IP SB Guide:
Return to Work Planning
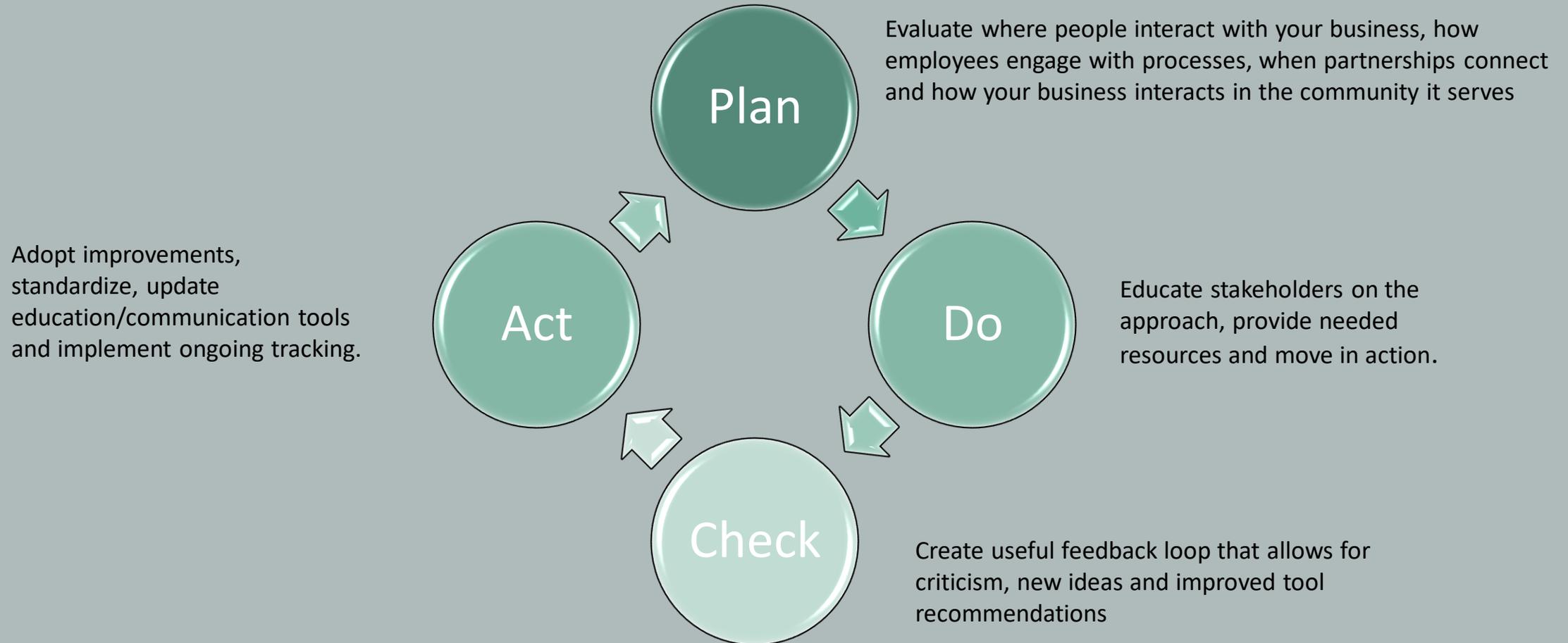
COVID-19 Strategic Action Tool

Intelligent Partnerships

Return TO Work Process

- Adopt a return to work strategy that fits your business model
- Capture input from every level of the organization
- Create a model that puts safety first
- Identify Critical Priorities
- Define Success
- Implement and Monitor for Improvement
- Communicate

Adopt a return to work strategy that fits your business model

Plan

Evaluate where people interact with your business, how employees engage with processes, when partnerships connect and how your business interacts in the community it serves

Do

Educate stakeholders on the approach, provide needed resources and move in action.

Check

Create useful feedback loop that allows for criticism, new ideas and improved tool recommendations

Act

Adopt improvements, standardize, update education/communication tools and implement ongoing tracking.

Capture input from every level of the organization

Creating Trust in the Feedback Loop Is Critical!

Create a safe space: People don't care what you know until they know that you care. Be sure to clearly communicate well ahead of time that a conversation with you is an area free of judgment and prejudice

Lead by listening: Sometimes people are secretly struggling with something or just need to vent, which is why it pays to make listening your first move. Don't react until you have a full picture of the situation.

Give feedback in person: Feedback needs to be personal to be authentic. Prepared emails and text are convenient but have a way of sanitizing the truth. Always put in the time with people, either in person or at the very least over the phone.

Control emotions: Emotional responses are natural. You cannot eliminate your emotions (nor should you try) but creating some headspace between your emotional and rational brain increases your mental strength and makes you more present for others.

