

Return to the Workplace: A Guide to Building Resilience



Explore goals to return to the workplace

03 /

Introduction

07 /

Sustain employee
wellbeing and productivity

04 /

Prepare your
physical locations

08 /

Collaborate and
stay connected

05 /

Manage and operate
open locations

09 /

Summary

06 /

Support employee
health and safety

Ready your workplace

As the way we work and engage with each other shifts in organizations around the world, questions and dilemmas continue to arise for leadership and employees alike. How can we remain connected to each other? How are we maintaining productivity? How should we return to physical locations?

This guide will help you answer some of these most pressing questions, whether your employees are currently working remotely, on site, or a combination of both.

You'll explore key operational scenarios, find practical advice and resources, and learn about the steps to take today to strengthen your resilience and give your employees the confidence to return.

Prepare your physical locations

Determine the readiness of different locations and efficiently manage their safe reopening using critical, real-time data.

Questions to consider	Recommended activities
1. Does leadership have visibility into governance guidelines and infection data?	Set up dashboards to view data in real time to make faster, more proactive decisions.
2. Do you have adequate supplies and resources for your employees?	Assess and adjust your levels of personal protection equipment, sanitation supplies, and other critical resources by tracking virus spread and cases.
3. Can you monitor locations to adjust your reopening phases?	Monitor daily changes in infection rates, employee sentiment, supplies, and capacity in a single, consolidated dashboard.
4. Are you adjusting your reopening approach based on locations?	Determine if you need to take a phased reopening approach by evaluating each facility by geography and location.
5. How are you monitoring your progress in returning to work?	Use a readiness checklist to track your preparations and progress as well as monitor what stage you're at.

→ Get started with these resources:

- Learn more about [returning to the workplace](#).
- Use a [location readiness dashboard](#).
- Read how to [return with confidence](#).

Manage and operate open locations

Open and operate physical locations responsibly by monitoring key data—from occupancy to safety procedures—so you respond quickly when needed.

Questions to consider	Recommended activities
1. How will you monitor safety supplies and services?	Crowdsource data from your frontline staff to adjust supply levels quickly and accurately.
2. How will you monitor location occupancy?	Track real-time staff availability, including security and maintenance teams, to view and adjust occupancy levels as needed.
3. How will your employees know which facilities are available?	Offer up-to-date facility information to employees so they make more confident decisions on returning.
4. How will you ensure facilities are cleaned and disinfected regularly?	Help ensure your spaces and assets remain sanitary using Microsoft Azure Internet of Things (IoT) solutions.
5. How will you monitor air quality and reduce touchpoints?	Create safer work environments with touchless devices, IoT monitoring, and automation solutions.
6. How will you help employees work and meet with remote and in-person colleagues?	Stay connected with anyone inside or outside your organization using Microsoft Teams devices. Coordinate meetings and capacity with Teams rooms and Surface Hub.

→ Get started with these resources:

- Learn more about [returning to the workplace](#).
- Explore [Azure IoT solutions](#) for safer workplaces.
- Re-imagine meeting room experiences with [Microsoft Teams](#).

Support employee health and safety

Reinforce onsite safety practices and give everyone the tools to self-screen and attest before entering physical locations.

Questions to consider	Recommended activities
1. How can you ensure employees are healthy when they return?	Offer employees the ability to self-screen and self-attest before they enter physical locations using self-service bots.
2. What steps should you take if an employee isn't healthy?	Provide employees contact information for your company's health and safety teams.
3. How are you reducing the risk of exposure for employees?	Create a safer workplace environment by using insights around worker proximity, movement, and adherence to social distancing and mask-wearing guidance.

→ Get started with these resources:

- Learn more about [returning to the workplace](#).
- Explore [Azure IoT solutions](#) for safer workplaces.
- Read how to [return with confidence](#).

Sustain employee wellbeing and productivity

Understand how work is getting done and what factors are affecting your employees' wellbeing and performance.

Questions to consider	Recommended activities
1. Do you have insight into employee productivity levels?	Gain visibility into how work is happening as well as how employees spend their time using Microsoft Workplace Analytics.
2. Are you able to monitor your employees' mental and physical health?	Gather employee sentiments on an ongoing basis to gauge their overall health through easy-to-use apps, such as those that are part of a Microsoft Power Platform solution.
3. Are you regularly checking in with your employees?	Stay connected with people across the organization by enabling digital townhalls and other company-wide experiences in Microsoft Teams.
4. How can employees submit feedback that you can use?	Build custom apps using Microsoft Power Apps that every team member can use to offer employee and workplace status updates. Then consolidate those signals and scores into a readiness model.

➔ Get started with these resources:

- Learn more about [returning to the workplace](#).
- Explore how [Microsoft Teams](#) helps you connect.
- Learn how [Microsoft Workplace Analytics](#) delivers employee insights.

Collaborate and stay connected

Help ensure teams remain connected—whether employees are currently on site or remote—and work more easily together.

Questions to consider	Recommended activities
1. How can employees connect and collaborate effectively across locations and devices?	Help people across teams and departments meet, chat, call, and collaborate together—whether they're remote or on site—using shared workspaces or broadcasting meetings online using Microsoft Teams live events.
2. How can employees have more natural meeting experiences?	Connect remote and onsite employees while reducing video meeting fatigue using the together mode feature in Microsoft Teams.
3. How private and secure are your video conferencing and online meetings?	Manage who participates in your meetings and who has access to meeting information using the built-in security and privacy capabilities in Microsoft Teams.

➔ Get started with these resources:

- Explore how [Microsoft Teams](#) helps you connect.
- Learn how to [reimagine virtual collaboration](#).
- Try [10 tips for remote and onsite collaboration](#).

Return to the workplace with confidence

By following the activities outlined in this guide, you'll prepare a safer, more productive workplace. You'll be able to strengthen the resilience of your teams no matter which stage your organization is in—from the planning stages to operating open locations.

Start planning and managing your safe return by exploring trusted Microsoft solutions, including:

- Location readiness and monitoring using Microsoft Power Platform.
- Health and safety insights using Microsoft Azure IoT.
- Touchless and collaborative meeting experiences using Microsoft Teams-enabled rooms and devices.

[Explore Microsoft Power Platform solutions >](#)

[Explore Microsoft Azure IoT solutions >](#)

[Explore Microsoft Teams >](#)