RETURN TO WORK playbook toolkit

A GUIDE TO PREPARE FOR THE RETURN OF YOUR WORKFORCE
Return To Work Playbook Toolkit

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- Important Questions to Answer
- Employees Use of Office Space
- Proposed Actions for a Safe Environment
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- Cleaning and Disinfecting
- Conference Room Clean Up
- Communication Tools
Guidance

As an organization the most important responsibility is to protect all employees. You need to take precautions to adapt your work environment into a safe environment for all.

It is important to assess each employee's needs; some employees may have high risk conditions that could put them at greater risk when interacting with other employees.

This is a quick toolkit to help you prepare your organization for the New Normal. If there are additional questions you can reference the precaution guidance provided by the CDC.

Preparing the Workspace
In preparing your organization's new rules, you will need to determine the following to aid in the preparation of your new normal:

- Where do your employees interact in groups? i.e. Conference Rooms, Cafeterias, Common Areas
- What areas have repeated use by individual employees? i.e. Restrooms, Mother's Lounges, Kitchenettes
- Are there shared supplies or tools? i.e. Printers, Photo Cutters, Staplers
- Is there any underutilized space that could be used to add 6-foot distance between workers?
- Are the employee's workstations within 6 feet of one another?
- Is your seating open concept, cubicles or closed office? Can the area be reconfigured?
- Where possible, can more seating be offered outdoors?
Employees Use of Office Space

Once you have evaluated your physical workspace, audit the workspaces for the following:

- Are some areas of the building more densely populated?
- Consider a staggered work schedule. i.e. M, W and every other F
- Do some areas require more preparation than others?
- Instead of everyone returning at once, plan a staggered return.

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- Review the number of Conference Rooms, set max capacity for each ensuring safe distancing. Create additional meeting space if you can do so safely. Set up virtual meeting capabilities for meetings that require attendees exceeding the capacity of the room.
- Consider the normal working hours. Consider if the working hours could be staggered for onsite employees to provide much needed space for social distancing.
Managing a Safe Environment
Proposed Actions for a Safe Environment

Each organization will need to adjust their environment based on the assessment of their work area. The rules for a 10-person office with 1,000 square feet of work space will be different than that of a large organization with 1 million square feet of work space. The only thing they have in common is there WILL be changes. The top categories that all organizations should consider are:

- Place hand sanitizer stations if possible
- Determine if masks are necessary, if and when they should be used.
- Provide equipment cleaning materials where shared items are used.
- Require associates to clean their desk daily
- Increase frequency of cleaning in restrooms, mother’s rooms and other heavily used common areas.

- shared refrigerators and microwaves.
- Encourage eating at employees desks, outside in small groups or alone.
- Consider “One way” routes where possible in building
- Use plexiglass to separate workspaces
- Limit non-essential visitors

- provide regular updates and guidelines
- Manage entry/exit to office – will you require temperature checks?
- Provide training of new protocols
- No fan or personal heat usage
- Do not close the door in conference rooms
- Configure the office to deliver safe distancing of 6 feet.

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Mask Usage

Mask regulations can vary state by state and industry. It is important to understand the requirements. Ensure you follow federal and local regulations and create face mask rules. It is very important to determine what is reasonable and enforceable for each organization. Important considerations if you are requiring face masks:

- Are they required at their desks or just in conference rooms and shared work areas?

- Are you going to procure and provide face masks? If so how frequently?

- What type of masks are you going to provide cloth or disposable? Policy if face masks are lost.

- If you are going to require face masks you need to be clear what the policy is and any consequences for those not following the policy.
It is important to provide cleaning supplies that are readily available to all employees. It is especially important to provide them in common areas and conference rooms.

- Create policies around cleaning after usage and ensure policies are posted throughout the office.
- Procure enough cleaning supplies for all of the previously identified areas and back up materials if they get lost or for when they run out.

Follow disinfectant guidance provided by the EPA and the CDC:


https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
Conference Room Clean Up

Proposed conference room clean-up policy is recommended. Establish a policy and post it in each room. Remind the team specific items to clean as a reminder. Below are items to consider when creating your policy:

- Tabletops
- Chair handles
- Back of Chairs
- Remote Controls
- Doorknobs
- White Boards
- Erasers
- Dry Erase Markers
Prepare the Workforce
Communication Tools

Create a Welcome Back Associate Kit for employees either by sending it to their home before they return to the office or placing it on their desk upon their return. Make it fun include the facts they need to know, tools they need to stay safe i.e. masks, hand sanitizer along with any other fun items such as a free lunch coupon.

**We offer this as a service, if you would like us to prepare your team’s Welcome Back kits we are here to help.**
Empower your Managers with a Welcome Back Toolkit so they can be knowledgeable and know what to Say and Do as a leader.

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Communication Tools

The transition to a virtual work environment has created a large need for virtual instruction and training. We have a proven system for Auditing, Revising and Implementing a digital learning environment.

We offer this as a service, if you would like us transition your instructional materials to a digital environment, we are here to help.
It is important to establish new rules for your organization’s “New Normal.” Keep them simple, enforceable and clear. Provide them to each employee and post them at primary locations.

Encourage continued remote work for those individuals who can, have a desire, and who have been successful working remotely.

It is important to ensure your employees know you care. They need to understand that all of the changes are there to protect them and their fellow employees.

Encourage associates to take their laptops home each night to ensure business continuity in case of any unexpected exposure.

Work with each employee and create a return to work plan that works for them and the company.

Establish Return to Work Goals that everyone can rally around!!
Let’s Talk!

We are here to optimize you and your workforce in your return to work. If you have a question or simply want to know more about contiNEWity, feel free to contact us at info@change4growth.com.

We’re standing by at the ready.

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