Planning the return to the workplace: COVID-19 workshop

Going “forward” to work, smarter and stronger together

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Today's agenda

- Safety moment
- Welcome and introductions
- Back-to-workplace landscape
  - Physical safety
  - Psychological safety
- Going "forward" to work, smarter and stronger together

Safety message: Set a good example for how employees should take care of themselves

Studies show that employees work harder from home because there's less work-life balance

- Are you drawing appropriate boundaries?
- Are you taking time for self-care?
- Do you take breaks to reduce stress?

Introductions and an ice-breaker

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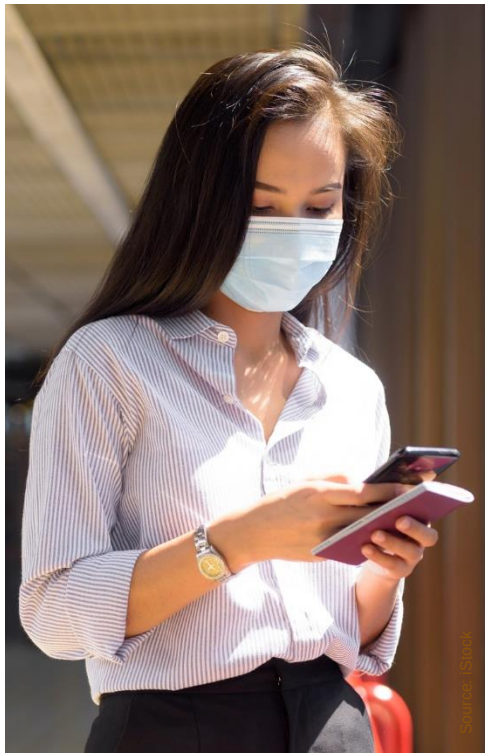
Ice-breaker: Share a personal win since the COVID-19 pandemic started

Hearing from you …



- What are your business objectives in back-to-workplace planning?
- What obstacles are you facing?
- What opportunities are surfacing?

How employees feel about returning to the workplace

41% of employees are **afraid to go back** to work because of COVID-19

Source: Forrester's Q1 2020 US PandemicEX Survey

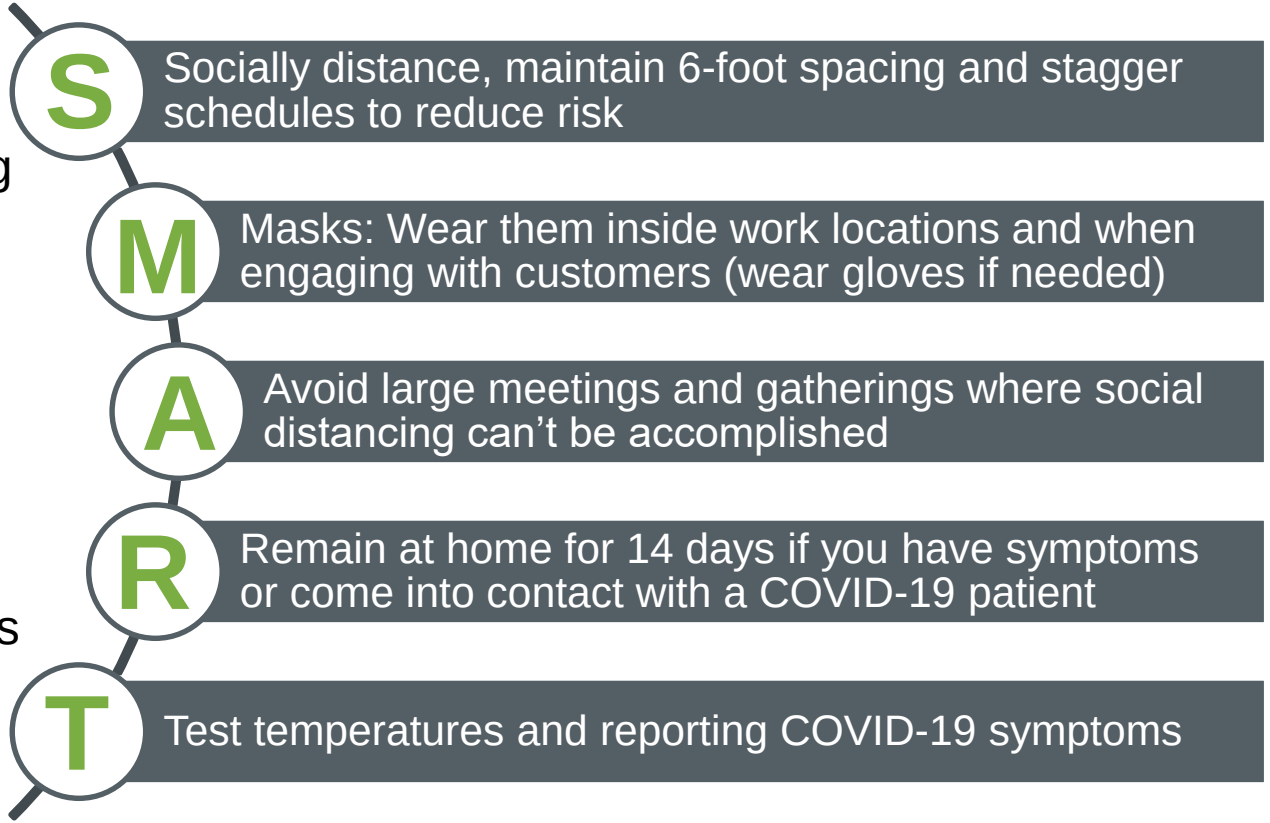
What are you doing to help employees feel safe, both physically and psychologically?

