

Back-to-the-office checklist

- Determine the best time to return to the office.
- Decide who should come back first.
- Create a communication plan to keep employees informed.
- Decide what each department should do before returning to the office.
- Develop a protocol in case of an outbreak at the office.
- Include any new security measures in a compliance plan.
- Decide which measures will be mandatory and which will be optional.
- Evaluate changes in the company policy in regards to travel and holidays.
- Choose a corporate training plan to inform employees about new policies.
- Review employee compensation and bonus programs.
- Create supporting documents to clear up any doubts.
- Review and update company goals and objectives.
- Create an action plan in case it's necessary to go back to telecommuting.

Notes: