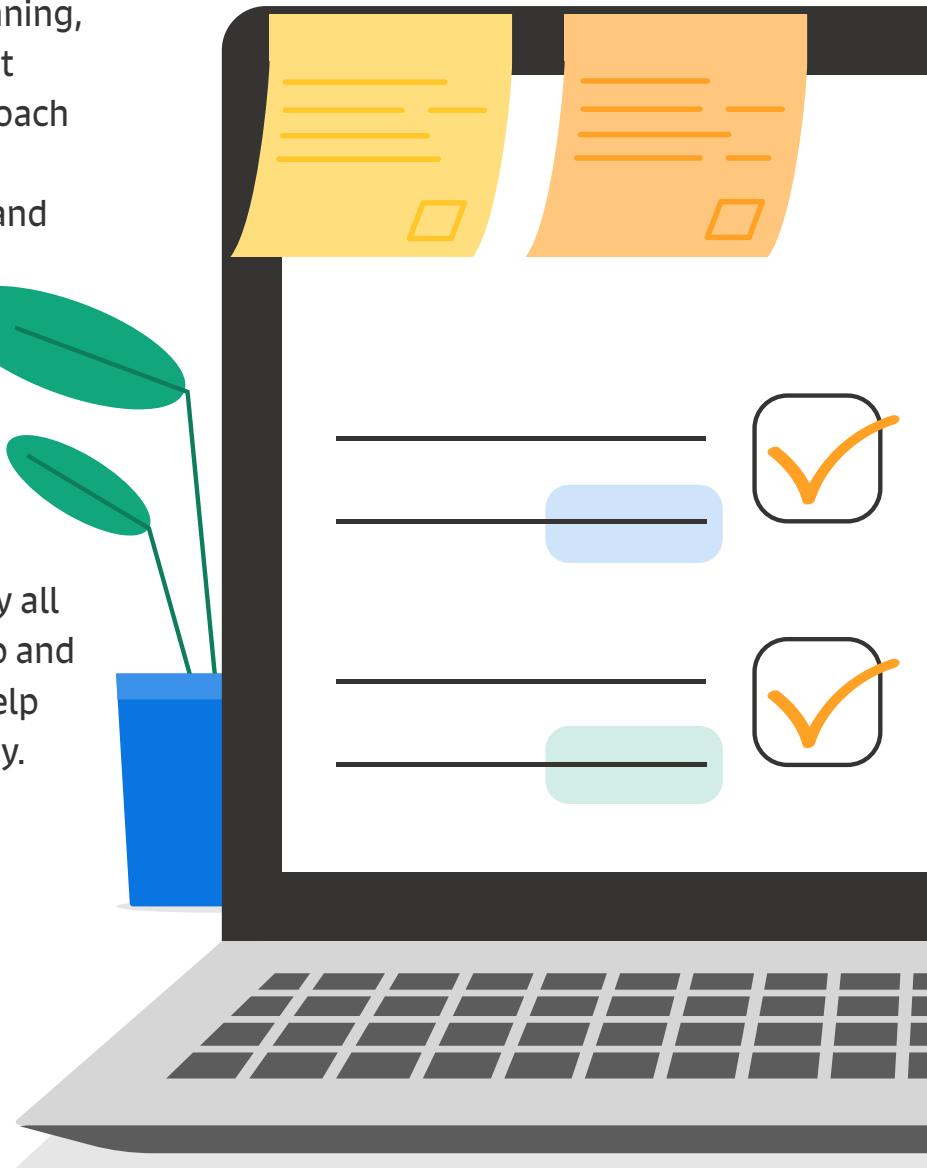
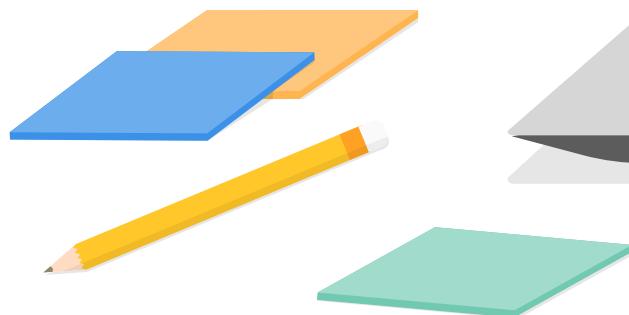


Your Return to the Workplace Checklist

An adaptable plan for gauging employee sentiments and well-being while evaluating safe workplace reopenings

When and how to safely reopen offices is a delicate issue that involves planning, patience, listening and leadership. It requires an all-hands-on-deck approach to coordinate various moving parts: site planning, employee readiness and sentiments, safety training, contact tracing, health and wellness communications and more. Having an adaptable plan to guide these efforts is key.

Although the journey looks slightly different for each organization, they all go through similar phases. GovLoop and Workday created this checklist to help you develop your workforce strategy.



Evaluate the data from both a workplace and workforce perspective.

- Assess the employees' environment**, including the ability to work remotely and access systems. Weigh personal drivers too, such as caregiving responsibilities or commuting options.
- Account for each local environment:** physical workplace design and accessibility, rising or falling infection rates, and local regulations or ordinances.
- Also consider:**
 - » Sharing workplace and workforce data with local managers.
 - » Ensuring processes for safety inspections and remediations are in place.
 - » Evaluating office readiness for reopening and safety protocols.
 - » Understanding employee sentiment, wellness and productivity.

Plan how to devise a path forward and adapt to the "next normal."

- Define your organization's "next normal."** For example, is that a safe and effective return to the workplace or a new hybrid approach to remote and on-site work.
- Support continuous, collaborative planning** that anticipates scenarios and enables contingencies.
- Also consider:**
 - » Assessing any modified safety and wellness protocols for worksites.
 - » Monitoring local health conditions, cases and testing.
 - » Aligning site readiness, capacity, and employees' willingness and eligibility to return.

Reopen and put that plan into motion while constantly reevaluating and adapting.

- Sustain continuous communication** across multidisciplinary teams, including facilities, HR and lines of business, to help employees adapt.
- Prepare and guide workers** through the return to office process using region- or role-specific journey mapping.
- Also consider:**
 - » Managing reentry requirements and approvals, including daily health attestations.
 - » Managing contact tracing, vaccine distribution and administration.
 - » Delivering vaccine education and access or adherence communications.
 - » Continuously monitoring employee health, safety and well-being.

Reinvent the future of work by introducing new ways of meeting your mission and serving constituents.

- Provide employees with opportunities** to grow and develop outside of traditional progression paths, whether they're remote or in the office.
- Prioritize inclusion and belonging** across the workforce and establish safe spaces for collaboration.
- Also consider:**
 - » Assessing employees' skills and capabilities.
 - » Identifying areas for recruiting, reskilling, redeploying and retaining workers.
 - » Using skill-matching programs across offices/departments.
 - » Enhancing benefits programs and clearly communicating changes.

Recovery from the pandemic will be a lengthy and unpredictable process, requiring agility and resilience. By partnering with Workday, you can better prepare for the journey using an inclusive and adaptable approach, one that elevates people, data and safety.

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