

# Return to Work Site Plan

Returning to the company work site after shelter-in-place orders may be a daunting task. This workbook can help leaders to plan a safe return to the workplace by organizing their frontlines and back-office operations. Together with your team, fill in the anticipated start and end dates for the applicable activities. Assign tasks accordingly and hold your team accountable to the plan.

Organization Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

WEEK	RESPONSIBLE PARTY	TASK DESCRIPTION	START DATE	END DATE
1	HR	Review Federal, State, Local, and Company Guidelines		
2	OPs	Set Anticipated Date of Return		
3	OPs	Preparing the Workplace, Adjusting Workstations (Social Distancing)		
4	HR	Modify Company Policies		
5	OPs	Establish and execute employee onboarding process with regards to adjusted company policies		
6	HR	Check-in Process to Validate Employee Concerns / Engagement / Validate Understanding (Town Halls)		
7	Marketing	Update customers about new policies, opening hours, etc. through various digital marketing channels (email, social, website, company listings, etc.)		
8	Marketing	Set up process to monitor and respond to digital customer questions, comments, and concerns		
9	OPs	Physically Return to Work Site (Mutually Agreed, Flexible) - Org Policy		
10	HR	Overcommunicate After the Fact (Recommunicate and Intentional)		
11	Marketing	Provide periodic updates to customers about new safety policies and ways of operating		

## HUMAN RESOURCES

Ensuring the company stays compliant with regards to Federal, State, and Local law. Mitigates infection risk and re-evaluates work place needs (i.e. real estate, remote work, safe practice, etc). Fields questions from staff.

## OPERATIONS

Communicates a "return to work" date and prepares work place for any needed adjustments. Trains employees on new company operating process.

## MARKETING

Communicates company policy with customers, vendors, and partners. Monitor and respond to questions, comments, and concerns via digital marketing channels.

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