

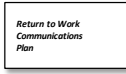







# “Returning to Work” Perspective

As states begin to relax and lift stay-at-home orders as part of the “Opening Up America Again” federal guidelines, businesses will need well-defined and individualized plans for each location to ensure the health and safety of their employees while running effective operations. Jabian recommends considering the following three core areas:

	PEOPLE	PLACES	PRIVACY
	<p><b>Who, when, and how will you bring your workforce back into the office?</b></p>	<p><b>What changes will you need to make to your business operations and locations?</b></p>	<p><b>How will you protect your employees’ data while still complying with Contact Tracing?</b></p>
<p><b>KEY THEMES &amp; CONSIDERATIONS</b></p>	<p>Which groups/roles should come back in each wave? Do we have criteria for determining this? Have we considered our employees’:</p> <ul style="list-style-type: none"> <li>Remote-ability and effectiveness while remote?</li> <li>Personal needs and considerations to include childcare, preexisting conditions, etc.?</li> <li>Willingness or reluctance to return to work?</li> </ul> <p>Should some of our employees become remote permanently? Should we stagger shifts?</p> <p>Do we have a plan for cross-training to account for potential extended employee absences?</p> <p>How do we communicate these plans with our employees?</p>	<p>What do we need to put in place to make our sites ready to re-open during each phase? To ensure a safe workspace, have we considered:</p> <ul style="list-style-type: none"> <li>CDC, OSHA, formal guidelines and requirements, such physical barriers, social distancing, and use of shared equipment?</li> <li>Protective equipment for employees?</li> <li>Protocols for cleaning, common areas, and parking?</li> </ul> <p>How are we working with office and building managers for multi-tenant situations?</p> <p>Do we have a plan if we need to transition back to stay-at-home?</p>	<p>Are we responsible for providing and administering tests?</p> <ul style="list-style-type: none"> <li>How will we manage employee testing?</li> <li>Who will administer the tests?</li> <li>How will results be reported?</li> </ul> <p>Do we have policies and procedures for gathering and storing health-related data for employees’ HIPAA privacy and safety?</p> <ul style="list-style-type: none"> <li>Who will maintain this? Who can access it?</li> </ul> <p>Can we require quarantine or work-from-home?</p> <p>Who will manage potential and active COVID-19 cases related to workforce and sites?</p>
<p><b>KEY TOOLS</b></p>	 <p>EMPLOYEE RETURN ROADMAP</p>  <p>WORKFORCE PLAYBOOK</p>  <p>COMMUNICATIONS PLAN &amp; COLLATERAL</p>	 <p>PROTOCOLS &amp; STANDARDS</p>  <p>READINESS CHECKLIST FOR SAFETY COMPLIANCE</p>  <p>SENSE &amp; RESPOND REPORT</p>	 <p>TESTING PROCESSES &amp; PROTOCOLS</p>  <p>DATA PRIVACY POLICIES &amp; PROCEDURES</p>

## JABIAN IS HERE TO HELP

If you are interested in learning more about how Jabian can help you align your “Return to Work” plans with your broader Business Continuity Plan, simply contact us at [planahead@jabian.com](mailto:planahead@jabian.com).