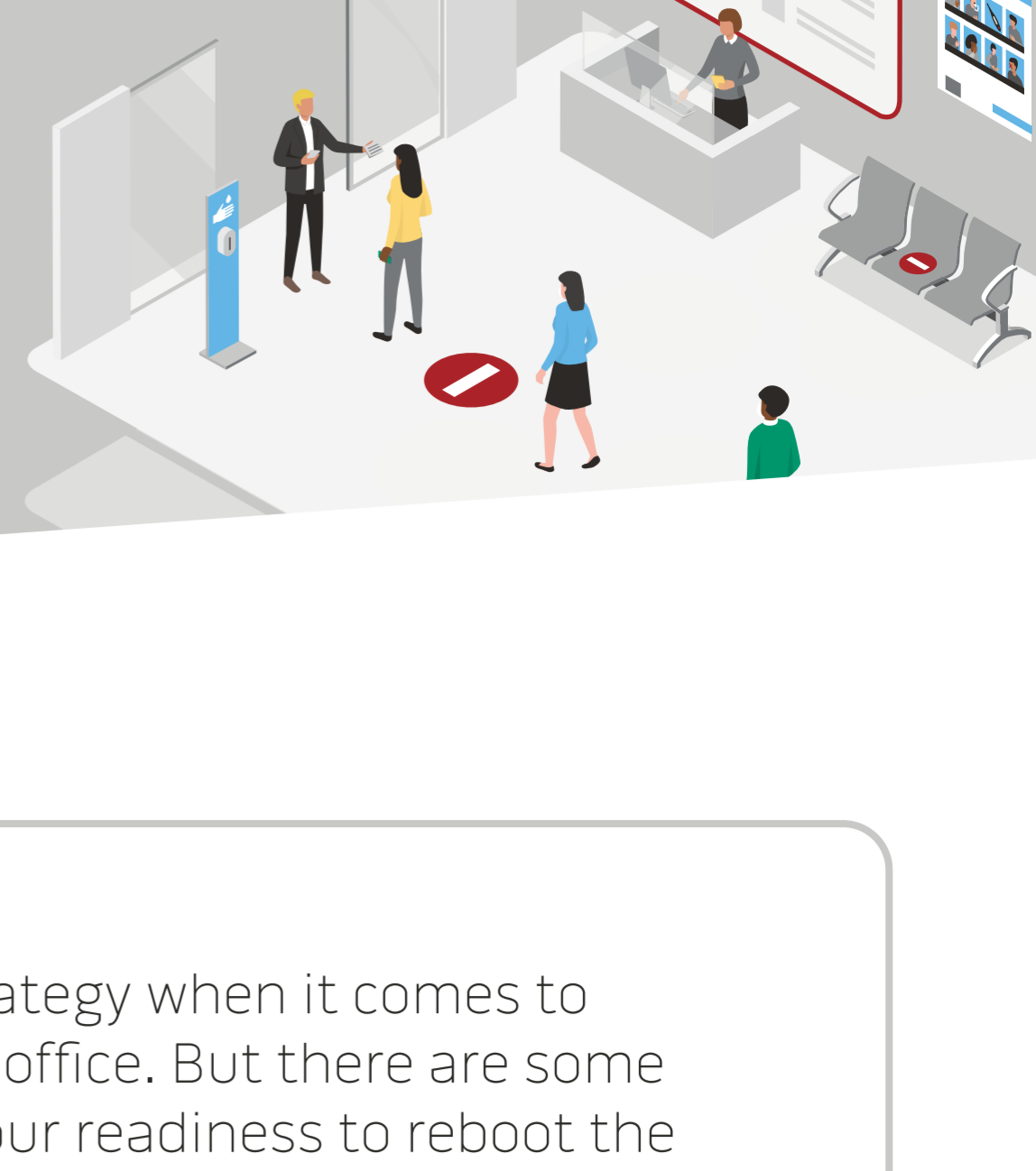


How ready is your office to welcome back employees?

Make sure you are prepared to create a safe and productive workplace!



No two offices have the same strategy when it comes to welcoming employees back into the office. But there are some fundamental ways you can assess your readiness to reboot the workplace and leave no important details unaddressed. To help in this planning, we've prepared a quiz to help HR managers assess their readiness and identify gaps in their plans.