Physical safety measures

What are you doing to safeguard physical safety?

How are you communicating about safety?

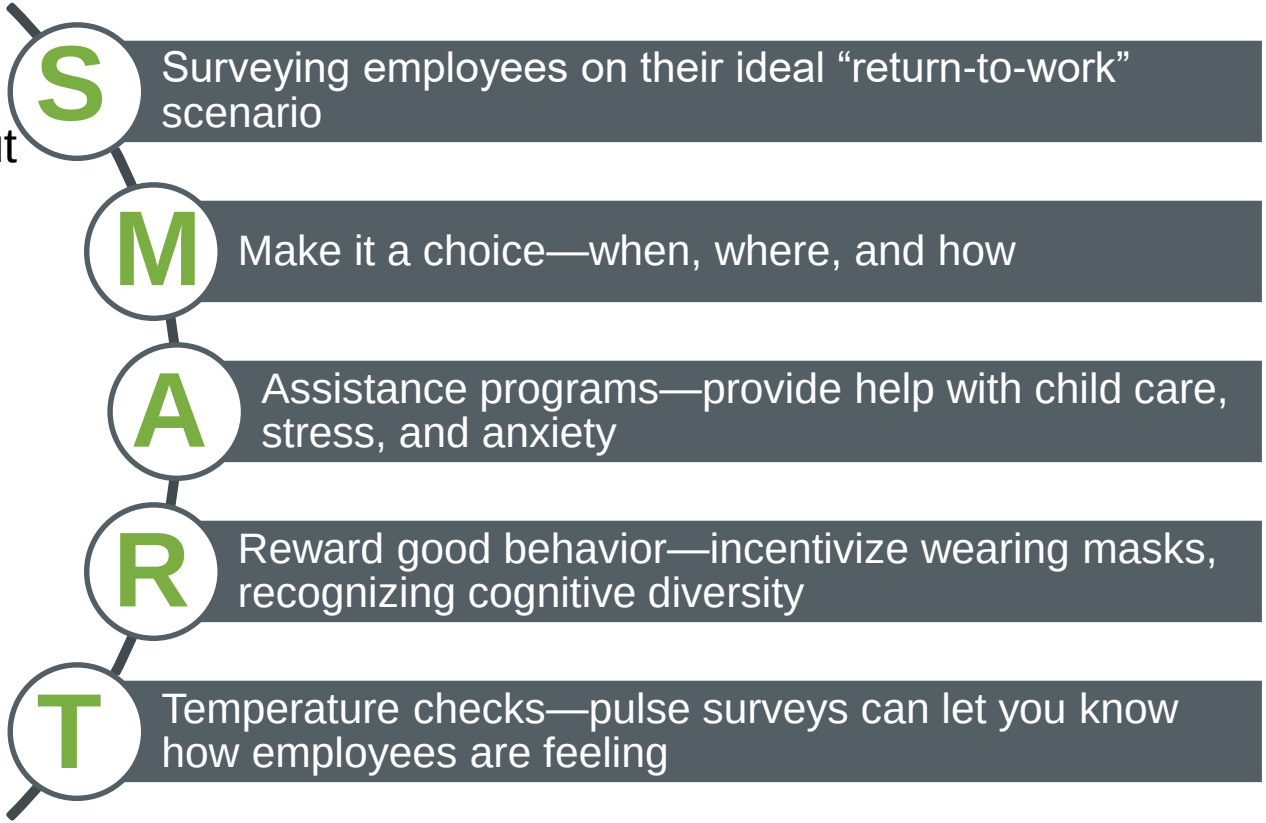
How are employees reacting?



