

# A quick start guide to **returning to the workplace**









In the shadow of COVID-19, corporate campuses resemble ghost towns, but leadership and real estate and facilities teams have been hard at work. From adjusting HVAC systems to keep costs low, to sanitizing workspaces and supporting the needs of remote workers. Now, in many places, organizations look to reopen and return to the workplace.

As a result, organizations can benefit from technology that helps them address both the familiar and emerging challenges they face so that they can be more responsive to the rapidly changing needs of the workplace.

This guide explains key workforce transformation scenarios to help you prepare to open physical locations and plan to return to the workplace. For each scenario, we'll explore a short list of questions to understand your current situation, activities to plan for what's next, and resources to get started.

## Pick a goal

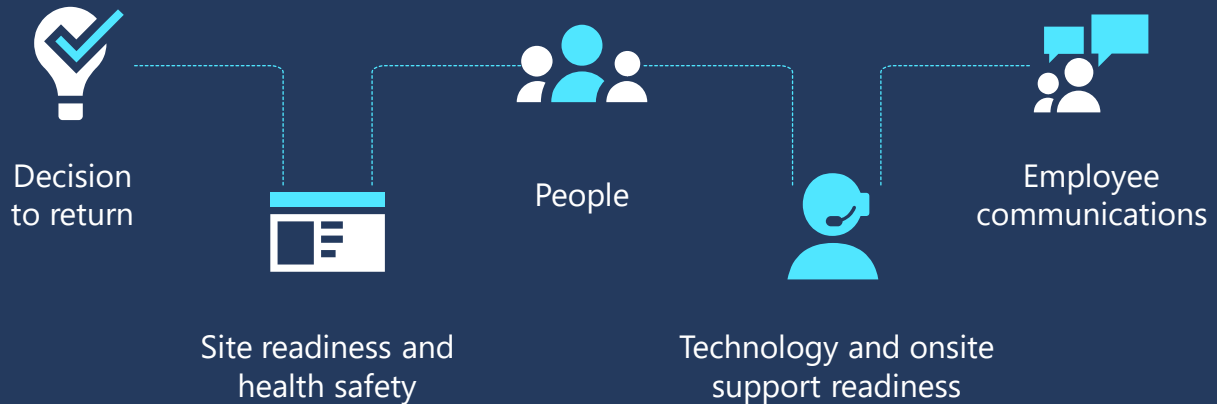
*Click the arrows to choose where you want to start.*

 <b>Prepare your locations</b> <a href="#">Get started</a> →	 <b>The initial experience</b> <a href="#">Get started</a> →	 <b>Ongoing security &amp; prevention</b> <a href="#">Get started</a> →
 <b>Have agility for what comes next</b> <a href="#">Get started</a> →	 <b>A durable investment</b> <a href="#">Get started</a> →	 <b>The Power Platform Return to Work Solution</b> <a href="#">Get started</a> →



## Prepare your locations

### Five criteria for soft opening of a global site



## Preparations



### Assess data for return

Track government restrictions and identify estimated return dates. Conduct assessment of adjustments needed to meet social distancing requirements and determine seat capacity.



### Implement hybrid strategy

With lower capacity limits and health and safety concerns, many organizations are implementing a phased hybrid approach. Space for prioritized teams/employees. Work with teams on seating arrangements.



### Ensure readiness

Confirm adequate supplies and resources. Complete social distancing adjustments. Confirm technical readiness. Plan strategy for return by team with leader input. Prepare and send employee and manager communications.



### Monitor and adjust

Monitor progress and key metrics (technical and people). Identify adjustments needed. Track COVID-19 progress (cases and interventions). Prepare for the next normal.



# Prepare your locations

## Ask yourself these questions to help understand your situation

- 1 Do you have visibility of governance guidelines and infection data?
- 2 Do you have adequate supplies and resources for your employees?
- 3 Do you have a plan to monitor your locations?
- 4 Do you have a phased approach to re-opening locations?
- 5 How are you going to track progress to prepare for the next normal?