Do you have policies and procedures for ensuring only fully vaccinated and boosted employees work in the building?



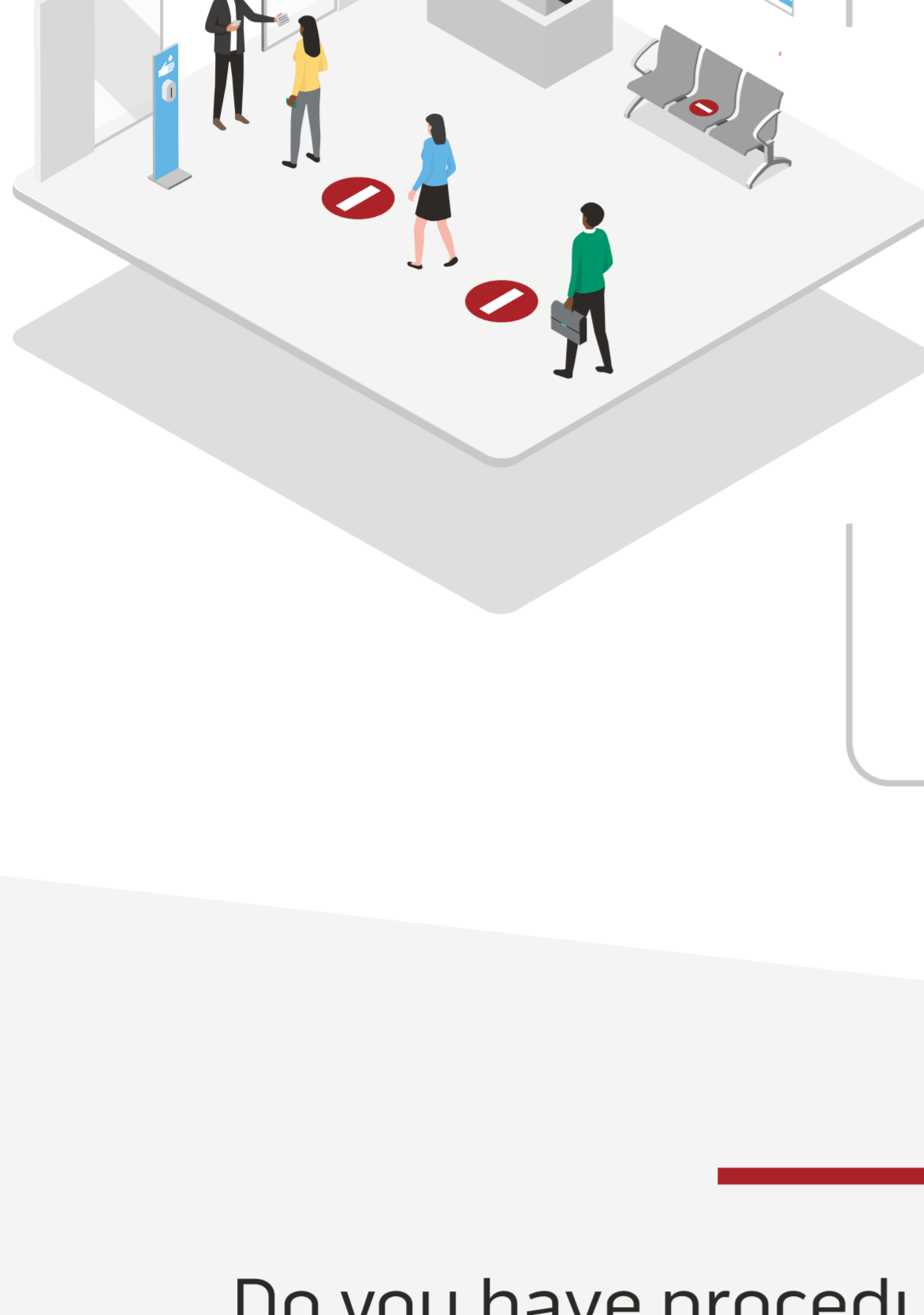
Yes, we have a policy that states all employees who work in the building must be fully vaccinated and boosted. And we have a process and technology in place to implement it.