Psychological safety measures

While you can create and communicate about physical safety, psychological safety depends more on the state of the employer-employee relationship

What are you doing to build this relationship?



Going “forward” to work, smarter and stronger together

Working smarter

Healthcare experts are anticipating a second wave; working smarter means setting thresholds and anticipating phases

COVID-19 example timeline

Prepandemic

During normal operations, plan, drill, and create policies that lead to resiliency

Outbreak

When local, national, and global cases spike, mobilize forces and resources

Flattening the curve

During a state of emergency, take proactive measures to lessen the impact

Reopening

When testing is established and cases are dropping, take a safe and effective approach to adjust to the new normal

Gap analysis

- Before an outbreak
- Outbreak
- Daily emergency operations
- Return to the workplace

Before an outbreak

What do we have well planned?	What do we need to improve?

Outbreak

What do we have well planned?	What do we need to improve?

Daily emergency operations

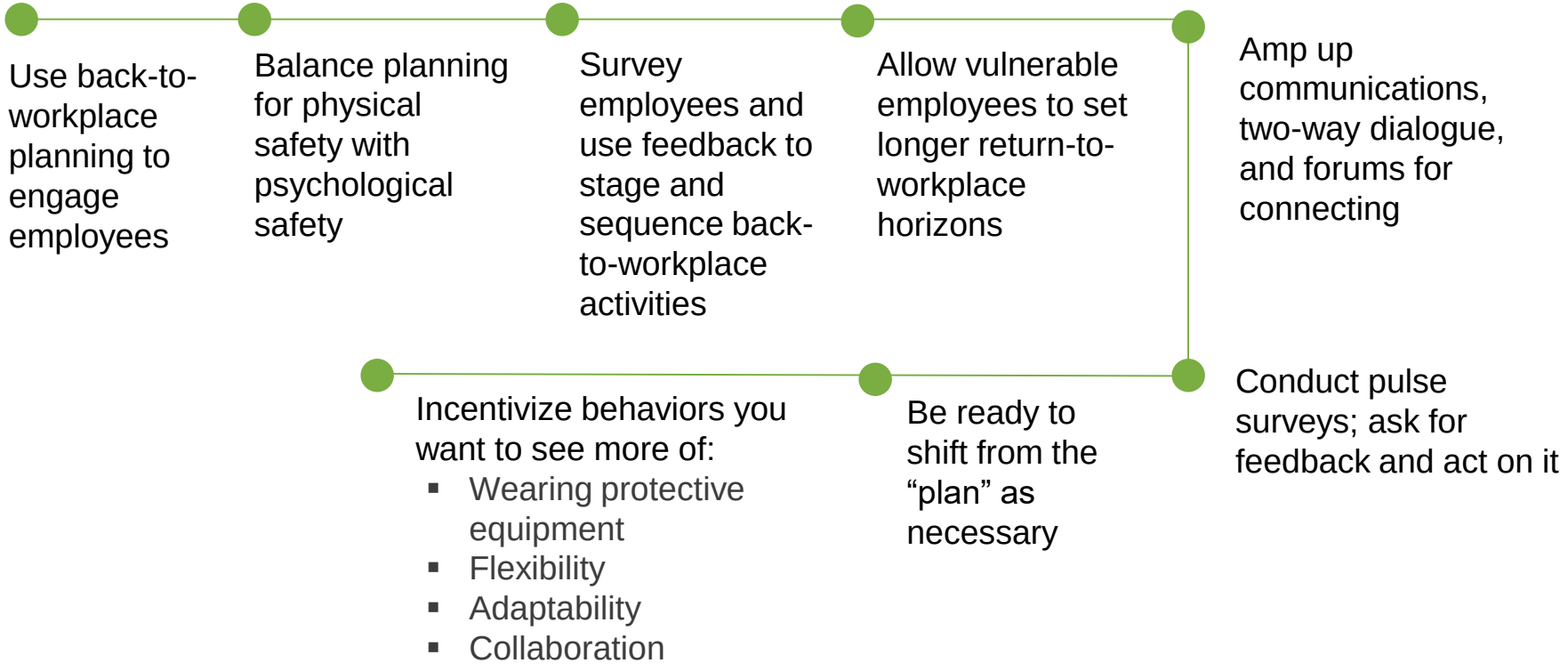
What do we have well planned?	What do we need to improve?

Return to the workplace

What do we have well planned?	What do we need to improve?

