

Open Up? Work From Home? What to do!

Shut down in seconds it seems, now businesses are trying to move towards reopening. Employees are anxious, eager, fearful, burned out and more. How to take steps to open back up in a safe way.

It's a Journey.

We haven't been here before. This presentation is a collection of information gathered and put into our suitcase as we put one foot in front of the other. Experts from reputable sources give their ideas and we meld them with our own experiences of the past, and lean on those who specialize in areas of knowledge whom we know.

Take what's in this and blend it with those you know – lawyers, accountants, HR professionals, business leaders and more. Together we'll make it through!



Return to Work Playbook

- Part 1: Strategy – Before You Open Your Doors
- Develop a Task Force: cross functional members from Leadership, Legal, HR/Training, Communications, Facilities, others
 - Discuss the following, and/or other topics deemed important to strategy:
 - Communications: lines and methods
 - Who & Where: phase-in plan
 - Policies: create and/or revise
 - Customer-facing procedures
 - Safety Measures
 - Vendor Plans
 - Regulations: FFCRA, ADA, FMLA, FLSA, State Guidelines, Industry, other
 - Flexibility: what to continue
 - Play “What if...” to develop continuity plan
 - Resources List

Return to Work Playbook

- Part 2: Getting the Physical Space Ready
- Put Pen to Paper on:
 - PPE Materials & Sources
 - Landlord/Tenant
 - Cleaning Protocols
 - Social Distance Measures
 - Room Occupancy Limits/Spatial Planning
 - Education Materials
 - Sick Protocols
 - Screening, Tracking & Tracing
 - Resources List



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- Part 3: Taking Care of the People
- Reassure Your Employees and Customers:
 - Follow Governor's Regulations around "High Risk Employees"
 - Follow Industry Guidelines for Safe Operations
 - Inform Employees about Managing/Planning IF Coronavirus Hits Home
 - Safety Measures for Hygiene & Cleaning
 - Call Back Notices
 - Resources List
 - Trainings
 - Company-wide COVID-19 Response Protocols & Resources
 - Disinfection/Cleaning Team Trainings & What Employees Should Do
 - Isolation Coordinator Training
 - Screening Leads Training
 - HR/Attendance Policy Training

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- Part 4: A Few Other Thoughts
 - Continue to Communicate
 - Accommodations & Flexibility
 - Continue to Research “Best Practices”
 - Welcome Back Packages
 - COVID-19 Safety Plan
 - Mental Health



Resources List

- Governor Inslee's Protection Order: www.governor.wa.gov/news-media/inslee-issues-protection-high-risk-workers
- Back to Work Toolkit: www.backtoworktoolkit.com
- Center for Disease Control: www.cdc.gov
- OSHA: www.osha.gov
- Department of Labor: www.dol.gov
- WA State Coronavirus Response: www.coronavirus.wa.gov
- Pierce Economic Development Board: www.edbtacomapierce.org
- Rapid Response: www.rapidresponsesouthsound.com
- Pierce County PPE: www.piercecountywa.gov/BusinessPPE
- Building Efficient Supply Streams (BESS): www.bessintl.com
- Chambers of Commerce

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