



Agency Considerations for a Hybrid Environment

Return: Practices and suggestions to consider as more employees return to the workplace.

Immediate Considerations



Send a welcome back message from senior leadership

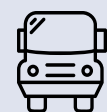


Post building signage with a welcome back and what to know first day back message

Information to Provide:



□ Ongoing COVID-19 workplace safety information



□ Reminders on building access and services



□ Reminders on transit (subsidies, carpools, parking, etc.)

□ Process to request office items

□ How to reconnect to the network (Wi-Fi, printer mapping, etc.)

Contacts for:

□ Employee Resource Groups

□ Employee Assistance Programs

□ Union POC

□ COVID-19 Coordination Team POC

Week 1

Actions for Employees



□ **Access:** Determine need to update PIV and ability to access network and enter building locations



□ **Work Space:** Determine office needs (chair, desk, supplies, etc.)



□ **Hardware:** Determine equipment and technology needs (monitor, keyboard, mouse, printer, etc.)

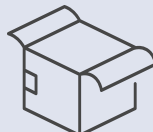
Actions for Supervisors



□ **Work Space:** Work with each employee to determine office technology and supply needs



□ **Catch-Up:** Host time for employees to meet informally



□ **Reacclimating:** Plan time for workspace organization, filing, general organization for employees



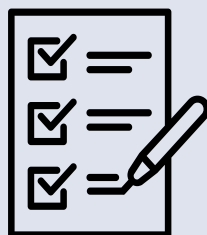
□ **Recognize Performance:** Work with leadership to acknowledge staff members for exceptional performance

Ongoing



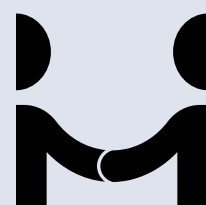
Support

Offer periodic town hall meetings, listening sessions, and training on topics including employee engagement, hosting hybrid meetings, communication tools, etc.



Evaluate

Host employee focus group sessions, deploy pulse surveys, and analyze participation data



Need Help?

Provide resources for employees who are experiencing stress or concerns related to health or caregiving responsibilities