



Recruitment  
Central

# RETURN TO OFFICE CHECKLIST



# Return to Office: Checklist

## Establishing safety measures isn't enough; Employees must FEEL SAFE!

-  **In-house Safeguards**  
Think about hand washing/sanitising, screens, floor plans and cleaning schedules. Plan regular communication around these topics, reminding staff to remain vigilant and understanding the rules are in place to protect everyone.
-  **Communicate & Listen**  
Be transparent, candid and specific about your plans. Decide upon a preferred communication channel. Gather feedback about returning to work and assess engagement level once they return.
-  **Sequence**  
Formalise segmented employee return according to their roles, skill set, ability to work remotely and most importantly their needs. Consider staggered entry timings and alternate day works.
-  **Employee Experience**  
Create a return 'journey map'. Focus on the first day back and initial team meetings and re-connection.
-  **Socialising**  
Brainstorm ideas and create a list of what will work for work socialising activities.
-  **Knowledge Sharing**  
How will your hybrid team collaborate working part remote and part in the office. Is video still your main meeting tool, how will ideas and knowledge be shared now.
-  **Acknowledge Personal Responsibilities**  
With blurred personal and work life, invite employees to share their specific situations and equip managers to respond.
-  **Re-exit Plan**  
Decide on your plan should a 'second-wave' occur - how will you respond, what is your trigger point.

## NEED MORE DETAILED INFORMATION?

**Contact us and we'll be happy to provide specific information relevant to your business.**

