How are you determining which personnel can come back? (Check all that apply)

Other
Planning on separating staff in Group A and B and alternate weeks
Essential workers who struggle working remotely
Booking seats ahead of time
Essential on site workers that need facility resources (not able to wfh) and people who are struggling to wfh
All allowed back, daily temperature checks, personal health logs
Age and existing pre conditions
Based on criticality and to those groups that would benefit most from returning to the office
Combination of who can come back and then in which shift as one week in and two weeks out rotation for those who can come back
TBD
Once a week for personnel that wants to come back to the office.
Depending on location, staggering headcount based on seat location. Limiting days in the office by Groups. (ex. NY Office)
Teams will be assigned in 2 week intervals to return. Employees "opt in" as opposed to being required during their team assigned week. Work from home will continue to be encouraged bringing back directors and above, or critical business teams, for phase 1
allowing for those who can continue to work from home to do so. This is limited to a very few.
still working through
Some continue to work from home or limited hours
everyone is coming back
Support staff is back. Sales can come back when they want to.
Personnel allowed to self-assess whether they feel safe to return.
groups will be assigned, employees still encouraged to work remotely
Not sure yet
Staff split into two groups with assigned days. Expecting 40 to 50% occupancy a few people relocated for social distancing.
Employees will return to work based on a criteria selected based on their work. If they can continue to effectively work from home they will. This group constitutes roughly 50% of the on-site population.
all will be back
Based upon criticality and business need
Only full time personnel
What are you doing from a safety perspective? (Check all that apply)

Other

Have not decided on screening. Increasing daily cleaning, installing UV units in HVAC system. Upgrading filters to MER 13, cleaning and sanitizing HVAC system before reentering, deep cleaning of space before reentering, Staff must wear mask, supplying mask, gloves and directional signage, and reminder of 6 ft rule and cover cough, etc.

Signage, sanitizers, wipes
Sanitation stations, self health checks, face coverings
Providing cloth washable masks to all employees and recommending use
Masks when not at desks
Hiring nurses, security, and creating walk paths with signage.
Three week rotation - one week in office and two weeks at home
Still working on making these decisions.
Still working through
Mandatory masks on site. Signage e.g. Social distancing, personal hygiene, maximum occupancy signage (washrooms, lunchrooms etc), many more hand sanitizer stations, external taps and sinks strategically placed around outside facility.
One group per week, cleaning in between
Probably temperature checks, health screening undecided probably give them info and honor system.
Employees were provided with 2 cloth face masks, a thermometer for self attestation, a temperature check station at entry points, and 4 disposable mask weekly for employees still required to work on-site.
Providing 2 washable masks for each employee, sanitation stations at employee entrances. Limiting which doors employees can enter.
How are you communicating to employees? (Check all that apply)

Other
Telephone call
Pre-job brief virtually prior to return to office
Live meetings as teams return to work in the office as well as recorded presentation
In person
other methods still in the works
Live in person meetings and mgmt working alongside production.
company wide and departmental group communications via MS Teams
made a video showing all of the new protocols, social distancing signage etc.
In person training sessions
What tools are you using to plan? (Check all that apply)

Other
Sharepoint
MS Teams
GO to meeting
Communication, video calls
Google calendar
hired resources including architect and engineer
Broad discussions with best practices documented and implemented.
Zoom calls to discuss logistics
google
iOffice
no tools were necessary, our office was already laid out to support social distancing
FMSsystems
just emails...we already have room scheduling for conference
None of the above.
Viso Seating Chart
Office Communication
Office
Company website
Not sure at this point
Training video prior to entry, "OfficeSpace" app for reservations
paper lists and walk thru of spaces to find issues.
Workday
Excel and Power Point to log and present data
What are you doing about Contact Tracing?

Other
Have not implemented tracing at this time, still in discussion
Confidential employee reporting system
consultant
sign in daily upon entry, key cards and IP tracing
Contact Tracing entirely up to Health Authorities in Canada
We don't have anything like this in placed yet.
Log Sheet
unsure about contact tracing
Nothing identified in plan.
Cafm system
Undecided but initially small enough staff to manually track. Will be an
issue once open to the public as it is a public facility.
Survey in Workday
Entry Log
no contact tracing is planned at this time
What occupancy data are you leveraging? (Check all that apply)

Other
Facility manager has daily schedules of who will be on campus
CAFM
For ramp up? None. Product availability then reflects manpower scheduled.
Limiting access to one main entrance manned by security team
manual spreadsheet that employees fill out
iOffice
None
we are public libraries not open so staffing counts are not necessary at this time.
We are testing sensors at one of our major sites for hotelling. We are using FMSystems and
creating occupancy zones for active and inactive seats.
Responsibly persons limiting number of contractor personnel or visitors on site on any one day.
Spread out work.
na
Nothing identified.
We have 80 employees. We don't use the data. We know who is here and who is not.
HR has attendance data for staff, security has daily counts of public entering.s
nothing special
occupancy will be based on state guidelines