

# PREPARE YOUR BUSINESS FOR THE RETURN TO ONSITE WORK

## A GUIDE TO IMPLEMENTING A SUCCESSFUL TRANSITION

Most companies impacted by COVID-19 are anxious to return to normal business operations with the proper protocols in place to ensure the health and safety of their employees and customers. However, they'll need a strategy that addresses a host of new variables and requires careful and coordinated decision-making. To help employers achieve a successful transition, Aerotek experts offer recommendations on creating a blueprint to get business moving forward again.



### COORDINATE EMPLOYEE RETURN TO ONSITE OPERATIONS

Developing a plan to phase some employees back to the workplace requires proper preparation and communication:

- › Make sure to keep employees up to date about the status of return-to-work arrangements
- › Determine which employees can return to the office
  - Consider the nature of the job, function and ability to return safely
  - Determine minimum staff needed to sustain onsite operations in case of absenteeism
  - Let everyone know in advance who will be coming back onsite
- › Make accommodations for employees in vulnerable populations such as those with compromised immune systems, as well as working parents and other caregivers
- › Determine if modifications should be made to paid time off, sick leave and attendance policies to ensure employees only report onsite if they are healthy

- › Monitor public health and safety recommendations (e.g., CDC, OSHA) and keep up with official state and local guidelines
- › Develop and communicate a written protocol for confirmed or suspected COVID-19 cases



### IMPLEMENT WORKSITE LOGISTICS OF THE RETURN TO WORK

A smooth transition back to the workplace will help employees feel more comfortable and avoid unnecessary disruption:

- › Make sure leaders and managers understand any laws governing the return to work
- › Work with employees to transfer any computers or other equipment they have at home
- › Reactivate badge access to buildings or worksites
- › Identify personal protective equipment needs of employees returning to the worksite
- › Reinstate any local systems access as necessary
- › Communicate any changes to time collection or approval process



## PRIORITIZE WORKPLACE SAFETY

Health and safety should be a top priority as you prepare to bring workers back to onsite work. To alleviate workers' anxieties about returning and help them feel safe, they'll need to feel confident that you've taken every precaution to reduce the health risk:

- › Implement changes to limit virus spread
  - Identify questions you may want to ask workers about their exposure to the virus upon their return
  - Increase sanitization procedures for workstations and common areas (such as more frequent deep cleaning)
  - Remind employees about hand-washing and other best practices
- › Communicate frequently with employees and promptly respond to any safety related concerns or reported cases
- › Implement social distancing requirements
  - Staggered work shifts and breaks
  - Modifications to physical office space
  - Continue virtual meetings in place of in-person meetings, even in office
- › Slow the pace at which people (workers and visitors) enter a facility and consider traffic flows inside and outside
- › Restrict access to common areas to minimize contact among workers and promote social distancing
- › Use chat/internal messaging tools to facilitate questions

## CONCLUSION

To manage the complex process of resuming onsite operations, employers need to make crucial decisions, coordinate many moving pieces and remain sensitive to employee needs. Returning to work will not mean a return to operations as they exactly were pre-COVID. Companies should consider how to help frontline managers lead with empathy, to communicate transparently and make decisions quickly so employees understand where they stand, have access to the resources available to them, and can share feedback to ensure they feel safe and get what they need.

**ABOUT AEROTEK** Our people are everything. Over more than 35 years, Aerotek® Inc. has built a reputation for providing the highest-quality staffing, workforce management and services. As a partner to more than 300,000 contract employees and 20,000 clients every year, we use a people-focused approach to connect quality talent with exceptional opportunities. Headquartered in Hanover, Md., Aerotek operates a unified network of over 250 offices aligned under Engineering & Sciences, Professional, and Industrial business units to deliver specialized staffing and services.

To learn more, visit: [Aerotek.com](https://www.aerotek.com) | 1-888-AEROTEK | An Allegis Group Company