## Use these activities to plan what's next

- Realtime dashboards to help leaders make proactive decisions
- Visualize reopening readiness based on virus spread, COVID cases & facility readiness
- Monitor locations daily to advance or retreat in phases
- Drill down into country, city, campus & facility levels
- Consolidate signals and scores into a readiness model

Location Readiness allows facility managers and task force leaders to determine the readiness of their facilities and efficiently manage their safe reopening by quickly making informed decisions using critical factors like COVID-19 infection rates and supplies availability.



## Get started with these resources

- Learn how to easily customize and deploy [Location Readiness](#)
- Learn how Power Apps have helped organizations such as [Leonardo Solutions](#) transform Real Estate and Facilities before COVID-19



# The initial experience

## Demonstrate business continuity in challenging times



### Make data-driven decisions

Ease decision making when it matters the most



### Reopen and maintain safe work environments

Simplify opening worksites and ensure they are safe



### Create clarity for the workforce

Ensure employees and health leaders can easily follow guidelines

## Employees have a simple "return to workplace" experience



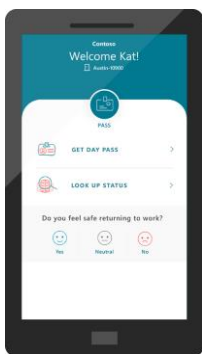
Configurable **branded** return to work experience



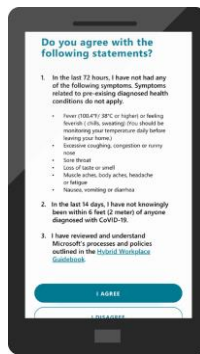
Identity and security login using **Azure Active Directory**



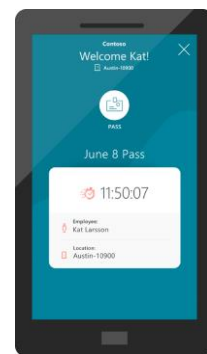
**Self service bot** streamlines check-in and screening



Employee checks-in, receives instructions, declares work location, and books space



Employee self screens, attests, and receives temporary QR code



Employee receives a day pass for entry to the location



# The initial experience

## Ask yourself these questions to help understand your situation

- 1 What kind of experience do you want to provide your employees?
- 2 How can you ensure employees are healthy before they return to the workplace?
- 3 How will your employees know which facilities are available?
- 4 What should you do if an employee is not healthy?
- 5 Do you want to know how your employees are doing?

## Use these activities to plan what's next

- Provide your employees with a configurable, branded return to work experience
- Allow employees to self-screen and self attest with self-service bots
- Enable everyone to make confident decisions by being able to quickly and easily check facility status
- Provide contact information for the company health and safety department
- Easily gather employee sentiment on an ongoing basis via sentiment questions in App

Employee Health and Safety Management empowers your workforce with self-service tools that help them work safely, confidently and productively. Check-in to the workplace remotely, self-screen before entering the building, and reserve a meeting room virtually.



