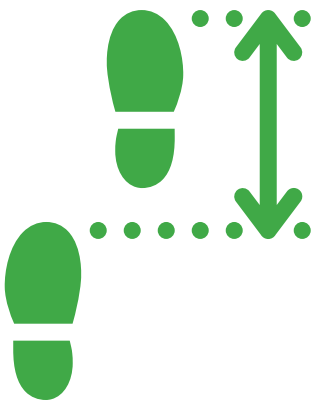# RETURNING TO THE WORKPLACE

Guiding Principles

1 CLEARLY DEFINE STEPS TO ENSURE THE SAFETY OF EMPLOYEES & CLIENTS

- Understand government mandates
- Prepare and maintain appropriate health standards
- Monitor COVID-19 development
- Determine appropriate procurement and allocation of PPE for your office
- Include short, mid, and long-term considerations in plans
- Address possible COVID-19 "second wave" transition

2 CONSIDER NEW HABITS & EFFECTS ON THE MARKET

- Consider legal ramifications for flex-work arrangements
- Revise cultural view of flex-work policies
- Evaluate requirements & protocols for external meetings & events
- Provide support for managing employees remotely
- Establish & communicate policies that provide clarity regarding requests due to individual circumstances
- Consider the impact of the timing of transitioning employees back to the office
- Address employee personal and business travel policies

3 PRIORITIZE EMPLOYEE HEALTH & SAFETY

- Conduct any sample screening discreetly and sensitively
- Establish protocols for external visitors
- Plan for adequate social distancing within your office
- Include in plans for the need to address individual employee circumstances
- Continue offering healthy activity support to stay connected and active
- Consider new technologies to help track employee well-being

Please visit abir.bm/rtw for more details.

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