

Return to Office Plan: Guidelines for Department Heads*

1. All employees 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. Consider allowing staff to decide voluntarily whether to return to the office, instead permitting continued telework. Otherwise, develop a staggered, rotating return to work approach. For example, allow no more than one-third of each Department's staff in the office on any given day (with a minimum of 2 employees allowed for smaller departments).
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:
5. If you frequently work with one or more other Departments, coordinate which groups of employees may need to be present in the office together – while nevertheless practicing safe social distancing – to logically ensure Department goals can be accomplished. In making your decisions, consider the following:
6. For employees in cubicles, stagger work schedules wherever possible to ensure no employees in adjacent cubes.
7. Provide HR with your rotation plan, as well as any modifications to your plan as needed.

**DISCLAIMER: This Sample Return to Office Plan is for informational purposes only and to provide PCPC members guidance on reducing employees' risk of exposure to SARS-CoV-2 ("COVID-19") in the workplace based on federal, state, and local guidelines. Please note, because government requirements are constantly changing, employers should monitor developments and consult with private counsel for advice based on their specific circumstances.*

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