

# Ready to Head Back to the Office?

## Consider these 6 factors



*Supporting workers as they safely transition back to the office is an important new task for leaders.*

*Keep the following factors in mind as you and your team return to the office.*



### 1. Ask and Listen

It's impossible to know all the challenges and fears your team is facing in returning to the office. Gauge comfort levels by conducting a pulse survey, scheduling one-on-ones to understand any concerns and challenges.



### 2. Be Patient

Meet your people where they are. Many are caretakers, have young children, or live with essential workers or a high-risk/immune-compromised person. Be patient.



### 3. Safety is #1

Safety includes physical health and mental health. Make sure your team members know the resources available to them for both their physical well-being and mental well-being.



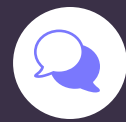
### 4. Redefine the Workplace

Create new rules not just around social distancing and sanitation, but also the new definition of what the "office" will look like. Consider staggered "on site" schedules and reserving time to access shared resources.



### 5. Take it Slow

Create a phased approach for returning to the office. Make the best plan you can and evaluate it frequently. Take it slow and be flexible. Adjust on the fly if necessary. Don't stick to a plan that's not working.



### 6. Communicate Often

Ensure your teams know what is expected of them and what resources are available as they adjust and transition. Providing frequent clear communications--and the reasoning behind decisions--is another way to help people feel safe.