## Get started with these resources

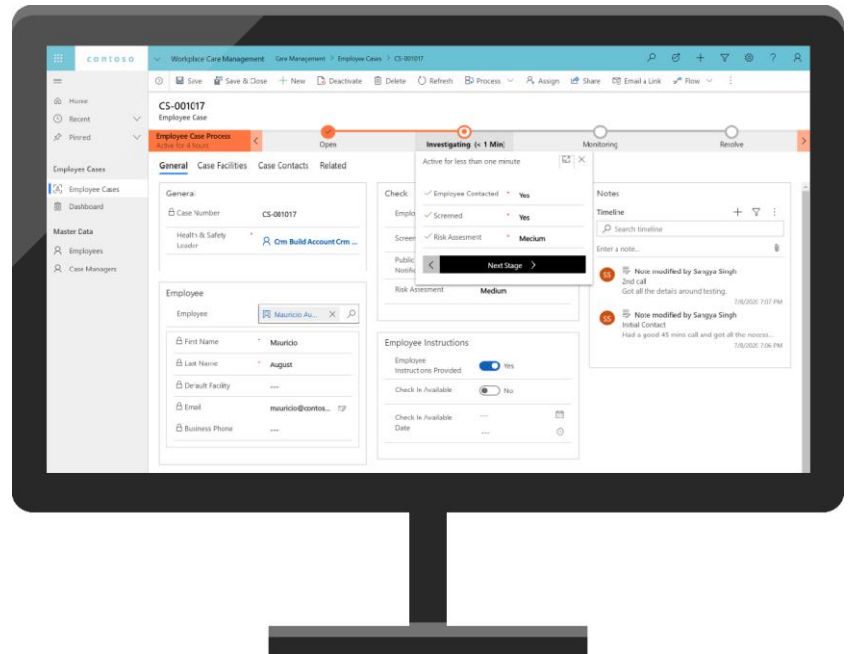
- Learn more about [Employee Health and Safety Management](#)
- Learn more about the [Microsoft Power Platform](#)
- Get started with [technical documentation](#) for end users, developers, and IT professionals



## Ongoing security & prevention

Employee safety is the main goal for Health and Safety Leads who want to maintain ongoing security and implement prevention practices at physical locations. Streamlined implementation of checklist and procedures can help.

Consistent processes and clear insight into status and individual cases is critical. However, at the case level, no additional personal or privacy-related information is stored or gathered.



### Advance

Companies will return workers to their sites in waves, adding new waves or growing existing ones over time



### Retreat

Changing conditions in the community, among suppliers or at the work site will demand rapidly shrinking waves—or withdrawing them entirely



### Adapt

Companies need fast feedback loops to learn and apply lessons from each site and each retreat



### Repeat

Resilience, which will define the winners, is the ability to adapt and try again



## Ongoing security & prevention

### Ask yourself these questions to help understand your situation

- 1 If an employee becomes ill, how will you manage and monitor them?
- 2 How will you track the impact of exposure?
- 3 How will you investigate your employee's health status?
- 4 How will you monitor your employee's health status?
- 5 How will you develop insights into all employee cases?

### Use these activities to plan what's next

- Follow the 4-step process in the Workplace Care Management app
- Import data from contact tracing systems to determine exposure
- Ensure employee checks and screenings are being completed as per the company policy
- Manage the employee case and track expected target dates for return to work eligibility
- Enable quick-decision making with executive dashboards

Workplace Care Management gives health and safety leaders the tools to actively manage COVID-19 cases, identify hot spots for safety improvement, and import data from contract tracing systems to determine exposure.



### Get started with these resources

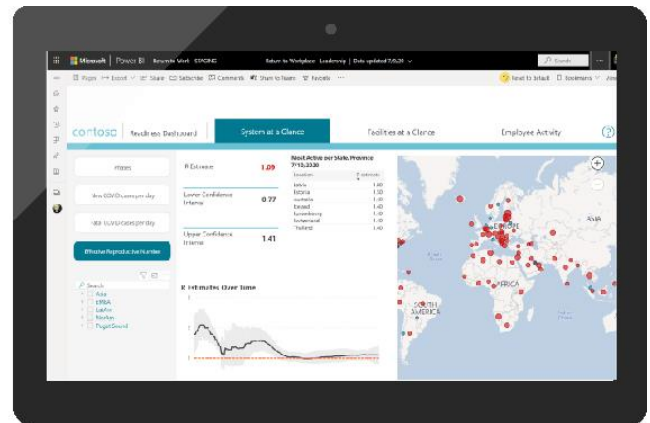
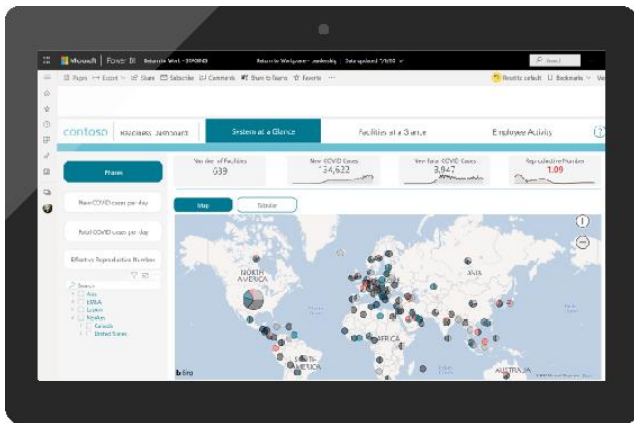
- Learn how to use the [Workplace Care Management app](#)
- Learn how [Toyota](#) drove efficiency and enhanced safety across its sizeable campuses with the Microsoft Power Platform





