

Nonprofit Financial Managers
“Office Re-opening Planning”
Thursday August 13, 2020
12-1 pm

- I. Quick Poll:
 - Who is...
 - back now?
 - back by September?
 - back by end of year?
 - back in 2021?
 - not coming back?
 - never left/essential worker designation
 - What we know about other’s plans
- II. Why Come Back?
 - a. Mission: place based, public facing, direct services
 - b. Roles that cannot be done remotely
 - c. Employees want/need to come back
- III. Commonwealth of Massachusetts requirements
 - a. Employers must have a “COVID-19 Control Plan” and keep it on file; plan template is a checklist <https://www.mass.gov/lists/covid-19-control-plan-templates>
 - b. Check local requirements as well
- IV. Ready the Workforce:
 - a. Employee Policies: entry to office on a predetermined schedule, self health screen every time you go to the office, logging office visits, face coverings and social distancing, cleaning, no desk sharing, mandated reporting of exposure or positive test results, travel and vacations
 - b. Personally speak to every employee about returning to the office, how do they feel, what are their concerns
 - c. Employee training: online using HR Web advisor or other form, provide proof of certificate
 - d. Assurance testing
- V. Ready the Workplace:
 - a. What are your building’s plan and rules, review and communicate to staff, reach out to building manager;
 - b. Measure workspaces to see who can/cannot maintain 6 ft distance at desk, office schedule should ensure social distance; large scale physical changes still not recommended
 - c. Have office “deep cleaned”, carpets cleaned, etc to create a return baseline
 - d. Provide supplies for staff-cleaning, face covering, hand soap, hand sanitizer
 - e. Limit or do not allow visitors; no deliveries in office
 - f. Set directional pattern in office, use floor or wall markings

VI. Questions, comments