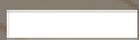


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# HR CHECKLIST

FOR A PHYSICAL & SAFE  
RETURN TO WORK



LOOP HEALTH



## OVERVIEW

After weeks of shutdowns and remote working, businesses around the world are gradually resuming on-site operations. Millions of remote employees return to work, but not to the same workplace that was left behind.

Today, “business as usual” no longer exists. For the first time, **businesses need to plan for the strategic and safe return of employees.**

There’s no switch to flip to a return to normalcy. It will be a gradual effort. You can't reopen your business without giving it some serious thought, planning, and preparation to keep everyone healthy and safe whilst following COVID-19 pandemic norms.

That's what this mini-guide is for.

***It's your step-by-step playbook for reopening your business safely.***

### **RESPOND:**

Deal with the present situation & manage continuity

### **RECOVER:**

Learn & emerge stronger

### **THRIVE:**

Prepare for success in the 'new normal'

## CHAPTER 1: CHECKLIST TO CREATE A RETURN-TO-WORK PLAN

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### ***Is your office ready for return?***

Start checking hexagons to find out.



Create a roadmap that splits up the complete operation into ***manifold phases***.



***Prioritise*** who's permitted in the office phase-wise.



***Modify your office*** as design plays a vital role and helps keep employees safe.



You need to extend the 6-foot rule to desks too. Think of ***dividers*** to safeguard workstations.



In common areas like meeting rooms, kitchens, cafeteria, etc. keep the ***capacity low*** and ensure everyone maintains distance. Ensures smaller groups of 10 people.



Set up ***friendly reminders*** like signs to ensure everyone maintains distance and follows the flow of traffic.



**Educate** your cleaning team to level up the cleanliness around the office.



**Frequently wipe down** high-touch areas like doorknobs, elevator keypads, etc.



**Implement** rigorous cleaning twice or thrice a week.



For a smooth ride in **elevators**, allow fewer people inside so there's ample distance between them.



Ensure employees take their **temperature on arrival**. The temperature must be less than 100.4°F.



Ensure employees **don't have any symptoms** such as cough, fever, shortness of breath, etc.

## CHAPTER 2: CHECKLIST TO NAVIGATE CHANGE AFTER REOPENING YOUR BUSINESS

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Finally! Your office is ready.

But a good chunk of your workforce will probably be wary of coming back together in an office setting. How do you keep your employees safe, boost employee confidence, and address **return to work anxiety?**



**Clearly communicate** new procedures and safety guidelines. Send your workforce emails with details of the safety measures. It improves their understanding and shows you're taking their safety seriously.



Welcome concerns and feedback so you can make your employees feel like an active part of the return to office plan. Give them the opportunity to **voice their concerns** and share feedback.



Give employees an option and **flexibility** to work from home for some teams. Those comfortable and confident can come back.



Develop **training material** and hand it out to employees. It should contain clear directives for collaboration, gathering, and educating employees on the potential dos and don'ts when returning to the office.



Establish ***communication protocols***. For a frictionless and smooth transition, you need a well-communicated re-entry. This ensures every employee is educated and on the same page.



Get ahead of burnout. With employees returning, it's best to look out for ***signs of burnout*** and encourage efforts of prevention. Make the importance of employees bringing their best self to the table, not simply to be at the table for the most hours known.



Create ***flexible work policies***. Be it juggling parenthood or being more productive at home, offering flexitime works in everyone's best interest. Pick from teleworking, a compressed workweek, shift work, or freedom to change work hours as needed.



Offer ***mental and emotional support***. Whether it's social concerns or worrying about health and safety, some employees may show signs of anxiety or distress. Mental health workshops, wellbeing programs, and other such initiatives alleviate return to office jitters and show you care about your employees. It provides the needed support and promotes a positive work-life balance, safe team bonding experiences, and stress reduction.



**Re-evaluate sick leaves.** Some employees like to 'tough it out' and work from the office when they're unwell. With the current, give such employees the option to work from home or the time off to heal.



Create a **safe space** by taking the necessary precautions to help employees stay out of harm's way. It's also essential to review and upgrade the office's health and safety policies. Share these outlines with employees to give them assurance that you prioritise their health.



**Rotate the schedule** to avoid crowding by setting up a rotating work schedule. For others who work from home, you can set up a work-from-home schedule or offer a co-working space for meeting teammates once a week.



**Check-in** on your colleagues. Work can be hectic. People are ambitious. Amidst the ambitiousness and hustle and bustle, employees can get overwhelmed, and not know it. On an ongoing basis, it's important to take your team's mental temperature and check-in.

Now that your physical checklist is complete, stay tuned for the next one on **psychological safety** in the workplace.