allow continued remote work, part-time and full-time
8. Respace conference rooms and café spaces by removing extra furniture
9. Begin discussions on air quality enhancements and filtration systems
10. Establish and communicate waste protocol with employees and building services
11. Explore use of proximity watches to alert infringement of social distance protocol