

A MANAGER'S QUICK GUIDE: RETURN *to the* WORKPLACE

1

Gather information.

Start by assessing what you know and what you need to learn more about in order to produce the best plan for your team.

2

Talk to your team.

Set aside time as a team and with each individual to discuss the factors related to this transition. Be honest and transparent — share what you know and what you don't know. Allow for questions and make note of concerns. Additionally, consider prefacing these discussions with “at this time” in the event you receive new information and need to change direction. Be sure to continue regular, 1:1 check-ins with your employees to keep them apprised moving forward.

3

Draft your plan.

Consider screening, workspace environment, employee schedules and locations, and employee specific situations. Once you have spent some personal time thinking through each component, be sure to incorporate these topics into individual and team meeting discussions on an ongoing basis.

4

Support emotional well-being.

Managing the stress, anxiety, fear and other emotions generated by this pandemic has been challenging for most of us. Remember to encourage your team to reach out for help if they need it.

[UF Employee Assistance Program](#)

[UFHR Wellness Website](#)

[CDC's list of resources for coping with stress](#)

5

Remain flexible, adaptable and open to change.

Creating a plan is a great place to start, but leaders should be mindful that many things are likely to change. Model adaptability and flexibility with your teams by focusing on what you have control over and harnessing the creative energy that comes from even small successes along the way. Highlight the ways your team has been resilient, solved problems or even created innovations never before thought possible. Continue to seek feedback from your team about ways they are managing with this “new normal,” and adjust as needed.

Your Support Team

[Department HR Liaisons](#)

[UF Employee Relations](#)

[UFHR Classification and Compensation](#)

[UFHR Training & Organizational Development](#)

RESOURCES

[Institutional Recovery and COVID-19 Return to the Workplace Policy](#)

[Return to Workplace Matrix](#)

[Guidance on Leave](#)

[Guidance for COVID-19 Response](#)

[UF ADA Office](#)