Employee Checklist: Return-to-Work (Arboretum)

The official start date for wave 3 of the return to Arboretum will be Tuesday, March 15. **S**ave the date of Monday, March 14, 2022, from 9:00 a.m. – 12:30 p.m. for the "Return to the Arboretum Move-In Day" where employees can access help from HR, IT, and Facilities in preparing their workspaces. This is an optional event. Staff will be on hand from each of these departments to troubleshoot any issues that may arise. In addition to recycling/shredding boxes available in copy rooms, Brandywine will provide large yellow trash cans on wheels to any areas that request it.

Preparing to Return

In-person working ended very abruptly in March 2020 and many of us grabbed what we needed to make home our new office. As we prepare to return on Tuesday March 15, there are some things that will be necessary for you to do to ensure a smooth transition.

☐ You will need your VCCS badge and key card - If you need a replacement or a new one if you started with the VCCS after March 2020, contact Kelly Hockaday at khockaday@vccs.edu. There will be a one-time free replacement for badges.

☐ If you have moved or changed marital status during the pandemic period, update your address, emergency contacts and any other pertinent information in HRMS**.**

☐ If you started employment after March 17, 2020, you must verify I-9 identification documents in person with Jennie Kim (jkim@vccs.edu). You will need to contact her to arrange an appointment and bring the same identification that you used for your I-9 verification upon hire**.**

☐ Contact Kelly Hockaday khockaday@vccs.edu to set up a time if you would like a building tour and information on joining the gym on the 1st floor if you're not already a member. If you are and haven't accessed it since returning, you need to fill out a new form with a COVID-19 acknowledgement and return it to Brandywine on the 3rd floor.

☐ If you're telecommuting, you must be prepared to use your employer provided computer and office furniture when in the office.

> ☐ Bring your computer monitor(s) and laptops for use in the office.

> ☐ Return any office furniture such as chairs or other items that are needed for work in the office.

Workplace Safety

 Upon return to the workplace, Brandywine will provide tenants with the following:

- Enhanced cleaning in building common areas (bathrooms, elevators) and high-touch areas (doorknobs, railings, light switches, cabinet knobs, etc.)
- Upgraded cleaning products—most efficient available for disinfection
- Hand sanitizer will be available in common elevator lobbies, building entrances, and café areas, as supplies are available

![Virginia's Community Colleges logo]

- Implemented janitorial procedures, with teams strictly adhering to cleaning guidelines issued by the Centers for Disease Control and Prevention
- Trash cans will be placed at restroom doors so tenants can touch the door handle with a paper towel and then dispose of it

Safety measures for employees to follow include:

☐ Monitor yourself for symptoms of COVID-19. Do not come to work if you experience any of the symptoms below. Alert your manager.

- Cough
- Chills
- Shortness of breath or difficulty breathing
- Repeated shaking with chills
- Headache
- Muscle pain
- Loss of taste or smell
- Sore throat
- Registering a fever
- Diarrhea
- Known close contact with a person who is lab confirmed to have COVID-19

☐ Wear masks while onsite in shared indoor spaces or when interacting with the public or others.

☐ Ensure you have a name plate for your cubicle or office. If you don't have one, contact Mark Abernathey (mabernathey@vccs.edu).

☐ Maintain a clean workspace. Make sure you have a trash and recycle bin in your office or cubicle.

☐ Ensure you have a Welcome Back safety bag at your desk station. It is a black draw string bag that contains reusable safety masks, alcohol wipes and antibacterial gel. Contact Mark Abernathey if you do not have one.

☐ Adhere to physical distancing measures within the workplace:

- Staggered shifts and lunch/rest breaks
- Rotating weeks in the office and working remotely
- Moving workstations to increase separation distance

☐ Understand customer and/or visitor contact protocols such as:

- Instruct visitors (including food deliveries) to the Arboretum to utilize the GREETLY App located outside of HR upon arrival
- Direct customer traffic through the workplace
- Limit the number of visitors in any area at one time
- No handshake greetings and remain 6 feet apart
- Use video or telephone conferencing instead of in-person client meetings when possible

Remote Work/Hybrid

Employees and supervisors should have participated in distributed workplace training offered by our HR team and should have agreed on how many days will be spent in the office and what days will be worked remotely. Telework agreements should be updated and submitted to Kelly Hockaday, khockaday@vccs.edu, in Human Resources as soon as possible. If a telework agreement is not on file in HR, it will be assumed that you will be working entirely from the Arboretum.

Required actions include:

☐ Work with your supervisor to ensure that your Telework agreement has been completed and has been forwarded to HR.

☐ Know your approved work schedule and report changes to your supervisor and HR as agreed upon.

Communications

☐ Ensure that **packages** delivered to you use the following address: 300 Arboretum Place, Suite 390, Richmond, VA 23236. Letters should still be delivered using Suite 200 in the address.

☐ Reorder/restock business cards, if needed.

☐ Ensure phones are working properly, voicemail greetings are updated, and phones are forward to alternate phone numbers correctly.