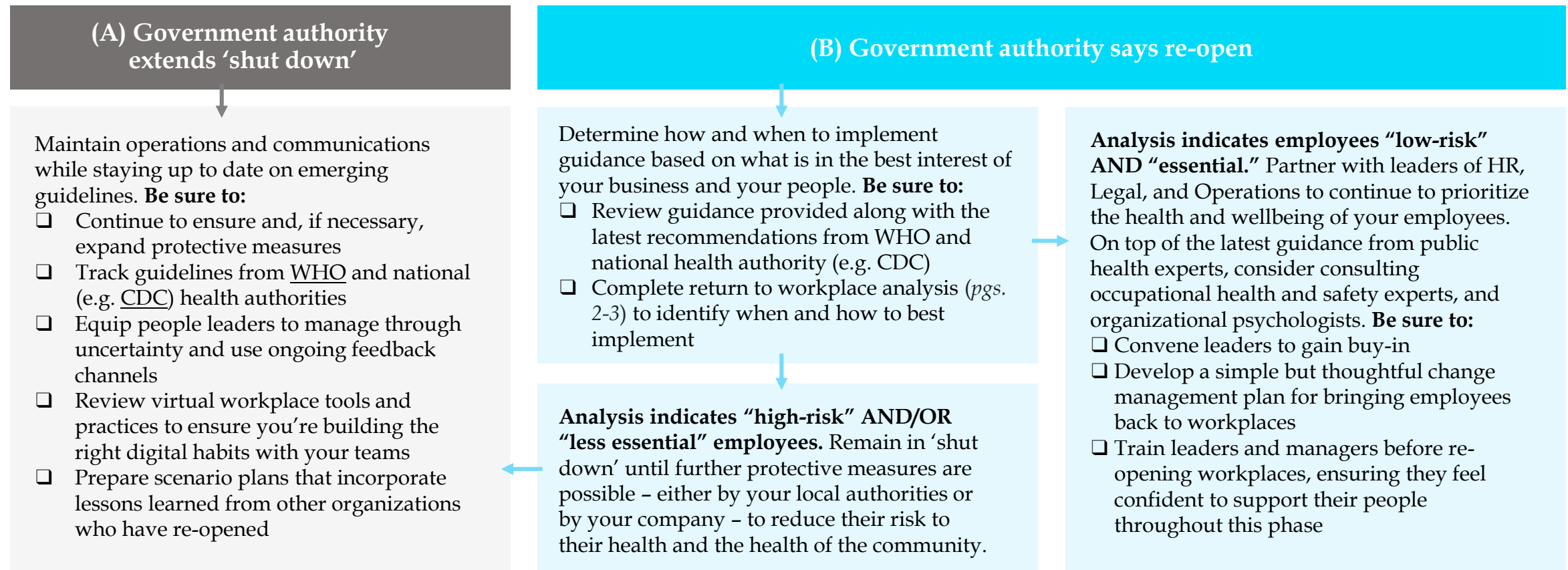# WORKSHEET: "Workforce Re-entry" decision map

Follow the paths below, starting with (A) or (B) at the top, to determine your priorities and next steps for mapping out your organization's plans for re-opening workplaces.

(A) Government authority extends 'shut down'

Maintain operations and communications while staying up to date on emerging guidelines. **Be sure to:**

❑ Continue to ensure and, if necessary, expand protective measures

❑ Track guidelines from <u>WHO</u> and national (e.g. <u>CDC</u>) health authorities

❑ Equip people leaders to manage through uncertainty and use ongoing feedback channels

❑ Review virtual workplace tools and practices to ensure you're building the right digital habits with your teams

❑ Prepare scenario plans that incorporate lessons learned from other organizations who have re-opened

(B) Government authority says re-open

Determine how and when to implement guidance based on what is in the best interest of your business and your people. **Be sure to:**

❑ Review guidance provided along with the latest recommendations from WHO and national health authority (e.g. CDC)

❑ Complete return to workplace analysis (*pgs. 2-3*) to identify when and how to best implement

Analysis indicates "high-risk" AND/OR "less essential" employees. Remain in 'shut down' until further protective measures are possible – either by your local authorities or by your company – to reduce their risk to their health and the health of the community.

Analysis indicates employees "low-risk" AND "essential." Partner with leaders of HR, Legal, and Operations to continue to prioritize the health and wellbeing of your employees. On top of the latest guidance from public health experts, consider consulting occupational health and safety experts, and organizational psychologists. **Be sure to:**

❑ Convene leaders to gain buy-in

❑ Develop a simple but thoughtful change management plan for bringing employees back to workplaces

❑ Train leaders and managers before re-opening workplaces, ensuring they feel confident to support their people throughout this phase

As you consider action and at every decision point, keep your values front and center and communicate with all employees with transparency, clarity, empathy and simplicity.

WORKSHEET: "Workforce Re-entry" analysis part 1

Based on the criteria laid out in the "decision map," you will need to decide whether you slowly reopen workplaces in different locations at different times, or delay until all areas of your operations are deemed safe and reopen together. Planning for a phased approach will likely be the most realistic option. This template will help you determine the safest approach.

	1. MORE "ESSENTIAL" ROLES	2. LESS "ESSENTIAL" ROLES
A. Low infection risk	Prioritize the return of employees who fall into this segment	Hold on returning employees here – watch and learn
B. Higher infection risk	Prioritize the return of employees who fall into this segment	Highest risk category – find other alternatives until risks are reduced

WORKSHEET: "Workforce Re-entry" analysis part 2

Focusing on the "More essential, Lower infection risk" quadrant first, complete these 5 questions for each type of employee that falls in this group.

1. MORE "ESSENTIAL" ROLES

A. Low infection risk

WHO — Who are the segments in this group?

WHAT — What conditions must be satisfied before this group can return?

WHEN — When should this group return, based on our preparedness, values, WHO guidance, etc.?

WHERE — Where will this group return and how will that space need to change?

HOW — How will this group need to interact differently and how can we best prepare them to return?