Questions to ask when returning to the workplace

Being COVID Ready

1. Can we ensure a safe distance is maintained between employees and visitors?
2. What needs to happen for hot desking and meeting spaces?
3. Do we have the correct technology set up to support these changes?
4. Are we going to take a staggered approach to re-opening our offices?

OH&S

1. What extra cleaning and sanitising processes to we need to put in place?
2. Have we stocked up on face masks, gloves, alcohol wipes and hand sanitiser?
3. Have we considered contact tracing, if one of our staff contracts COVID?
4. Do we have a contingency plan if there is another spike in COVID-19 cases?

Staff mental health

1. How am I going to deal with the stress and anxiety staff may experience when returning to work?
2. Do we need to alter our expectations around productivity to factor in the need for frequent cleaning of workspaces, hand-washing breaks and other safety protocols?

Clear and Consistent Communication

1. How are we going to communicate to staff who are returning to the office, the ones who will continue working from home and those working flexible days?
2. Do all staff need to return to working in the office?
3. How can we continue to support staff who will be working remotely?
4. How will we communicate with customers and suppliers?