

HR Strategies for a Post-COVID-19 Workplace

Mental:

- Don't assume that all of your workers feel safe to come back to work
- It will be even more important to be compassionate. Understand the degrading mental conditions because of the pandemic and allow leeways.
- More focus on wellness both physical and mental. Group activities and virtual meetings can be great bonding sessions.

Tactical:

- Come up with a plan to handle visitors in your office
- Provide workplace flexibility to employees, whenever possible
- Non-mandatory, in-person meetings should be avoided.
- The main POC from the company and the business community need to establish and maintain lines of communication
- Display posters promoting personal hygiene

Remote Working:

- Employees are expected to work as usual, unless
 - They are taking care of someone who is affected by COVID-19
 - They are Instructed to take rest by a public health official.
- Those who don't work from home – because of the nature of the job or personal preference are advised to maintain a physical distance of at least 5 feet from others
- If these employees have primary health conditions, they may request a change in job duties, working hours, etc. from HR.
- The organization should ensure the following basic facilities for WFH:
 - Personal Internet

- o Laptop
- o Telephone and any other lines of communication required
- If the Government announces lockdown restrictions again, the employees can opt for WFH subject to the government guidelines.

Sickness:

- If an employee is suffering from cold, or fever, they can request work from home or sick leave.
- If they are found to be COVID positive, they should return to work only after complete recovery subjected to doctor's confirmation.
- Employees are advised to keep track of their relevant sick records and handover them to the HR team.
- HR managers should keep track of their sick employees in a spreadsheet.

Travel:

- If an employee comes to the office via public transport and no other means are available, then the employee can ask for work from home.
- All domestic and international trips/events will be canceled until further notice by the authorities.
- Even if restrictions open up, suggest the employees to avoid traveling to severely affected locations and follow this:

<https://www.who.int/emergencies/diseases/novelcoronavirus-2019/situation-reports/>

- In case an employee is stuck in another country, advise them to follow the instructions provided by the local authority.
- Once the employee is returning from the infected area, he/she should self-monitor or get monitored in hospitals for 14 days.