

## **Suggestions on What to Communicate to Your Employees**

So that your employees feel confident and comfortable returning to the office, we have compiled a list of topics to help craft a communication piece to be used for your internal communications.

- **Share updates about your building with employees**
- **Communicate your company's WFH/WFO policies**
  - Will employees be following a rotational schedule?
  - Will your office capacity be limited?
  - Do you have flexible work policies?
- **Outline employee health guidelines for coming to the office**
  - Are temperature checks required before coming to the building (on honor system) or before entering your suite? As a reminder, temperature checks are the responsibility of the each individual company.
  - What is your sick day policy?
  - What should employees do if they have symptoms or have been exposed to someone with symptoms?
  - What should employees do if they have or have been in close contact with someone having a presumptive positive or positive COVID-19 diagnosis?
  - As a reminder, please report all positive diagnoses to your Property Experience Team.
- **Set expectations for shared spaces within your suite**
  - Are masks required outside of an employee's workspace?
  - Will PPE and disinfectant be provided to employees, or should they bring their own?
  - Will conference rooms within your suite be closed or limited?
  - Are employees expected to social distance from their co-workers?
  - Are you doing contact tracing? How will employees be notified of possible exposure and by whom?

- **What is your policy on meals?**
  - Are break rooms and seating open? Any social distancing guidelines?
  - Can food be shared amongst employees? Can food be buffet-style?
  - Can food delivery services come directly to your suite or should employees meet them in the lobby?
- **Explain your policy around non-employees coming into your office suite**
  - Are your employees permitted to bring non-employees into your office suite? Are virtual meetings encouraged?
  - What protocols are non-employees asked to follow?
  - Are deliveries accepted at your suite, or should employees meet the delivery driver in the lobby?
- **Have any preparations or changes been made to workspaces or cubicles?**
  - Has workspace seating been changed to promote social distancing of 6ft?
  - Have partitions been installed on cubicles?