Return to Office (RTO)

ORGANIZATIONAL TOOLS AND RESOURCES

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Return-to-Office Policy

Guidelines and policies are imperative to help people safely return to offices.

Many organizations are preparing to return employees to the office at partial or full capacity. Prior to your target return date, have a policy in place that includes state and local guidelines. The Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) have the following linked tools available to help create your RTO policy:

- **CDC Business Response Guidance**
- **Office Building: How You Can Protect Staff and Others**
- **Health and Safety Steps for Specific Occupations**
- **OSHA Protecting Workers**
- **Health Department Directory**

Communication Tools

Reliable information about COVID-19 and vaccines is paramount.

The credible, evidence-based communication resources linked below can be posted or distributed throughout your office:

- **CDC Vaccine Myths**
- **CDC Vaccine Facts**
- **CDC Social Media Toolkit**
- **CDC Flyers on COVID-19**
- **FDA Emergency Preparedness and Response**
- **Local Health Department Communications**

Technology Solutions

After creating a policy and determining the best communication channels for the returning workforce, decide what, if any, technology tools might be useful to support RTO efforts.

1. **COVID-19 Symptom Tracker Mobile App**
   Free or low-cost apps push notifications to employees asking about symptoms. Answers trigger notifications to go into the office, seek medical attention or take a COVID-19 test. Some apps allow custom responses where benefit resources can be shared.

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Technology Solutions (cont.)

2. Health Kiosks
A health kiosk is a more expensive option but allows temperature checks, COVID-19 symptom questionnaires and tracking of all individuals who enter and exit the office building or facilities each day.

3. COVID-19 Testing
Rapid COVID-19 testing is becoming more readily available for employers to offer onsite, at home or through a lab partnership at a testing facility.
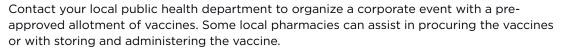
4. Employee Vaccine Tracking
Many COVID-19 symptom tracker mobile apps now include vaccine tracking, allowing an organization to monitor employee vaccination status. Wellness platforms offer another alternative that allows employers to track vaccine status and offer rewards to employees who have received the vaccine.

Vaccines

Vaccine eligibility continues to expand across the United States, but the supply has not yet caught up to the demand. Many affiliates administering vaccines are still prioritizing high-risk classes of individuals prior to the general public.

Contact your local public health department to organize a corporate event with a pre-approved allotment of vaccines. Some local pharmacies can assist in procuring the vaccines or with storing and administering the vaccine.

Stay in contact with local health officials to determine how to best serve your employees as they return to the office.

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