



# WELCOMING YOUR WORKFORCE BACK TO THE NEW NORMAL

## Planning for The Post-Pandemic Return to the Workplace

The COVID-19 pandemic has resulted in unprecedented challenges and changes to business including adapting to remote working and the closing down of non-essential workplaces. We have adapted to this temporary situation knowing that eventually there will be a post-pandemic transition back to our normal workplaces. So, the time has now come to begin planning that transition; after all, your workforce will be anxious to get back to their primary workplace and the stability it affords them and your business.

### Key Questions to ask yourself:



Have you assembled a cross-functional team and designated a leader to help plan for your post-pandemic reopening?



Have you determined the sequence and scheduling of bringing back your workforces to their primary workplaces?



Have you documented the common and site-specific actions to immediately begin the preparation of your workplaces for safe and controlled re-population?



Which actions, put in place to facilitate workplace closures and remote working, need to be reversed or adjusted?

If the answers to any of these questions is “no” or “I don’t know”, then there is a need to prepare your specific game plan to manage and control your workplace re-opening transition.

Most organizations were not ready for the dramatic and sudden changes to their business and operating model. Every organization must have a Pandemic Response plan and a Post-Pandemic Return to Workplace blueprint.

## Workplace Reopening Considerations Include:

### WORKPLACE



Pre and post-return cleaning and sanitizing



Short and long-term distancing and density reduction



Maintenance of inactive equipment (e.g. power generators, copiers, manufacturing machines)



Return of equipment shipped to homes



Continue with virtual meetings even when back in the office



Short and long-term limitations on non-essential common areas and equipment (e.g. break rooms, gyms, coffee makers, refrigerators)



Provisioning of hand sanitizers, facemasks, and other PPE



Conference room usage guidelines and reduced occupancy limitations — consider physically removing half of the chairs in each

### WORK FORCE



Return-to-work readiness health guideline



Syncing up with school re-openings



Mass transit availability and precautions



Logical phased approach to re-population



Return schedule for contingency/contracted workers



Redistribute common skill sets to reduce day to day direct interaction

### INFORMATION & COMMUNICATION TECHNOLOGY



Prepare help desk for increased call volume



Adjust cyber security controls to align with resumed operations



Controlling pent-up system updates

### OTHER CONSIDERATIONS



Supply chain revitalization



Potential unavailability of furloughed workers



Increased customer/client and regulatory scrutiny as part of due diligence and supervisory reviews

## How Sungard AS can help



### ASSIGNING

a multi-disciplinary working group to start planning for your post-pandemic workplace return including: facilities, human resources, operation, legal and IT, as well as information security.



### DEVELOPING

multiple versions of your plan, as necessary, to address business cycles and seasonality challenges within your business.



### GAINING

confidence that the individuals returning to the workplace are healthy.



### ANTICIPATING

significant levels of discourse by employees about business related and personal experiences upon their initial return to the workplace.

Visit [sungardas.com](http://sungardas.com) to learn more about how Sungard AS can assist you to prepare for the post-pandemic return to on-prem working.

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