RETURNING TO THE WORKPLACE

Commands should use the "Returning to the Workplace" frame work to plan their return to steady-state operations during the COVID-19 environment.

1 ASSESS YOUR OPERATIONAL ENVIRONMENT

Consider these three indicators using a Green/Amber/Red framework

- **PUBLIC HEALTH (PHI):**
  - Status of COVID cases in your region.
  - Ability of the medical system to treat patients <u>without</u> crisis care.

- **COMMUNITY SERVICES (CSI):**
  - Public Transportation.
  - Child and family care options.
  - Public services (DMV, courts, etc.)
  - Non-Essential services open for business (banks, hotels, restaurants).

- **WORKPLACE READINESS (WRI):**
  - Ability to use social distancing.
  - Operating at CDC cleaning guidelines.
  - Availability of PPE and sanitation/disinfection protocols.

- **PERSONAL READINESS INDICATORS (PRI)**
  - High-risk employees or household family members.
  - Personnel missing routine healthcare appointments due to closed services.

Public Health (PHI)		
Red	Amber	Green
DETERMINED BY LOCAL FACTORS		

Community Services (CSI)		
Red	Amber	Green
STAY AT HOME	PARTIALLY OPEN	FULLY OPEN

Workplace Readiness (WRI)		
Red	Amber	Green
DETERMINED BY EACH UNIT		

Personal Readiness Indicators (PRI)		
Red	Amber	Green
DETERMINED WITH THE MEMBER		

2 ASSESS YOUR OPERATIONAL REQUIREMENTS

What work can be done offsite?
- **Refer to Risk Assessment for Public Health Indicators and Community Services Indicators**

What work must be done on-site?
- **Does work need to be conducted at the unit physically or can it be done remotely?**
  - To assess the readiness of their workforce, Unit Commanders will need to understand the risk for different parts of the units (divisions, products lines, services, etc).

Is this approach sustainable?
- **Have OPSEC, technology, and communication capabilities been considered?**

3 BUILD A MITIGATION PLAN

Is there an industry standard?

Are there best practices available?

Can you fully mitigate health concerns using the <u>HPCON framework</u>?

Can you use the Mitigation Tools List to address any remaining issues?

4 COMMUNICATE THE PLAN

Develop Tactics, Techniques and Polices (TTP)

Communicate plan to HQ

Communicate plan to members

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