

# 14 Things to Expect When Returning to the Office

## 1. Have Policies Ready for Expectations & Consequences



- Provide clear, concise updates that are relevant to your location, industry, and current work environment. Communicate in a calm and professional manner.
- Come back to the office in shifts, announce schedule prior to employee returns.
- Have a daily online health report every morning to keep management informed.
- For a limited time, Microsoft is offering a Crisis Communication app at no cost to respond to the COVID-19 pandemic. [Contact us](#) to help you set it up.



## 2. Avoid Mass Gatherings

- Internal, as well as client meetings should still be conducted through videoconferencing as much as possible.
- For those utilizing Microsoft Teams for videoconferencing, neoRhino has helpful Teams tips and tricks available [here](#).



## 3. Maintain the Kickoffs, Check-ins, and End-of-Day meeting routine

- Check-in meetings help everyone to keep track of time and stay informed.
- As you return, keep the routine going to ease the transition.



## 4. Go Digital.

- If your company hasn't already, propose going digital for your documentation. It saves paper as well as lower the risk of coming in contact with paper documents that others may have handled.
- Scan and send important documents online instead. Keep a digital signature ready for a situation that may require it. [Click Here](#) for a list of suggested digital signature tools to help you get started.



## 5. Commuting to Work

- Wear a face mask and gloves if you travel, especially when using public transport. Many states are enforcing mandatory mask wearing now.
- If possible, use a digital wallet to make payments instead of dealing with cash.
- Wash your hands as soon as you reach home or office.



## 6. Disinfect high-traffic areas in the office daily.

- When possible, rely on touchless amenities such as smart locks, motion sensor doors, sensor lights, and double-swing push doors.



## 7. Check your Office Snacks

- Remove any snacks that are not individually wrapped, such as fruits and bulk nuts, to minimize direct contact.



## 8. Have your Personal Hygiene at your Best

- Take note of your grooming: check your hair and nails. Give them a little TLC if you haven't been paying attention to them during time away.
- Iron your clothes before you go back to work.



## 9. Post Hygiene and Social Distancing Reminders in Common Office Areas

- Leave reminders in large offices, kitchens, break rooms, and storage areas.



## 10. Adjust your Body Clock Back to Normal Hours

- As soon as you know, start going to bed earlier and waking up at your normal time that you would before your commute.



## 11. Check your Car's Gas Level

- Fill your tank the day before returning if you can. There may be a longer than usual line to fill up on the first few days of returning.



## 12. Keep your Areas Clean Consistently

- Bring your own disinfecting products.
- Wipe down your desk area with disinfectant daily.



## 13. Don't Forget your Morning Cup of Coffee!

- Bring your own mug or use disposable recyclable cups.
- Maintain social distancing when using shared coffee machines at the office.
- Be sure to wipe down the touch point of machines and wash your hands after utilizing shared kitchen tools.



## 14. Be Kind and Available to your Team

- It's been a tough period for everyone, and we have all been affected in different ways. Talk to your team and let them know you are here to listen and help. We will get through this together!