RETURNING TO THE OFFICE IN A POST-PANDEMIC WORLD STARTS NOW

The global pandemic pushed business leaders to make remote-work plans overnight. Now, as we evaluate our plans for returning to the office either full- or part-time, businesses must use knowledge gained from this health crisis to restructure workspaces while prioritizing employee safety.

RETURN-TO-OFFICE CHECKLIST:

△ Determine a plan to prevent the spread of the virus; practice social distancing in the workplace[†]

△ Create an infectious-disease response plan[†]

△ Develop emergency communication and disaster-recovery plan[†]

△ Install physical barriers and high-efficiency air filters[†]

△ Encourage sneeze guards and thermal screening in lobbies and other entry points

△ Establish sanitization stations around the workspace

△ Determine those in the organization who will monitor and manage health and safety measures

△ Go contactless where possible, such as in high-traffic areas, the café, doorways, and conference rooms

△ Encourage sick employees to stay home

△ Provide training and education on risk factors and protective behaviors[†]

△ Consider using dividers in larger conference rooms to break them into smaller huddle or pop-in rooms—to accommodate social distancing

△ Leverage cloud-based technologies such as UCaaS, IaaS, and SaaS to ensure always-on accessibility for remote or hybrid workers

INVEST IN TECHNOLOGIES THAT KEEP YOUR EMPLOYEES AND CUSTOMERS CONNECTED

Space individual desks further apart to allow for effective social distancing.

Assign hardware and workspaces to individual employees to minimize device handling and cross-contamination.

Manage employee access and capacity while monitoring contact with **access-control technology.**

Leverage cloud-based platforms—such as UCaaS and collaboration software—to keep employees and customers connected and productive across chats, calls, video meetings, file sharing, and applications.

Keep business on track with **SaaS-based productivity software** installed on end devices and hosted servers.

Leverage cybersecurity and Security-as-a-Service technology to minimize the risk of phishing and ransomware attacks.

Go contactless in your conference rooms by deploying hands-free methods for starting or joining collaboration sessions.

Monitor employee and staff health via **thermal screening** and **health questionnaires at check-in kiosks.**

Migrate on-premises infrastructure to the cloud via IaaS to ensure always-on availability.

Sanitize devices properly or deploy screen guards, to care for devices and ensure their longevity.

Monitor air quality with solutions designed to keep workspaces safe and healthy.