Source:
Forbes Communication Council

Create a model that puts safety first

- For comprehensive plan structure visit:
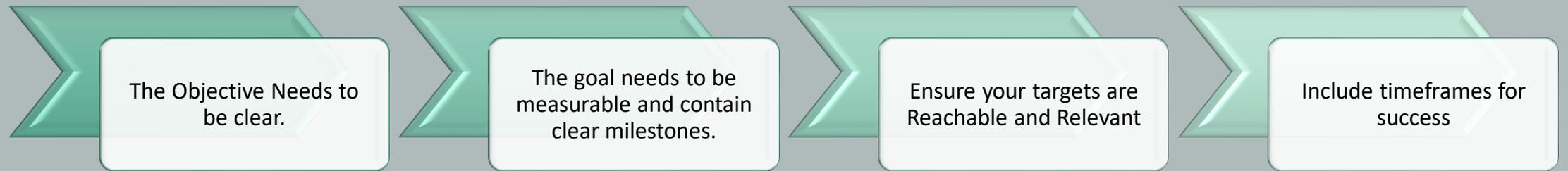

IP Best Practices in CV-19 Action Planning

Identify Critical Priorities

- Prioritize Planning around how people interact with process and on where your business touches lives:
  - Employees
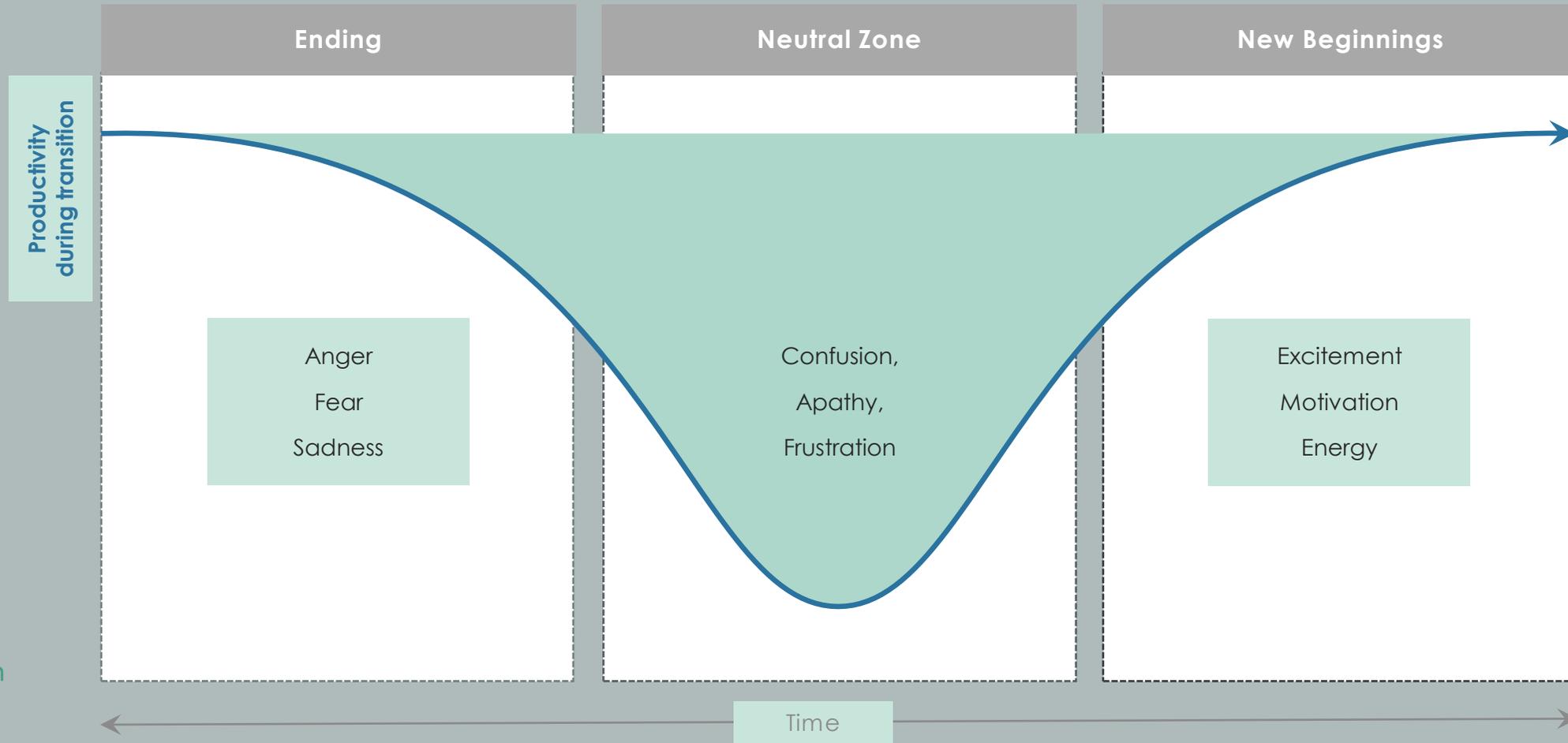 - Clients
  - Suppliers
  - Community

Define Success

| The Objective Needs to be clear. | The goal needs to be measurable and contain clear milestones. | Ensure your targets are Reachable and Relevant | Include timeframes for success |

Implement and Monitor for Improvement

You will experience stages of success but can obtain normalization if you persist and measure progress

Ending	Neutral Zone	New Beginnings

Productivity during transition

Anger

Fear

Sadness

Confusion,

Apathy,

Frustration

Excitement

Motivation

Energy

Source:
Bridges
Transition
Model

Time

Communication

Rules
- Clearly Identify the rules and processes
- Clearly identify where the rules apply

Precautions
- Share what you have done to prepare work location
- Share what tools are available and where to get them

Expectation
- Directly address what is expected from the worker
- Clearly explain everyone's role in execution

Intelligent Partnerships

We bring decades of experience helping clients in diversity management, strategic engagement and workforce development.

We encourage our partner organizations to prioritize our community's health and safety and remain an available resource.

Should you have any questions or need policy design and implementation support, please feel free to contact our team at:

(877) 234-9737 or www.iPartnerships.net