



# RETURNING TO THE OFFICE IN A POST-PANDEMIC WORLD STARTS NOW

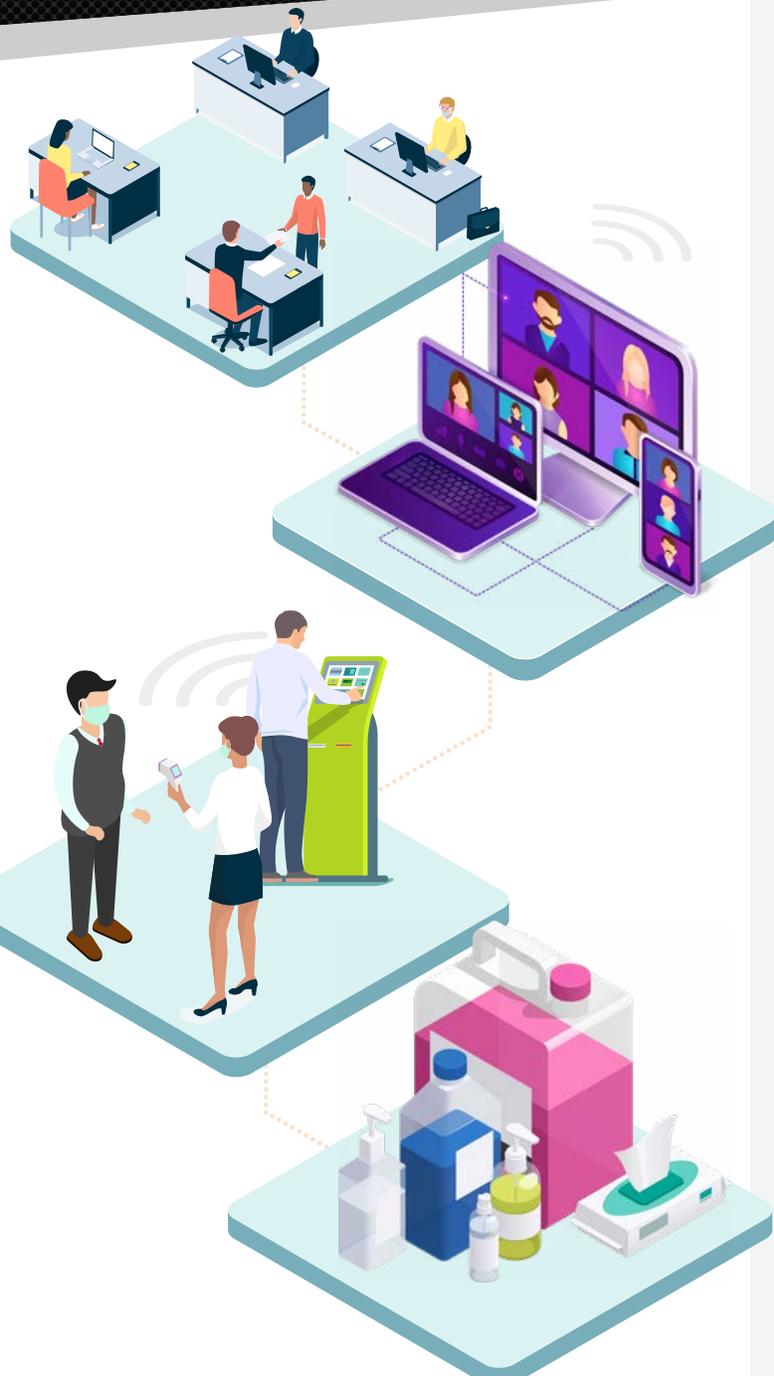
The global pandemic pushed business leaders to make remote-work plans overnight. Now, as we evaluate our plans for returning to the office either full- or part-time, businesses must use knowledge gained from this health crisis to restructure workspaces while prioritizing employee safety.

## RETURN-TO-OFFICE CHECKLIST:

- △ Determine a plan to prevent the spread of the virus; practice social distancing in the workplace<sup>†</sup>
- △ Create an infectious-disease response plan<sup>†</sup>
- △ Develop emergency communication and disaster-recovery plan<sup>†</sup>
- △ Install physical barriers and high-efficiency air filters<sup>†</sup>
- △ Encourage sneeze guards and thermal screening in lobbies and other entry points
- △ Establish sanitization stations around the workspace
- △ Determine those in the organization who will monitor and manage health and safety measures
- △ Go contactless where possible, such as in high-traffic areas, the café, doorways, and conference rooms
- △ Encourage sick employees to stay home
- △ Provide training and education on risk factors and protective behaviors<sup>†</sup>
- △ Consider using dividers in larger conference rooms to break them into smaller huddle or pop-in rooms—to accommodate social distancing
- △ Leverage cloud-based technologies such as UCaaS, IaaS, and SaaS to ensure always-on accessibility for remote or hybrid workers



# INVEST IN TECHNOLOGIES THAT KEEP YOUR EMPLOYEES AND CUSTOMERS CONNECTED



**Space individual desks** further apart to allow for effective social distancing.

**Assign hardware and workspaces to individual employees** to minimize device handling and cross-contamination.

Manage employee access and capacity while monitoring contact with **access-control technology**.

**Leverage cloud-based platforms**—such as UCaaS and collaboration software—to keep employees and customers connected and productive across chats, calls, video meetings, file sharing, and applications.

Keep business on track with **SaaS-based productivity software** installed on end devices and hosted servers.

**Leverage cybersecurity and Security-as-a-Service technology** to minimize the risk of phishing and ransomware attacks.

**Go contactless in your conference rooms** by deploying hands-free methods for starting or joining collaboration sessions.

Monitor employee and staff health via **thermal screening** and **health questionnaires at check-in kiosks**.

**Migrate on-premises infrastructure to the cloud** via IaaS to ensure always-on availability.

**Sanitize devices properly or deploy screen guards**, to care for devices and ensure their longevity.

**Monitor air quality** with solutions designed to keep workspaces safe and healthy.