

Planning the return to a physical workplace

As the easing of restrictions is underway, creating and implementing a return to a physical workplace plan is an immediate priority for organisations. This checklist will help to define key steps supported by factsheets from Safe Work Australia.

1 Establish a project team / utilise the Crisis Management Team (CMT)

- Define the guiding principles for managing the return specific to your organisation, *eg impact on clients, degree of urgency to return*
- Implement a [consultation](#) process
- [Risk assessment](#)
- Engage with the Building Manager (if applicable)

2 What to consider before returning to work

- Understand each employee's circumstances and attitudes to leaving home office ([Download template](#))
- Understand impact of changes to public transport for employees
- Define ideal employee experience for re-entry
- Prioritise work tasks; simplify processes, remove unnecessary admin
- Redesign roles to focus on priority tasks
- Develop a position on testing protocols [eg temperature testing](#)
- Establish new standards for unwell staff entering the office/working from home/taking personal leave
- Re-engage stand-downs, accommodating those afraid to return to workplace; [understand your obligations](#)
- Plan a re-orientation, new policies for hygiene, outbreak reporting

Define and provide direction and guidance on the following:



[Psychological health and support of staff](#)



[Implications of physical distancing](#)



[Handwashing and hygiene](#)



[Cleaning](#)

Consider what [flexible working arrangements](#) look like in the 'new normal'

Evaluate effectiveness of use of flexible work arrangements during COVID-19.
How can these benefits be maintained?
Define the flexible work policy for the future.

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3 Communications plan: implement regular and clear communications

- Adjust management communications as organisations develops resilience with working remotely
- Respond quickly to State Premiers' updates and implications for work arrangements
- Consider management teams' needs to continue to communicate effectively with remote teams

4 Create a plan for Day 1 / Week 1

Options include:

- Continue remote work arrangements
- Split teams
- Stagger start and finish times
- Extend office hours to enable physical distancing
- (Re)orient all staff to new workplace protocols

5 Plan in case of infection breakout in office or surrounds, or via transport

[What to do infographic](#)

[Incident notification](#)

[Self isolation](#)

