

Returning to the Workplace



After months of working remotely, some employees are returning to the office. Below are tips to help you prepare for moving back to the workplace.

With the arrival of COVID-19, millions of employees were pushed to work from home in hopes of slowing the virus' spread. Those without an existing home office cleverly created makeshift accommodations using closets, dining rooms, basements, garages and even man caves.

The transition was challenging, but office dwellers quickly adapted to the "new normal" of working remotely.

Are You Prepared to Return to the Office?

As state and local economies reopen across the country, businesses big and small are making plans to bring their workers back to the office. The following are ways to prepare for such a transition:



Reestablish a Daily Routine

Working from home has probably allowed you to stray from a structured routine, like waking at a set time every day, preparing your lunch beforehand, ironing your work clothes the night before, etc. The sooner you get back to a regular routine, the better.



Learn Your Employer's COVID-19 Safety Plan

Employers have worked hard developing policies to help keep employees safe. These guidelines are usually available through the company's safety team or intranet. So, take the initiative to learn and practice these safeguards as you return to the office.



Plan to do Your Part

Simple measures like social distancing, wearing a face covering and washing your hands can go a long way to stop the spread of COVID-19. So do your part.



Expect a Modified Workspace

Your office may have physically changed since you last saw it. Workstations may be reconfigured to meet new social distancing requirements. Or, closed meeting rooms may now be open-air for better circulation and air quality. These may be the first in an ongoing series of modifications. Your ability to adapt to change could become the new normal.



Be Flexible

Which staff works onsite, and which works from home, may change on a daily or weekly basis. Many employers are using alternate work schedules to limit the number of bodies in the office and improve social distancing. By being flexible, you'll show that you can adapt to an evolving workplace.

Continued on back.



Acknowledge Your Concerns

Returning to the workplace after several months presents challenges. A healthy wellness mindset includes being honest with yourself about your feelings. If you are eager, uncertain or fearful – acknowledge those feelings. Think about how you have coped with these feelings in other situations and make a plan for managing those feelings in this new situation.

We are here for you

For additional resources and assistance, visit [MutualofOmaha.com/eap](https://www.mutualofomaha.com/eap) or call an Employee Assistance Program professional at **1-800-316-2796**.

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The 4 P's of Resilience

Life is filled with changes and challenges, but to stay on track, your ability to adapt to new situations is essential. That's where the 4 Pillars of Resilience can help. Embracing these principles can help you stay the course.

Presence

- Be mindful of your emotional state before interacting others
- Resist the urge to just “check in” at the office. When at work, **BE** at work

Patience

- Assume good intent with coworkers
- Don't sweat the small stuff
- Celebrate small victories

Purpose

- Recognize the value of your role
- Acknowledge the contributions of others
- Keep a larger perspective

Perseverance

- Don't expect immediate resolutions
- Envision the future in positive terms
- Accept what you cannot change, but change what you can