



## Return to Office - Strategic Planning Considerations

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## Background

- ❑ Government mandated COVID-19 business closures and restrictions will likely be relaxed in the coming weeks to reopen the economy
- ❑ The workplace we return to will not be the same as the one we left
- ❑ New regulations and employee/client expectations will require changes
- ❑ T&M has been studying how various types of businesses are reopening in places that were afflicted with COVID-19 before the US
- ❑ Lessons learned can be applied here to help optimize results and avoid pitfalls

## Policies, Procedures and Protocols

- What should a multi-phase approach to reopening look like?
- Will we need to recalibrate Human Resources policies to address:
  - Personal Time Off/Sick Leave
  - Wellness
  - Employee Assistance
  - Continuation of Work-from-Home
- Is thermal screening of all persons entering our workspace right for us? How should we do this?
- What actions should building/property management be taking to keep tenants safe?
- What is our medical incident response protocol if someone becomes ill in the office?

## Policies, Procedures and Protocols

- What physical distancing policies should we have in office common areas, such as kitchens, copy rooms, and conference rooms?
- How should we handle visitors and meetings?
- Should we require/encourage the use of personal protective equipment (PPE) in the office?
- What (business and leisure) travel policies and reporting procedures should we have in place?
- Should we train staff on new safety policies and procedures and protocols PRIOR to return to office?
- How often should we be communicating with staff?

## Physical & Architectural Mitigation Measures

- What will staff, clients and visitors expect when they return to our office space?
- How should we conduct and schedule deep cleaning and sanitizing of the office?
- Where should we place hand sanitizers?
- Should we reduce office entry points?
- Should we designate an emergency quarantine area?
- Do we need to reconfigure workstations to maintain physical distancing?
- What should we be considering regarding meetings in our conference rooms?
- Would it be beneficial to increase fresh air flow in the office? How can that be done?
- How can we be sure that infection prevention measures do not compromise security?

## Staff & Equipment Needs

- What personal protective equipment (PPE) will we need?
- Should we provide PPE to our workforce?
- What other cleaning/sanitizing materials should we procure and have available when the office reopens?
- What should we do about staffing for and scheduling of office cleaning?
- What type of thermal scanning device(s) is best suited for our needs?
- Who should conduct thermal screening? How should this be done?



**T&M can help you develop a custom, strategic plan for transitioning back to office.**

**For more information, contact Ed Cannon ([ecannon@tmprotection.com](mailto:ecannon@tmprotection.com)) or  
Dave Kelly ([dkelly@tmprotection.com](mailto:dkelly@tmprotection.com)).**

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