The path forward

Creating stability and inclusion in utility postpandemic planning



Appendix

Inspiration: Grocery

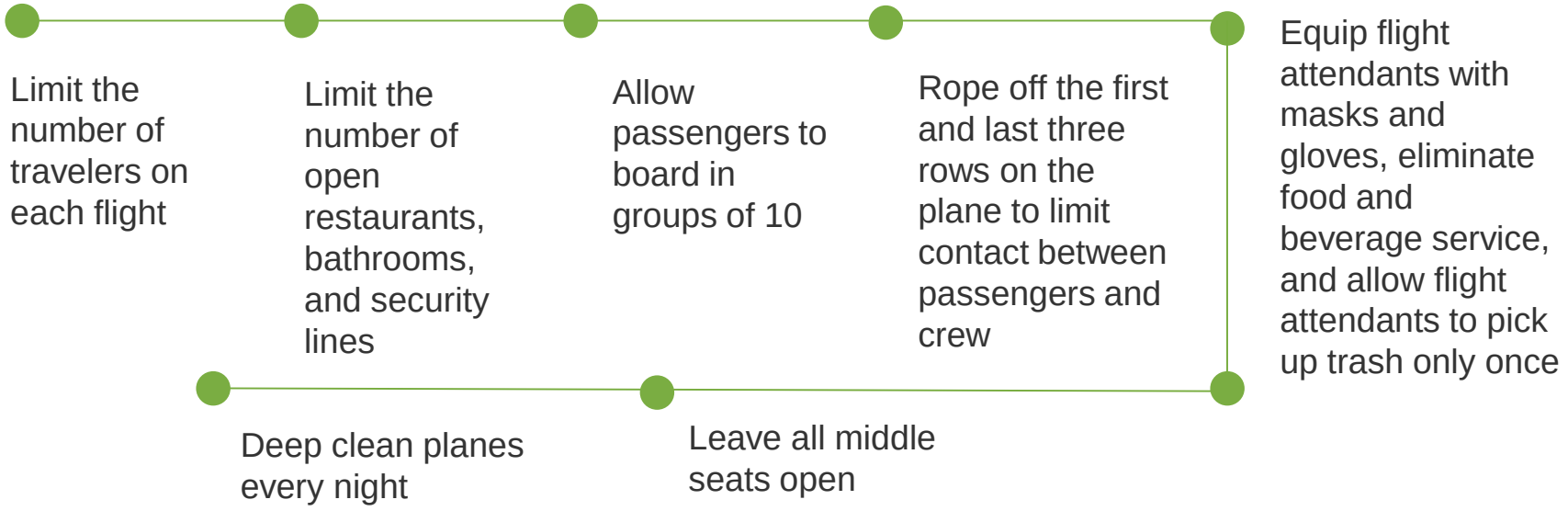
If grocery stores can do it, so can you!

- Limit the number of employees and customers in stores and limit to one point of entry
- Provide and require masks, gloves, and hand sanitizer
- Allow for physical spacing in the work environment:
  - Six feet apart (provide visual markers)
  - Plastic guards at checkstands
- Frequently clean and disinfect high-traffic areas and do a nightly deep cleaning of workspaces
- Discontinue use of self-service areas, such as salad bars
- Set strict policies about staying home when COVID-19 symptoms are present; continue to pay sick employees
- Track employee vaccinations

Source: “Reopening America Safely,” New York Times (May 14, 2020)

Inspiration: Air travel

Southwest Airlines is eliminating risks.



Source: Southwest Airlines

Inspiration: Tesla

COVID-19 Safety Guidelines

As the events surrounding COVID-19 continue to evolve rapidly, we remain fully dedicated to the safety, health and well-being of the Tesla Team. This guide provides you with safety protocols and steps to take to help keep yourself and the Tesla community safe.

How We're Helping to Keep You Safe

Increased cleaning and disinfection in work areas, common areas, customer areas, buses and vans

Producing and **providing disinfectant** to use in work areas wherever possible

Enforcing **social distancing** and adding barriers, PPE or other precautions where needed

Controlling access to our facilities and implementing **temperature checks** or other symptom screenings at some locations

Adjusting work shifts in some areas to reduce the number of people in a particular area at one time

Implemented **company-wide procedures** for suspected or confirmed COVID cases

Reduced shuttle occupancy to 50% or lower to enable social distancing

Providing **personal protective equipment (PPE)** including face coverings and gloves in some areas

Implemented **"touchless" services** for those who have direct customer interactions

Suspended visitors and tours in most locations

Source: "Return to Work Playbook," Tesla

Thank you!

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We're here to support you through the COVID-19 crisis

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