PLANNING FOR A POST-COVID WORKPLACE

COVID-19

PRE-COVID
Business as Usual

COVID
Emergency Procedures

COVID
Temporary Re-Entry

POST-COVID
New Normal

1-4 Months*

4-16 Months*

Ongoing

- Non-Essential Fully Remote
- Business Continuity
- Form Re-Entry Task Force
- WFH Analysis/Testing

- Cleaning/Safety Procedures
- Tiered Scheduling/Phased Re-Entry
- Physical Distancing Layouts
- Partial Remote Workers
- Modified Snack and Food Service Policies
- Modified Community Areas
- Consider Government Recommendations (if applicable)
- Business Continuity

- Identify Remote Working Candidates
- Remote Working Policies
- Mix of Flex/Remote/Office
- Re-Configure Office Layouts
- Health & Safety Procedures
- New Government Regulations (if applicable)
- New Food Service & Amenity Areas Guidelines

* timing depends on scenarios