# Have agility for what comes next

The process for many will be different and will require organizations to be agile and proactive, with fast feedback loops of learning, advancing, and retreating. As a result, organizations will need to maximize resources by quickly making data-driven decisions when it matters most to maintain safe work environments. By adapting business workflows and processes to changing needs, organizations can save time and money by reducing risk and streamlining their workplace reopening process.



## Agile response during a crisis is hard

Businesses around the world are rapidly adapting to new conditions



Health and safety of employees is a stake



Decisions need to be informed and be made quickly



Stakeholders need to be managed effectively



Need custom solutions for unique processes



Need to create clarity on guidance, procedures and policies



## Have agility for what comes next

### Ask yourself these questions to help understand your situation

- 1 How will you monitor safety supplies and services?
- 2 How will you monitor location occupancy?
- 3 How will your employees submit data?
- 4 What will you do with the data submitted by employees?
- 5 How will you ensure your employees don't get burdened with submitting data?

### Use these activities to plan what's next

- Crowdsource data from frontline staff to ensure speed and accuracy
- Keep track of key staff availability including security, cleaning, and maintenance
- Easily build and integrate apps that every team can use to solve business problems
- Consolidate signals and scores into a readiness model
- Streamline repetitive tasks by automating them, helping your teams focus their attention to where it's needed most

Location Management gives facility managers the tools they need to keep your locations open safely, helping you maintain a safe environment with tools for monitoring occupancy, health supplies, safety procedures, and other facility-related best practices.



### Get started with these resources

- Learn how [Swedish Health Services quickly set up a solution](#) to track and gain visibility of critical resources



## A durable investment

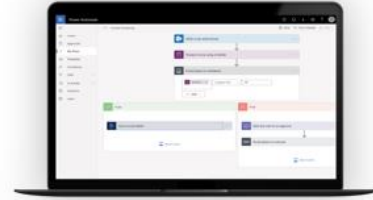
# Focus on innovating. We take care of the rest.

## One connected low code platform.



### Power Apps

Empower everyone to turn bright ideas into brilliant apps and solve business problems.



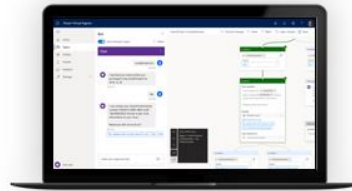
### Power Automate

Trigger actions, grant approvals, and get notifications right where you work, wherever that is.



### Power BI

Stay connected with consolidated view of your data across your business through a single pane of glass.



### Power Virtual Agents

Scale your support with a no code approach that enables subject matter experts to easily create intelligent bots.

