

# Working Well™

## RETURN TO WORK DECISION FLOW

01

### CLIENTS

Who are your clients?

02

### LOCATION

Where are your clients located? On-site? Remote?

03

### SERVICES

What services and/or products does your team provide to those clients?

04

### PROVIDERS

Who on your team provides those services and products to your clients?

05

### METHOD

How does your team provide services and products to our clients?

06

### WHERE

Does your team have to be on-site to provide those services and products to your clients? Consider both employees and clients if clients come to your site.

07

### SPACE

If your team has to be on-site to provide services and products to your clients, is your space large enough to accommodate everyone who is needed on-site?

08

### NUMBER

If your space is not large enough to safely accommodate everyone you need on-site, how many people can your space safely accommodate?

09

### WHO

Given the number of people your space can safely accommodate, who should return to on-site work first?

10

### HOW

Are there ways to modify work schedules of your teams to get more individuals back onsite such as rotations, alternate weekly schedules, flexible hours, etc.? Consider how to track and communicate these schedule variations.

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