WAYS TO HELP EMPLOYEES FEEL SAFE WHEN RETURNING TO WORK

WELCOME BACK!
When transitioning your team back into the workplace, you’ll want to ensure your employees feel comfortable when returning. Craft your “welcome back” plan following these simple tips.

REALLOCATE YOUR SPACE BEFORE EMPLOYEES RETURN
Space desks farther apart if possible, using space management software to adjust seating. Space management software can help you visualize your plan in advance.

ADD SANITATION STATIONS
Keep cleaning products on hand so employees can wipe down their workspaces. Encourage hand-washing with reminders in dining areas and restrooms. Make it easy for employees to find them on virtual floor plans.

LIMIT VISITORS
Use visitor management software to monitor the number of outside visitors entering your workplace and inform guests of office policies prior to visiting.

LIMIT THE CAPACITY OF MEETING ROOMS
Leverage your meeting room management software to adjust the allowable capacity.

BRING BACK EMPLOYEES IN STAGES
Consider bringing back your workforce gradually, using move management software to plan scenarios. Monitor how your space is being used and reallocate as needed. Consider using sensors to identify high-use areas.

ENCEOURAGE REMOTE WORKING
Enable your teams to continue remote working to limit the number of people in the office.

RETHINK SICK TIME POLICIES
Update your sick time guidelines to incorporate remote working or unpaid options.

FOLLOW RULES & REGULATIONS
While a pandemic situation does allow organizations to screen employees before allowing them to return to work, be mindful of privacy regulations. Remember, screening isn’t a guarantee that the person isn’t infected or contagious.

COMMUNICATE WITH EMPLOYEES FREQUENTLY
Consider holding virtual daily briefings or providing updates on mobile workplace management platforms. Give leaders the tools they need to maintain productivity and deliver a positive employee experience.

iOFFICE can help you optimize your workspace and make your employees feel safe when you welcome them back. SCHEDULE A LIVE DEMO TO LEARN MORE.

Reference: