Agency Considerations for a Hybrid Environment

**Return**: Practices and suggestions to consider as more employees return to the workplace.

### Immediate Considerations

**Send a welcome back message from senior leadership**

**Information to Provide:**
- Ongoing COVID-19 workplace safety information
- Reminders on building access and services
- Reminders on transit (subsidies, carpools, parking, etc.)
- Process to request office items
- How to reconnect to the network (Wi-Fi, printer mapping, etc.)

**Post building signage with a welcome back and what to know first day back message**

**Contacts for:**
- Employee Resource Groups
- Employee Assistance Programs
- Union POC
- COVID-19 Coordination Team POC

### Week 1

**Actions for Employees**

- **Access**: Determine need to update PIV and ability to access network and enter building locations
- **Work Space**: Determine office needs (chair, desk, supplies, etc.)
- **Hardware**: Determine equipment and technology needs (monitor, keyboard, mouse, printer, etc.)

**Actions for Supervisors**

- **Work Space**: Work with each employee to determine office technology and supply needs
- **Catch-Up**: Host time for employees to meet informally
- **Reacclimating**: Plan time for workspace organization, filing, general organization for employees
- **Recognize Performance**: Work with leadership to acknowledge staff members for exceptional performance

### Ongoing

**Support**

Offer periodic town hall meetings, listening sessions, and training on topics including employee engagement, hosting hybrid meetings, communication tools, etc.

**Evaluate**

Host employee focus group sessions, deploy pulse surveys, and analyze participation data

**Need Help?**

Provide resources for employees who are experiencing stress or concerns related to health or caregiving responsibilities

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