## Power Apps drives business transformation

Learn how businesses reduced development costs and increased overall efficiency using Power Apps

# 188%

ROI over three years

# 74%

Reduction in app development costs

# 3.2 hrs.

Line-of-business employee productivity improvement per week

*Results are for a composite organization based on interviewed customers. The Total Economic Impact of Power Apps commissioned study conducted by Forrester Consulting, March 2020.*



## A durable investment

### Ask yourself these questions to help understand your situation

- 1 Does your IT department have an app development backlog?
- 2 Do you have a way to connect and integrate your tools and data?
- 3 Are you able to develop meaningful insights from your data?
- 4 How do you monitor app development and deployment?
- 5 Do you have a simple and consistent way to develop apps across your organization?

### Use these activities to plan what's next

- Automate processes and liberate skilled developer talent from repetitive tasks
- Connect seamlessly to business-critical applications and data using a highly secure and scalable platform
- Use built-in AI to automate repetitive tasks and gain predictive insights
- Democratize app creation in a governed and secure way
- Help your organization adopt a new way of quickly creating apps and automation

Adapt, now more than ever with the Microsoft Power Platform. Work together to meet challenges effectively with Microsoft Power Platform—analyze data, build solutions, automate processes, and create virtual agents.

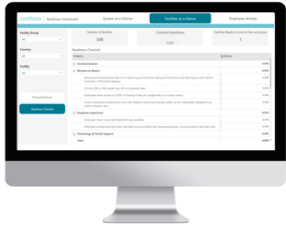


### Get started with these resources

- Learn how to build and deploy your first app with the [Power App's Creator's Manual](#)
- Read how [Centrica](#) uses Power Apps to empower its workforce on the way to digital transformation



# The Power Platform return to the workplace solution



**Location Readiness**



**Employee Health and Safety Management**



**Workplace Care Management**



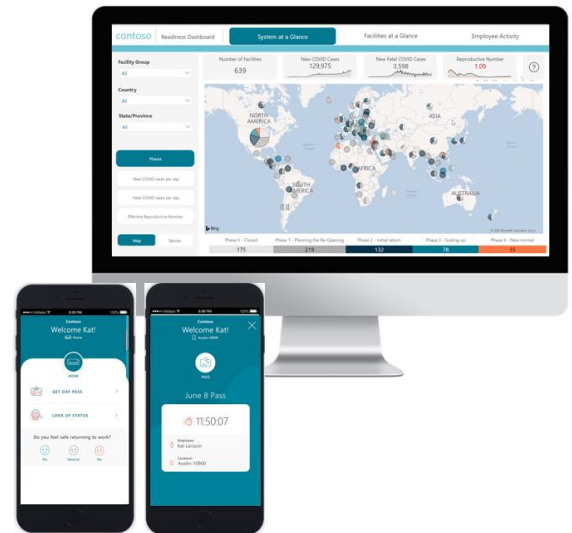
**Location Management**

## Manage and maximize your resources to return to the workplace

Return to work with a turnkey solution allowing for business continuity, to safely reopen workplaces, and support your employees and customers health

The solution is built for everyone inside and outside your organization and offers quick value in every area of your business.

From decision makers and facility managers tasked with reopening facilities, to health leaders charged with responsible care and safety of everyone, to employees returning to work through quick self-attestation and monitoring, the solution has you covered.



### Prebuilt

Microsoft built solution by our engineers for specific need.



### Customizable

Easy to tailor to your organization and deploy quickly with clear guidelines and instructions.



### Trusted

Solution is designed with and tested by Microsoft customers.



### ROI

Maximize critical resources and make better decisions faster, with solutions that you can implement with clicks not code.

# Return to the workplace with confidence



Whether you're reopening a store, a factory an office or a school, reconnecting, or meeting someone at work for the first time, Power Platform's return to the workplace solution helps accelerate your workplace readiness across your organization. Give people the confidence to meet in person with our pre-built solutions designed to protect teams and streamline the entire Reopen of the Workplace process.

**Need assistance meeting customer experience goals or checking off the boxes on this list? Our sales advisors are happy to help.**

[Contact us now](#) >

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