

# Return to Work

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# Our Speakers Today...



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## What We'll Cover Today

- Determining the right time to return to the workplace
- Steps to return to the workplace
- Safeguarding your workplace
- Employee considerations and challenges
- Manager training and challenges
- HR process changes and challenges

# Is Now the Right Time to Return to the Workplace?



Create a COVID-19 task force to manage COVID-19 challenges and changes

# Hybrid Work Model

- What is a hybrid work model?
- Determine which roles may be right for a hybrid structure
- Continue to focus on building trust and cohesion amongst the team

# Steps to Return to Work

## Develop a Timeline

- Be conservative with your timeline
- Return to Work checklist
- Policy development
- Safety protocols
- Employee transition



## Plan to Communicate

- Prepare to manage employee objections to remain remote
- Value proposition for in office work
  - Collaboration
  - Business Needs

# Ensuring Your Workplace is Safe

## Take steps to ensure your employees are safe and you remain compliant:

- Centers for Disease Control (CDC) and state and local equivalents
- Occupational Safety and Health Administration (OSHA) and state and local equivalents
- Space configuration
- Safety equipment and ergonomics



# Employee Considerations and Challenges

## Support your employees as they transition to the office

- Childcare considerations
- Pet care
- Dress code and grooming policies
- Commute challenges
- Emotional challenges



# Employee Considerations and Challenges

## Engage Your Employees

- Create an inclusive environment for both remote and in person employees
- Be sensitive to time zones
  - Core meeting hours
- Continue to build culture
- Create safe in-person opportunities

# Manager Training and Challenges

## Help ensure managers are trained and prepared to handle challenges of return to work

- Safety Training
- Objection Training
- Managing a staff that is partially remote/hybrid model



# Human Resource Processes

## Evaluate and Adjust your HR Processes

- Recruitment
  - Inform applicants of return-to-work expectations
- Expense Reporting
  - Adjustments for in person work
- Policy Challenges:
  - Masking
  - Vaccinations
  - Social Gatherings
  - Social Distancing



# To Recap...

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# Thank You