THINGS TO CONSIDER WHEN RETURNING TO OFFICE POST COVID 19

The coronavirus pandemic has impacted the lives of many, creating lifestyle habits that have caused disruption within our workplaces & societies. With lockdowns coming to an end & curfews being lifted in phases from various countries across the world, the need for resuming businesses & employees returning back to their office spaces is not afar. Below are essential key pointers to plan for the **return to office** in order to optimize the current working situations.

1. CONSIDER UNCONTROLLABLE FACTORS

As a business, you must take into account factors that may be beyond your control. Many employees are codependent on other services that may not be available during the current circumstances (Ex: transportation). Thus, business owners must include the realities of affected employees into the plan. It is crucial to develop *return-to-work plans* that are flexible in nature & which can adapt to the recommendations & guidelines by the government.

2. EXECUTION IN PHASES OR ROTATION

For most businesses, the physical office has been a huge support for many teams to work inter-reliant with each other, within a single workspace. Resuming the business with all employees increases the risk of spreading the COVID 19 coronavirus within the office environment. Higher the number of employees' present, higher is the risk. Businesses must consider the '*phase-in approach'*, where employees return to work gradually to limit the number of individuals at the office space or teams would be allotted in the weekly 'rotation system', where specific teams would work in the office while the others work from home. A daily rotation system is recommended over a weekly rotation system, as employees may face difficulties in adapting to a weekly change in environments.

3. CONTINUOUS RESPONSE PLAN

Businesses must monitor new developments that indicate a collapse in employee attendances. Adjusting & preparing to function with minimum number of employees at a time, will reduce the risk of mass employee absence or a temporary closure of the business, due to a COVID 19 outbreak in the workplace. The risk can be minimized by encouraging & implementing *flexible remote working policies*.

4. PHYSICAL OFFICE SETUP

Businesses are required to take higher measures to ensure that social distancing & hygiene is being practiced in the workplace. Businesses will have to *realign the office space*, keeping in mind to maintain 6 feet between employees & take extra precautionary measures in common spaces like meeting rooms, cafeteria & restrooms.

5. ENCOURAGE EMPLOYEES PHYSICAL & MENTAL HEALTH

During these uncertain times, it is important to encourage & support your employees. Business owners should motivate employees' to participate in a 'Fitness Hour' each day, not only promoting their physical health but also their mental health as well. For many individuals change may not always have a positive impact, the feeling of returning to their workplace after several weeks may be unsettling. In order to have a more successful business, it is important to *rebuild the morale of the workplace*, through developing a positive vision for the future or by awarding achievements.

 COVID 19 has been difficult for most businesses across the world. To ease the process of returning back to work post COVID 19, we at Morison Advisory recommend three key services that are an essential adoption for every business to regain their success – **Financial Services, Structuring & Operational strategies & Implementation of new marketing strategies.**