

**MEMORANDUM**

**DRAFT** RETURN TO OFFICE GUIDELINES FOR PLANNING – EXAMPLE 3

**Subject:** Guidelines for Department Heads Developing Return to Office Plans

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**Guidelines for Department Heads Developing Return to Office Plans**

- 1) All employees (and existing temporary staff) should be part of the return to office plan, except for those who need to remain at home due to ongoing child or medical care issues.
- 2) Department heads don't count against the limits described below and can float among the days at their discretion.
- 3) Initially, no more than one-third of each Department's staff shall be in the office on any given day (with a minimum of 2 employees allowed for smaller departments); plans also should be made for 66% return; all others shall remain teleworking when not in the office.
- 4) Rotation plans should be consistent and equitable – with each third of employees coming into the office the same number of days over a cycle:
  - a. 1/3 Plan – Assume Group A/Day 1, Group B/Day 2, and Group C/Day 3, then repeat, then repeat, etc., Monday-Friday.
  - b. 2/3 Plan – Assume Groups A&B/Day 1, Groups B&C/Day 2, Groups C&A/Day 3, then repeat, then repeat, etc., Monday-Friday.

NOTE: the 2/3 plan likely cannot simply be a combination of groups from the 1/3 plan, since Department heads will need to consider the factors below in developing which 2/3rds to bring into the office on any given day.
- 5) Selection of employees into groups should be based on logical Department needs, but with safe social distancing as the primary objective:
  - a. For employees in offices, goal should be to avoid clusters of employees in adjacent offices.
  - b. For employees in cubicles, goal should be to limit to 1 employee within each cubicle grouping of 2-3 cubicles, and no more than 2 employees in any cubicle grouping of 4 or more cubicles (avoiding adjacent cubicles).
  - c. Department Heads should coordinate accordingly with Facility Services [IDENTIFY APPROPRIATE COMPANY PERSON] when establishing the Group selections, and when modifications to the group plans inevitably arise.

- 6) Smaller conference rooms (non-BIG conference rooms) and the guest offices (near the printer and coat room at reception) may be used to address any “clusters” of cubicles as necessary to develop a workable rotation plan, in consultation with Facility Services.
- 7) 1/3rd Rotation Plans to be submitted to [IDENTIFY APPROPRIATE COMPANY PERSON] by [DATE] at the latest.
- 8) [APPROPRIATE COMPANY PERSON] will identify any necessary changes and return to Department Heads by [DATE PLUS A WEEK].
- 9) Department Heads can notify employees of the plan [FOLLOWING DATE PLUS A WEEK], with implementation to begin on [2 WEEKS LATER OR MORE] (Day 1).
- 10) 2/3rd Rotation Plans to be submitted to [APPROPRIATE COMPANY PERSON] by DAY 1, which will be reviewed and returned by [ONE WEEK LATER].
- 11) Change to 2/3rd plan will be TBD based on public health guidance and other factors.