We have a policy that states all employees who work in the building must be fully vaccinated and boosted. But we have not yet established a process for implementing it.



No, we don't have a policy regarding vaccination.

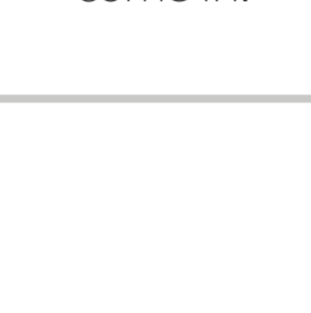


If you have settled upon a policy that states only fully vaccinated and boosted individuals may work in the office, having a system to determine each person's vaccination status is key to ensuring a healthy environment. The right technology can be an invaluable tool. Look for a solution that makes it easy for employees to submit their vaccination credentials, uses vaccination status as one factor to determine access, and integrates vaccination data with the building's access control infrastructure.

Do you have procedures for checking and tracking the health status of employees on a daily basis and for enforcing a policy allowing only those employees who are healthy to come to work?



Yes, our policy is to allow only well employees into the building, and we have processes in place to check and track their health status daily and alert them when they shouldn't come in.

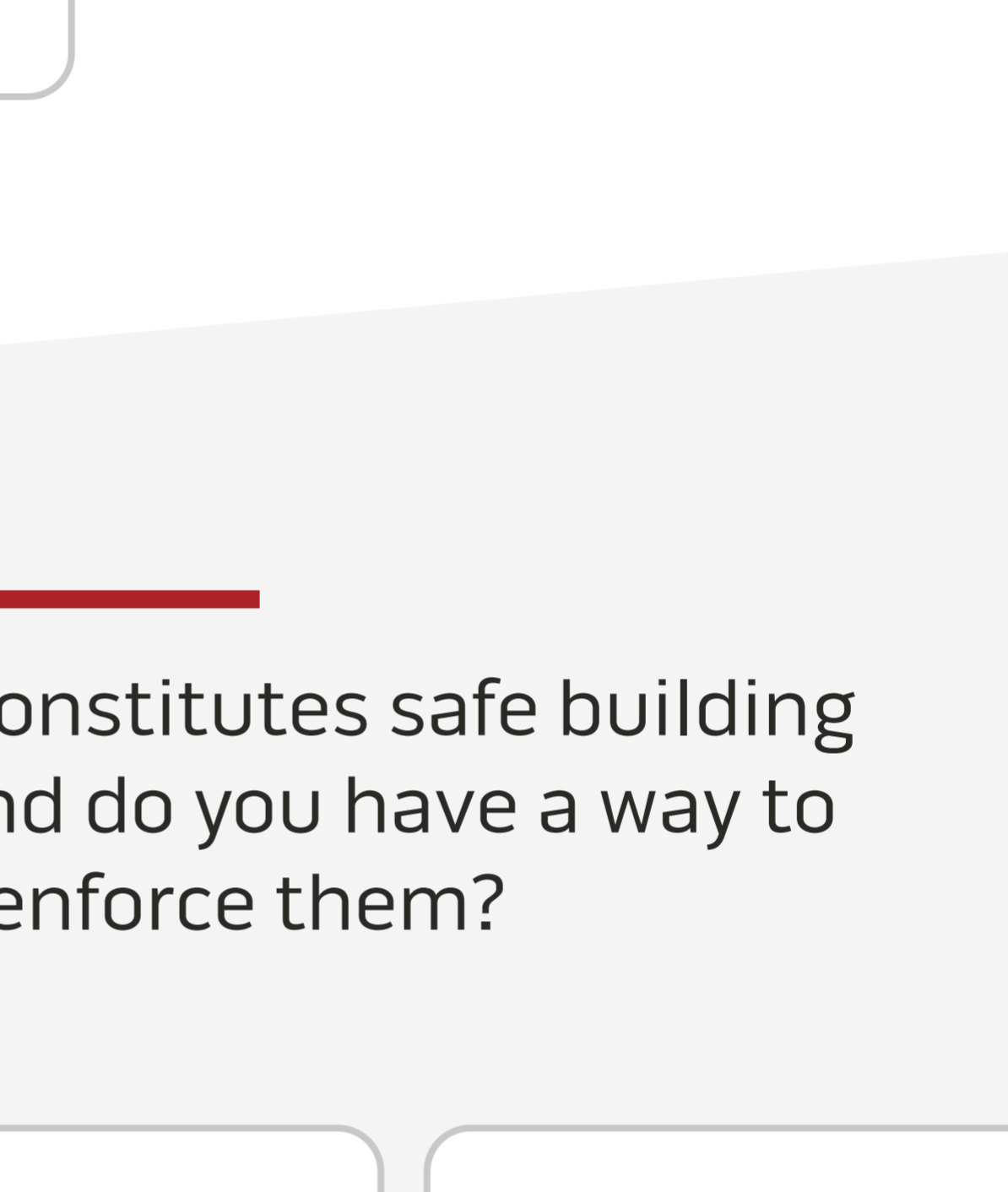


We have settled on a policy to allow only well employees into the building, but we don't yet have processes established to check and track their health status or alert them when they shouldn't come in.



No, we have not established a policy or processes regarding health status.

