



Manager Checklist: Return-to-Work (Arboretum)

The official start date for wave 3 of the return to Arboretum will be Tuesday, March 15. Please save the date of Monday, March 15, 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.

- Reach out to your employees to inform them of the March 14 and March 15 dates for preparation and return to the Arboretum.
- Update and share organizational charts. Send an updated copy to HR.
- Prepare to introduce and orient employees who may be working onsite for the first time.
- Ensure employees have updated job descriptions and clear goals and objectives. Update as necessary.
- Ensure separated employees' system access and equipment has been terminated and returned.
- Ensure new and existing employees have office space and name plates. Contact Mark Abernathey at mabernathey@vccs.edu if you require assistance.
- Ensure new and existing employees have badges and key cards with the appropriate access. Update access if anything has changed. Replacement badges and key cards can be obtained from Kelly Hockaday, khockaday@vccs.edu. There will be a one-time free replacement for badges.
- Ensure new employees have appropriate technology such as laptops, office phones, access to copiers or other work-related equipment.
- Ensure new and existing employees have appropriate security access to systems needed to perform their jobs. Complete a SOSEC form (for system access) to assign employees the correct access to systems.
- Remind employees that they will need to use their employer provided computer and office furniture when in the office.
 - Employees will need to return their computer monitor(s) and laptop for use in the office.
 - Employees will need to 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
- Implemented janitorial procedures, with teams strictly adhering to cleaning guidelines issued by the Centers for Disease Control and Prevention
- Trashcans 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:

Encourage employees to monitor themselves for symptoms of COVID-19. They must alert their manager and refrain from coming to work if they experience any of the symptoms below:

- 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-

Remind employees that they must wear masks while onsite in shared indoor spaces or when interacting with the public or others.

Remind employees that they must maintain a clean workspace. Make sure they have a trash and recycle bin in their office or cubicle.

Coordinate with Mark Abernathy to ensure that employees are provided with a welcome safety bag, containing personal protective items.

Advise employees to adhere to physical distancing measures within the workplace. Consider the following:

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

Ensure that employees understand the customer and/or visitor contact protocols such as:



- Instructing visitors (including food deliveries) to the Arboretum to utilize the GREETLY App located outside of HR upon arrival
- Directing customer traffic through the workplace
- Limiting the number of visitors in any area at one time
- Refraining from greeting others with handshakes and remaining 6 feet apart
- Using 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 must 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 employees to ensure that their Telework agreements have been approved and forwarded to HR.
- Review employee work schedules to ensure proper work coverage for your business or department function.
- Ensure employees know about their approved work schedule and report changes to you as agreed upon.
- Ensure that you adhere to proper timekeeping and absence management requirements.

Communications

- Remind employees that have **packages** delivered to the Arboretum to 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 employee business cards, if needed.
- Ensure employee phones are working properly, voicemail greetings are updated, and phones are forwarded to alternate phone numbers correctly.
- Prepare for employee and department meetings in 2022 by scheduling one-on-one and department/team meetings to ensure continuity in community and engagement.