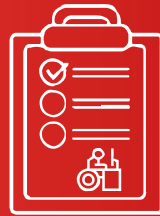


# Creating a Plan to Reopen Your Office



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## What we'll cover –

1. Developing a reopening plan
2. Leases, contracts and workplace protocols
3. Location considerations
4. Scheduling and commuting
5. Workplace technology
6. Safety and security



***8 minute Video***

## Other Webinars in the Series

June 17<sup>th</sup>: Human Resources Basics

June 10<sup>th</sup>: Legal and Compliance Basics

**[cpai.com/safety](https://cpai.com/safety)**

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**More COVID-19 Related Webinars  
and Resources**

**[cpai.com/covid19](https://cpai.com/covid19)**



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# Establishing a Workplace Recovery Plan

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1. Developing a reopening plan
2. Leases, contracts and workplace protocols
3. Location considerations
4. Scheduling and commuting
5. Workplace technology
6. Safety and security



## Establishing a Workplace Recovery Plan

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- Whose expertise and participation is needed?
  - Senior management and/or executive committee
  - Staff members
  - Human resources and training
  - Technology and security
  - Qualified legal counsel
- Filling the expertise gaps
- Who manages the process?
- Transparency and “walking the walk”

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## Developing a Reopening Plan

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- Organize written plan for ease of reference
- Check federal, state and local guidance weekly for updates
- Be prepared to update plan
  - Keep timing and communication methods consistent
  - Date all plan guidance
  - Communicate orally and in writing
  - Document and date all communications
  - Provide relevant training



## Leases, Contracts, and Workplace Protocols

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- Review existing leases and property management contracts
  - Determine if lease restricts modifications to workspace
- Review maintenance and cleaning contracts
- Contact property management company
  - Reopening, cleaning, security and health screening protocols
- Determine if landlord prepared to reopen site and ensure safe environment



## Location Considerations

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- Determine which locations can reopen per local government guidance/mandate
  - Consider continuing community restrictions such as social distancing, curfews, and school closures
- Conduct physical site surveys
  - Utilize licensed contractors
  - Consider social distancing requirements
- Evaluate customer needs by location
- Prioritize reopening by organizational performance and revenue goals





## Location Considerations

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- Identify business processes to be restored on-site, and order of prioritization
  - What was learned during remote operations?
  - Reevaluate the business process model
  - Consider the value of a hybrid approach



## Scheduling and Commuting

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- Review:
  - Flexible and remote work schedules to achieve desired business results
  - Current workloads and needed redistribution across on-site and remote workers



## Scheduling and Commuting

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- Support for employees using public transportation or ride sharing:
  - If feasible, incentives to use transportation that minimizes close contact with others
  - Stagger hours to commute during less busy times
  - follow CDC guidance on how to protect yourself when using transportation
  - Follow CDC guidance to clean their hands following commute



## Workplace Technology

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- Prior to reopening:
  - Test all software and data retrieval systems
  - Scan hardware, software, and devices for increased threats and vulnerabilities from remote users
  - Resume priority IT systems that may have been previously frozen
  - Evaluate capabilities to securely support remote users via VPN, network and proxy settings
  - Review and reassess existing data protection and security protocols



## Safety and Security

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- Limit access to facility and prevent unauthorized entry
- Create employee and vendor ID badges to restrict access to facility or certain areas
- Modify receiving practices to eliminate or minimize contact with mailman, couriers, and delivery truck drivers



## Safety and Security

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- Develop secure and healthy protocol to sequester and quarantine mail and packages
- Limit or eliminate access to communal sites such as break rooms
- Institute health screening protocols upon entry
- Maintain adequate signage communicating safety rules

# Resources

## Government Resources

### OSHA Guidance

- [Guidance on Preparing Workplaces for COVID-19](#)

### CDC Guidance

- [COVID-19 Employer Information for Office Buildings](#)
- [CDC Activities and Initiatives Supporting the COVID-19 Responses and the President's Plan for Opening America Up Again](#)

### DOL Guidance

- [Return to Work Toolkit for Employees and Employers](#)

### EEOC Guidance

- [What You Should Know About COVID-19 and the ADA, the Rehabilitation Act and Other EEO Laws](#)

### White House Guidance

- [Opening Up America Again Guidelines](#)

## Other Resources

### AICPA Resources

- [AICPA Coronavirus Resource Center](#)

### Aon Resources

- [AICPA Member Insurance Programs COVID-19 Resource Center](#)
- [Weekly Workplace Safety Webcast Library](#)
- [Aon COVID-19 Business Recovery Decision-Making Toolkit](#)

### Law Firm Guidance

- [Meyer Brown: Reopening Your Business During the COVID-19 Pandemic: The New Normal for the U.S. Workplace](#)
- [Ogletree Deakins](#)
- [Jackson Lewis](#)
- [Ford Harrison LLP](#)

# Thank you

• — Stay Safe — •