Vaccinated individuals can still get sick and transmit the infection to others. Therefore, to maintain the healthiest possible environment, employers should limit on-premises staff to those who report no symptoms each day. Tracking and enforcement start with a technology solution that enables easy status entry and a clear way to alert users when they shouldn't come in to work.



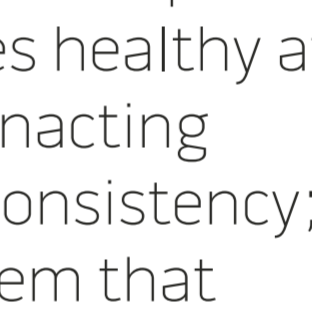
Do you know what constitutes safe building occupancy levels and do you have a way to track and enforce them?



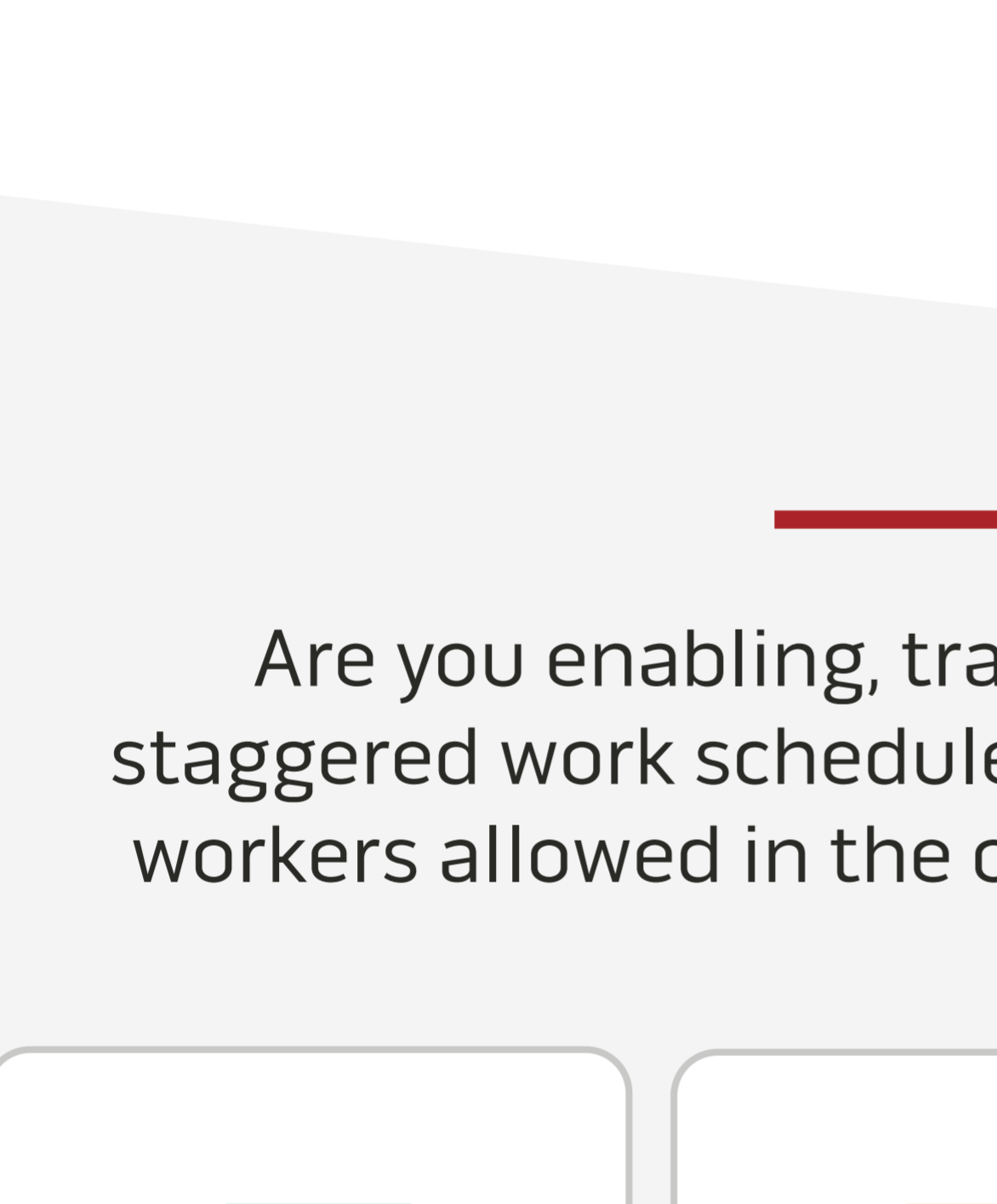
Yes, we have established what constitutes safe occupancy levels for all areas of our building, and we have reliable, automated tools to help us track and enforce them.



