

**establish employee  
return plans**

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# preparing to return: schedules and guidelines

## phased return

Current guidance recommends a gradual, phased return, such as staggering work days for different teams to minimize on-site headcounts. Depending on the results of your employee surveys, you may wish to begin offering employees the option to return to the workplace on their own schedule and as headcounts rise, transition to A/B teams. It is recommended that employees who are at high risk for COVID-19 health complications continue working from home.

## establish health screening protocols

Your business may choose to add health screening requirements for suite entry, such as temperature checks, or require employees who have recently traveled to self-quarantine and work from home. Irvine Company does not currently require temperature checks for workplace entrance.

Establish visitor and delivery guidelines. Consider limiting non-essential on-site meetings with partners, clients and vendors, or holding these meetings in an outdoor workspace. Consider the desired protocol for receiving packages and large deliveries in your suite.

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## customize your employee guidebook

The Employee Guidebook provides a general overview of four key areas that are critical to successful return-to-the-workplace communication. This guidebook is available in a downloadable Word Doc file and can easily be customized to reflect your company's specific policies and procedures. Drawing on industry best practices and Irvine Company's learnings from navigating our Associates' return-to-the-workplace, the guidebook includes the following sections:

1. **Employee Health & Safety.** This section summarizes key information from the CDC about COVID-19, including symptoms, along with sample COVID-19 reporting policies and close contact information. Customize this content to match your company's policies.
2. **Keeping Your Space Safe:** Workplace Wellness & Building Systems. With an increased focus on the risk of airborne transmission, your employees may have many questions about building systems, including air filtration and ventilation, as well as cleaning protocols. Employees need to know both the steps Irvine Company is taking to ensure a healthy workplace environment and any additional measures your company may be taking.

- 3. Your New Work Day: What to Expect.** After months away from the office, employees are returning to a very different office environment than the one they left. Customizing the content in this section to match your company's protocols is especially important so employees do not feel surprised by anything, like a temperature screening. Prior to returning, employees must clearly understand how they will need to modify their behavior to follow COVID safety guidelines.
- 4. Using the Workspace: Keeping Teammates Safe.** We all have a shared responsibility to keep the workplace safe. This section covers health and safety recommendations for teams within your individual workspace, including guidelines for conference rooms, break rooms and shared office equipment usage.



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