

DID YOU KNOW?

Preparing for Return to Office — for Employees



Much has been written on how companies, property owners, property managers, and others can prepare for the safe return of millions of workers to the office. But how should employees themselves prepare for reconnecting with colleagues — and the world at large — when the time comes to venture out of the safety of their home office? PPM is on the front lines of helping companies and their employees safely return to the office. Below we offer a few post-COVID thoughts for fellow workers.



DOWNLOAD YOUR VACCINATION CARD TO YOUR MOBILE DEVICE

The EEOC has said that employers can ask if an employee has been vaccinated and can also request proof of vaccination. Take a picture of your card or download an image from your state medical service.



CHOOSE HOME IF YOU FEEL UNWELL

If you wake up sick, stay home. If you start to feel sick during the workday, go home. If possible, notify your employer by phone as you walk to your car. Minimize the potential for infecting others by staying away from the office.



MONITOR YOUR ANXIETY

Mismanaged anxiety can lead to unwanted consequences both to your health as well as to important relationships. Whatever form the discomfort you are feeling may take, stay on top of how you acknowledge and address it.¹



CARRY YOUR OWN PERSONAL EQUIPMENT

Bring your own water bottle, cutlery, and chargers to avoid sharing and use of communal items.



BE MINDFUL OF YOUR ENVIRONMENT IF USING PUBLIC TRANSPORTATION

For the health and safety of yourself and your co-workers, consider taking additional measures, such as double masking or increased use of hand sanitizer if you commute to work by public transportation.



STOCK UP ON PATIENCE AND FLEXIBILITY

Protocols will and should shift over time. Don't assume your company doesn't know what it is doing when you experience frequent change.



BE EMPATHETIC TO YOUR MANAGERS

Managers are experiencing the added pressure of overseeing their own transition in addition to their staff's return. We are all in this together.

¹ Ron Carucci, *Harvard Business Review*, *How to Prepare Yourself for a Return to Office*, 7/6/20