We understand that occupancy levels can have an impact on spreading or preventing the spread of the virus. But we haven't yet determined what constitutes safe levels or created processes for tracking and enforcing.



No, we haven't considered occupancy levels.



Higher occupancy leads to higher rates of infection spreading, so occupancy levels are an important part of keeping employees healthy at work. The key to enacting smart policies is consistency; an electronic system that anonymously detects the number of people in a room and prevents others from entering until someone leaves can streamline the process.

Are you enabling, tracking, and enforcing staggered work schedules to limit the number of workers allowed in the office at any given time?



Yes, we allow employees to request an on-site desk for up to 30 hours each week and encourage them to work remotely the remainder of the time. We use an automated scheduler to manage this process.

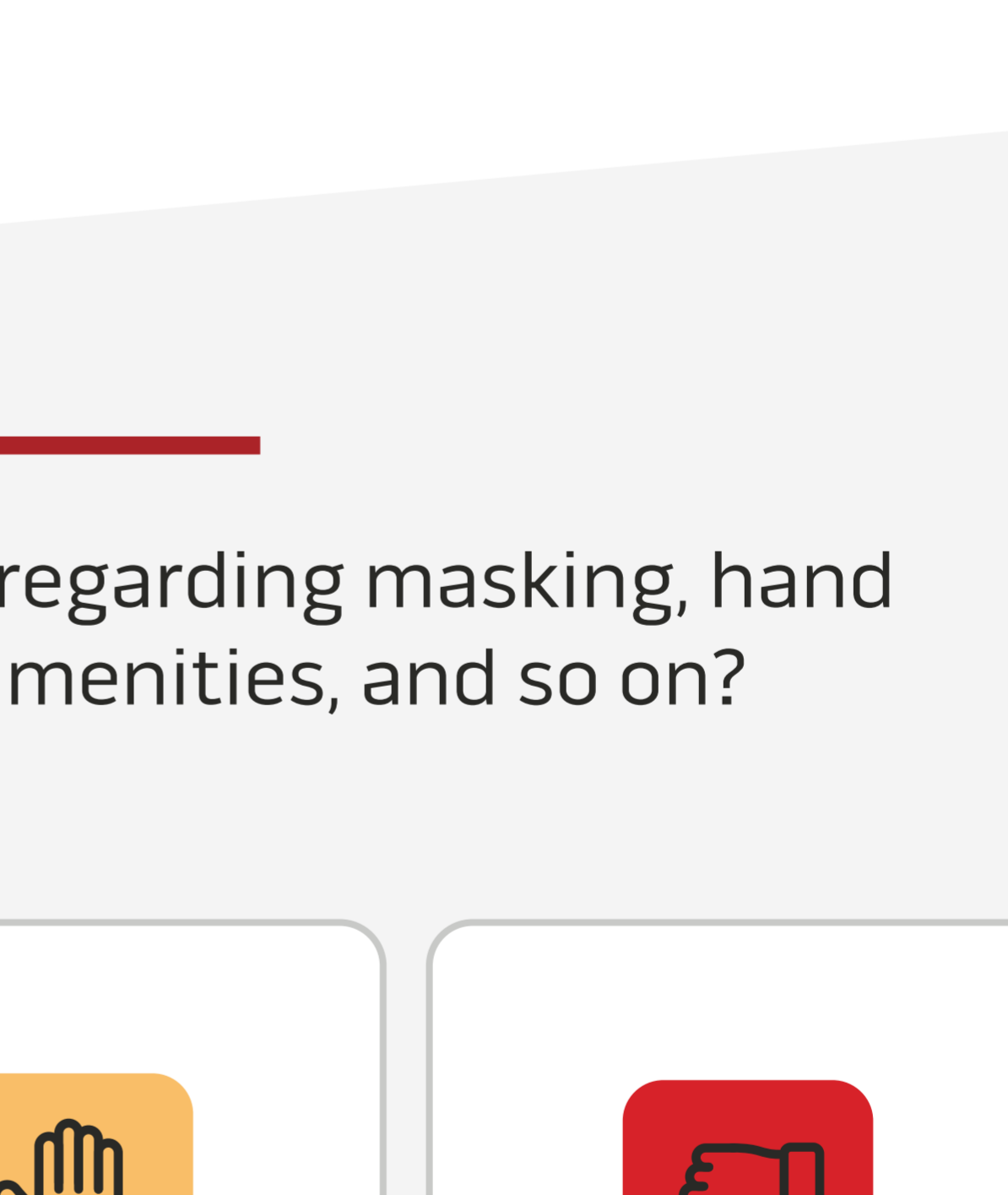


We have a process for enabling staggered work schedules, but it is an unreliable system that requires considerable time on the part of the person who manages it.



No, we are not enabling staggered schedules.

Staggering work schedules enables employers to limit the number of people in the office at any given time and improvements in remote work technology since 2020 have made it a practical policy. But implementing it can be complex and time-consuming, so it's best to use an automated system that can coordinate each person's requests and schedules.



Do you have policies regarding masking, hand washing, use of amenities, and so on?



