

## **Considerations when Planning to Return to Office Life**

### Training Plans for Employees Returning to Work

- Consult local, county, state, and federal requirements.
- Consider establishing protocols for vulnerable employees.
- Have an e-learning program in place for employees on new protocols, expectations, etc. This can include an interactive test at the end to confirm staff understand new procedures.
- Make sure all training is documented and followed once employees are back onsite.
- Maintain constant and concise communications using a variety of methods. Consider: videos, remote meetings, emails, TV monitors, letters, QR scanning codes, posters, etc.
- Use TV monitors to show continuous training videos on key safety measures or posters of key training topics throughout workspaces.
- Ensure new guidance is visible and easily accessible.
- For New Miner (and other) training – use remote training or utilize a large room with a limited number of people to maintain social distancing.
- Discuss who needs to come back and when; consider using shifts and staggering work times.
- Plan for various stages of offices reopening and various stages of training – create a training timeline for employees returning to work.
- Identify persons who will be responsible for administering training and internally auditing that procedures are being followed.
- Give staff surveys to get feedback on processes in place.
- Make learning personal and meaningful for individuals.
- Have individual training plans for your ‘disinfection team’ and/or other teams that will be established to manage returning to offices.
- Establish training plans/orientation for employees’ first day back at work.

### Virus Protection Protocols

- Have employees practice good hygiene at work and home.
- Take stock of current inventory and project how much may be needed (e.g. sanitizers, cleaning supplies, gloves, masks, etc.).
  - Consider potential difficulties that may be encountered procuring supplies; normal channels may not be established.
- Consider using UV light for paper and mail.
- Identify high touch points and create protocols to decrease the frequency of touches, which is more preferable than just increasing cleaning or disinfection.
- Have employees self-screen at home before coming to work (e.g. temperature checks, questionnaire); empower and encourage employees to stay home if they are not feeling well.
- Establish procedures for meetings. Will conference rooms be use? Virtual meetings? If so, using what platform?

- Stagger lunch or break times and assign people to certain times.
- Establish procedures for maintaining social distancing, decreasing touch points, and cleaning in common areas: hallways, restrooms, break areas, mail rooms, gyms, etc.
- Use consistent and clear signage; for example, if hallways become one-way or restrooms have occupant limit.
- Consider employees working in cubicles or shared spaces – should cubicles be modified or work schedules be changed?

### Sanitation & Disinfection Protocols

- Utilize online resources (e.g. [Lear's COVID-19 Playbook](#))
- If operations have continued throughout the pandemic, consider where sanitization protocols that are already in place in the field can be applied in the office setting.
- Establish a sanitation & disinfection tactical team.
- Have employees define all points of their “work-station” include for example, vehicles, offices, copy rooms, etc. and have them practice sanitization & disinfection throughout.
- Create checklists for areas that will require routine cleaning, for example, vehicles, control rooms, cubicles, breakrooms, conference rooms, offices, etc.
- Where a greater degree of sanitation and disinfection are required, consider hiring professionals to do a deep clean.
- Identify PPE needs. Include what specification of PPE is required and how much will be needed to carry out your operation's protocols.
- For each work area conduct a risk assessment.

### Employee Access Control

- Establish employee pre-screening routines at home before coming to work (e.g. temperature checks, questionnaire).
- Continue present screening until the situation develops further and make adjustments and improvements as needed.
- Focus on non-contact screening and documentation to comply with 6' distancing. Can use Kronos time clocks, Command Alkon tablets in ready mix trucks, or something like iLobby to track screening documentation for entrants at a facility.
- Figure out a good way to communicate the screening and documentation standards to employees and non-employees at each site.
- Check local jurisdictions and regulations for any restrictions or base line requirements.
- For social distancing, use staggered start times, change shifts, and implement rotations in places like lunchrooms.
- Regarding face coverings: check compliance with CDC and local regulatory guidance.
- Communicate site requirements using signage and training.

### Communications

- Designate either one individual or a task force where communications are channeled through. Consider the HR/Legal department as a lead regarding COVID communications.
- A single information source should be setup such as a website for employees where new information can be posted, and FAQs can be included.
- A daily employee checklist can be used with temperature and wellness checks and reminders on COVID protocols.
- Consider creating a welcome back video that includes new safety procedures and protocols.
- Continue having virtual meetings and utilizing technology for communications even once back in the office.