50 Key Topics You Should Address As Employees Return from Remote Working

Overview

- [ ] We care about your safety, health, and wellbeing
- [ ] The people leading our transition back
- [ ] Our vision as we believe it today
- [ ] The main topics on this microsite

Working with customers

- [ ] What it will look like if you're in public-facing roles
- [ ] Etiquette for in-person customer meetings
- [ ] If you feel uncomfortable in public-facing roles
- [ ] If you feel uncomfortable meeting in-person

Mental Wellness & Health

- [ ] Informal virtual meetups vs in-person gatherings
- [ ] Mental health resources
- [ ] If you want to stay home
- [ ] Taking care of co-workers
- [ ] Taking care of sick family members
- [ ] Taking care of children who are home
- [ ] Bereavement for COVID-19 related deaths
- [ ] About our furloughed employees

Office Space & Layout

- [ ] Desk and layout changes
- [ ] Office deep clean
- [ ] Cleaning schedule
- [ ] Communal kitchen and cafeteria

Office Return Schedule

- [ ] Staggered returns
- [ ] Daily visit/leave times
- [ ] Flexible work arrangements
- [ ] Organizing remote working

Payroll & Salary Updates

- [ ] Worries about layoffs and pay-cuts
- [ ] Returning to regular salaries
- [ ] For people who were furloughed
- [ ] For those who went on unemployment
- [ ] About bonuses
- [ ] For those who have worked extra hours and went above and beyond

Health Etiquette Practices

- [ ] Limiting In-person meetings
- [ ] Physical distancing
- [ ] Wearing masks and other protective gear
- [ ] Reporting if you've contracted the virus
- [ ] Reporting if you've been immunized/vaccinated
- [ ] When co-workers or customers show symptoms
- [ ] Sanitizing yourself, workspace, and kitchen
- [ ] Tracking employees who have contracted the virus
- [ ] Taking laptops and equipment home
- [ ] Vaccination and immunization guidelines

Daily Work Policies

- [ ] Maintain remote working
- [ ] Cadence of regular communications
- [ ] The impact on objectives and goals
- [ ] Updates to PTO and sick leave policies
- [ ] About internships
- [ ] Travel, training, and conference policies
- [ ] Budget planning and recalibration
- [ ] Staggering start and leave times
- [ ] Getting postal mail at the office

Identifying Outbreaks Earlier

- [ ] Preventing a second wave
- [ ] Heat sensors/ body temperature checks
- [ ] Contact connections tracking apps

Need Help Getting Set Up?

You have enough on your plate. Have our team implement the micro-site in your organization. We can either get you set up so you can take it from there or work with you to wrtie and design the copy and content.

CONTACT US TODAY

local wisdom

localwisdom.com • (609) 269-2320 • 287 S. Main St, Lambertville, NJ 08530