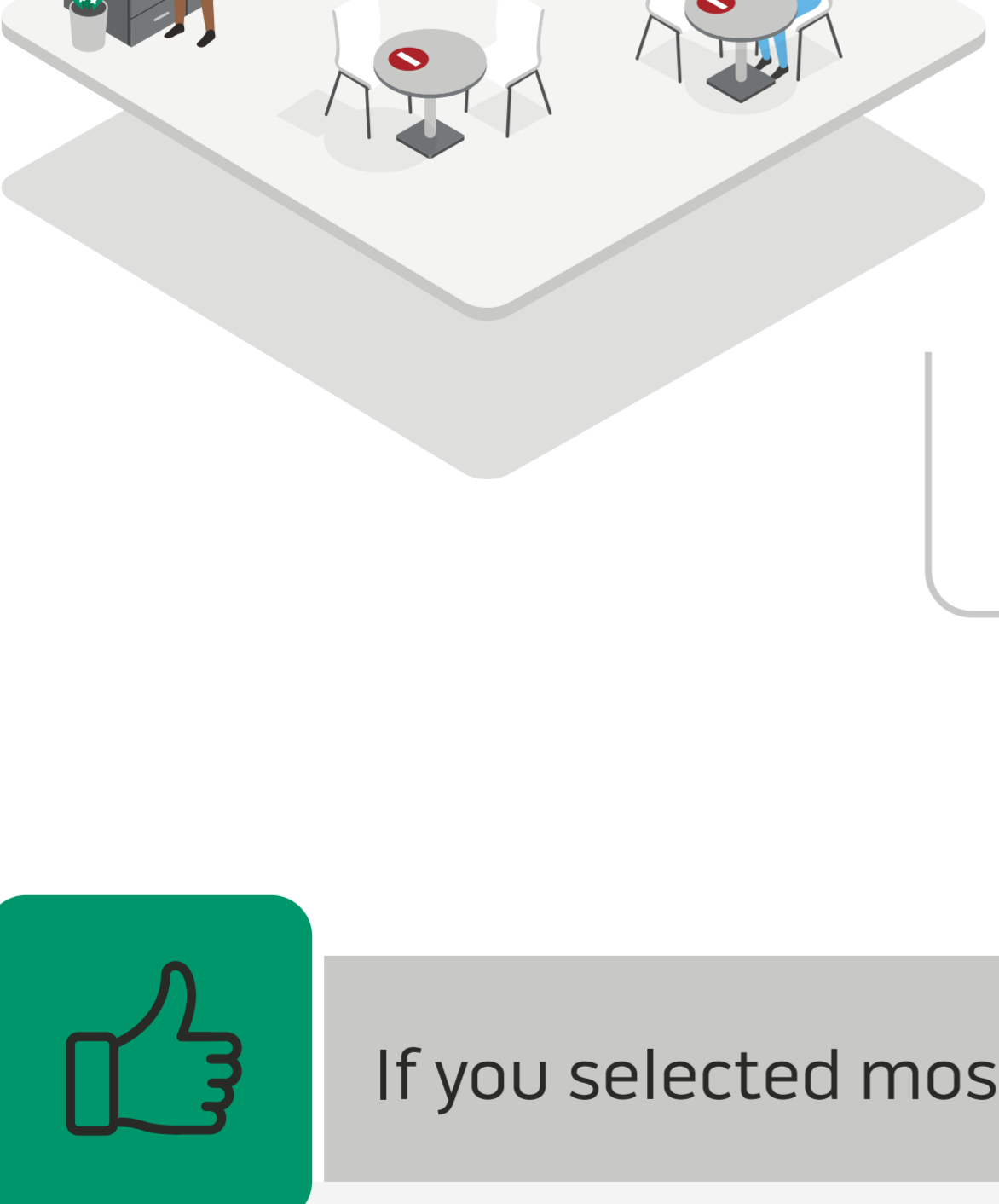
Yes, we require all employees to wear masks in accordance with local mask mandates. We strongly encourage employees to wash their hands frequently. And we have eliminated coffee service and physical group meetings.



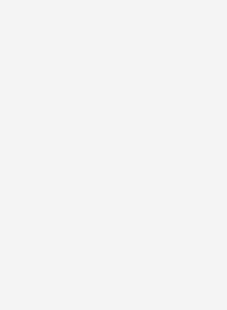
We require all employees to wear masks while indoors at work and encourage them to wash their hands frequently. But we don't have specific policies for the use of amenities.



No, we haven't established policies for masking, hand washing, or use of amenities.

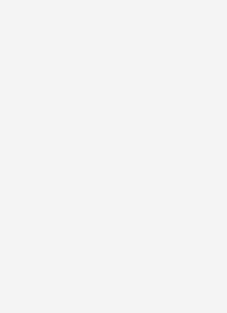


Prior to availability of COVID-19 vaccines, masking was the primary method for people who needed to be in close proximity to each other to keep from spreading the virus. Even with a large percentage of the population now vaccinated, masking remains a highly effective strategy for preventing breakthrough infections. Hand washing and limiting situations in which people must gather closely together are other excellent strategies for limiting virus spread.



If you selected mostly Green answers...

You are well prepared to welcome back employees into a safe and productive workplace. Enact your plans and don't forget to revisit them regularly and revise them according to current guidance from health officials.



If you selected mostly Yellow answers...

You're well on your way to creating a safe and productive workplace for employees to return to. Spend a bit more time thinking through your policies and finding ways to implement them. Then take the quiz again to see how much you've improved!



If you selected mostly Red answers...

You may want to take initial steps toward adopting some of the practices mentioned here. Take the time to create a plan of action, then take the quiz again to see how far you've come!



KASTLE
SYSTEMS