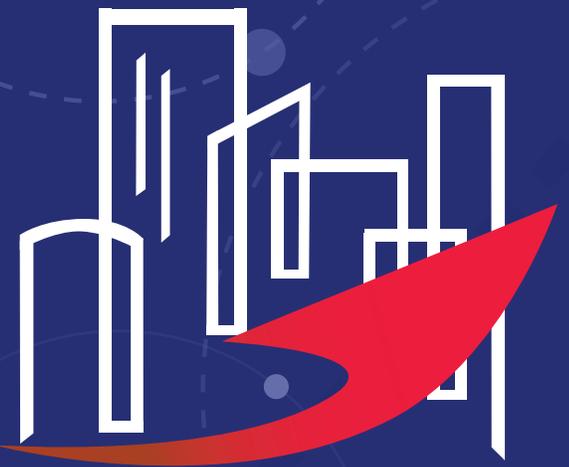# BUSINESS REOPENING GUIDELINES

NOVA BACK TO WORK
LEADERSHIP TASK FORCE

NOVABackToWork.com

BEFORE YOU BEGIN

FOLLOW ALL APPLICABLE FEDERAL AND STATE GUIDELINES AND REGULATIONS

The guidelines found on these pages follow all relevant federal and state guidelines. We suggest that you familiarize yourself with these guidelines while keeping in mind that there is no one-size-fits-all solution to reopening.

Virginia Emergency Temporary Standard on Workplace Safety

- Outreach, Education and Training for the COVID-19 Emergency Temporary Standard
- Text of Standard

CDC Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020

OSHA Guidance on Preparing Workplaces for COVID-19

OSHA Guidance on Returning to Work

PREPARE YOUR WORKPLACE FOR RETURNING EMPLOYEES AND PUBLIC

Before re-opening your doors, ask yourself:

Does your workplace allow for social distancing?

Do you have adequate PPE and sanitizing products?

The following page shows a sample checklist you can follow to prepare your workspace. See more checklists and connections to companies that can answer your reopening questions on the Back to Work COVID Resources website: NOVABackToWork.com
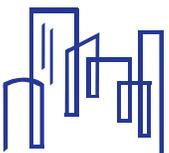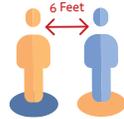
SAMPLE CHECKLIST

✓ **INSTALL SIGNS IN KEY AREAS**
remind people of the office rules

Maintain six feet of distance between people
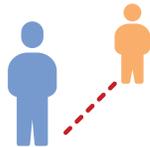
Facial coverings when around others

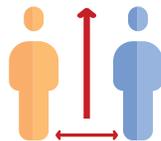**One-at-a-time in kitchen, restroom, break area**

✓ **MARK FLOORS**
make it easy to keep apart

Mark floor in common areas, entrances to offices to ensure social distancing

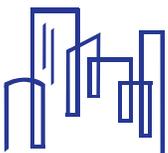**Mark unidirectional pathways in corridors (or use signs)**

✓ **PPE, SANITIZER, BARRIERS**
kill the virus before it can spread

Provide 60% alcohol sanitizer at stations and at desks

BE DELIBERATE IN REOPENING

DECIDE TO REOPEN

- Ask why, not just how, are you bringing employees back to the office.
- Be deliberate with your team in making this decision and do not assume "normal" is waiting for you.

FOCUS ON EMPLOYEES

- Create a remote working policy and train managers to that policy; due to capacity restrictions and distancing requirements, you will not be able to bring everyone back together
- Engage with employees through surveys, dedicated website, town halls, training
- Focus on employee wellness and mental health
  - Understand the stressors created by the pandemic and working from home
    - Childcare and schooling
    - Limited socialization
    - Working environment not conducive to working from home permanently
- Prepare employees for the new normal you are creating
- Keep them safe
  - Limit travel and require self-isolation when returning

CREATE YOUR OFFICE'S NEW NORMAL

- If your team needs in-person collaboration, consider the physical adaptations necessary to modify or create that space
- You do not need a collection of workspaces if people are working efficiently from home. Instead, use your new remote working policy to create more or better opportunities for remote collaboration
- Normalize, through policy and training, working from home
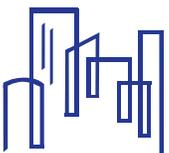
I AM BRINGING EMPLOYEES BACK TO:

RETURN A SENSE OF NORMALCY
Your culture has changed during large scale remote working. How are you ensuring "normal" will return?

- Will employees be comfortable, even with taking all safety precautions?

- Will employees request to remain working from home?

- New resources will be needed in the new environment

  - Physical space modifications

  - Individuals to conduct temperature checks, greet clients at front to ensure compliance with new restrictions

  - Technology to maintain or improve remote working efficiency

 - Training of managers and employees on new policy

PROVIDE SPACE FOR COLLABORATION
Your business thrives on collaboration and remote working is not your preferred method.

- Can you physically alter your space to provide more physically distanced collaboration space?

  - Can you integrate remote technology into that space to provide connection to remote workers?

BECAUSE EMPLOYEES AND CLIENTS NEED IT
Focusing on safety of all, show employees and clients what you've done but stress caution.
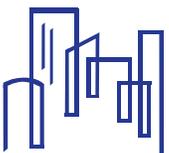
REASONS NOT TO OPEN:

EMPLOYEES ARE EFFICIENTLY WORKING FROM HOME AND IT IS SAFER TO KEEP DOING SO

Now is the time to develop the remote working policy and start training employees

- Determine what is working well and what is needed. Do you need in-person collaboration?

- Consider converting some positions to permanently remote

EMPLOYEE/CLIENT CONFIDENCE IS NOT HIGH ENOUGH TO JUSTIFY THE RISK
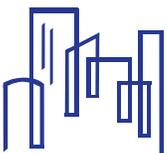
 Engage with employees and clients

- Survey – what is concerning to employees and clients; have both received the information you've been putting out on reopening?

- Host online meeting – show what others have done to bring people back to the office

MY COMPETITORS AND PEERS REMAIN REMOTE OR MOSTLY REMOTE

Determine your decision date or milestone

- Vaccine

- Further lifting of restrictions

- Other internal milestone like fiscal year

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