NIETO

Your Technology Partner!

Your Guide For A Safe Return To The Office

☑ Create a "Return to the Office" taskforce.

Depending on the size of your organization, consider appointing someone, or an entire team, to lead the efforts of assessing and optimizing the office for return.

☑ Over-communicate to your staff.

Make sure they understand the precautions you have taken, and assure them they can return to the office safely.

☑ Create a "Return to the Office" schedule.

Your goal is to manage how many people are simultaneously in the office. Consider developing a schedule based on employees' needs, abilities, and desire to be in the office.

☑ Establish an ongoing "Work From Home" policy.

This will help to ensure your office isn't overly crowded and will help employees who still need to be at home feel comfortable doing so.

☑ Review and update your policies.

Look at sick leave, vacation time, travel policies, etc., and determine if you should make any changes or updates based on the COVID-19 global crisis.

☑ Encourage good hygiene practices in the office.

Practices include frequent hand washing, use of hand sanitizers, eliminating high-touch areas, and wiping down work spaces.

☑ Remind employees to stay home if they feel ill.

Make sure to stress that if they, or someone they have come in contact with, exhibits any known COVID-19 symptoms they should not come to the office.

☑ Check with officials about screening guidelines.

Reach out to your legal advisor and local health authorities for guidance before deploying any health screening procedures, such as temperature checks, etc.

☑ Establish an open line of communication with staff.

Create a cadenced stream of communication with your employees and ensure they understand the channels available to them should they have questions or concerns.