



Best Practices & Tools for Returning to Work

Agenda



Introduction



Workplace Safety



Visitors



Returning to the Office



Remote Work Hybrid



Continuity



Questions

Presenters

- Justin Krentz – Account Executive in Pennsylvania
- Tyler Lewan – Account Executive in Colorado
- Tyler Mains – Microsoft Business Applications
- Tina Featheringham – Customer Success Manager



Workplace Safety

- Provide personal protective equipment (PPE) such as masks
- Detail cleaning procedures
- Establish physical distancing measures within the office



Physical Distancing

- Move workstations to increase separation distance
- Consider “hoteling” workstations
- Create a schedule by area with Teams Shifts





Activity



Chat



Teams



Calendar



Calls



Files



Shifts



May 2020

Week: 16 Hrs

10

Sun

0 Hrs

11

Mon

8 Hrs

12

Tue

0 Hrs

13

Wed

8 Hrs

14

Thu

0 Hrs

15

Fri

0 Hrs

Day notes

Group total: 16 Hrs

Open shifts
30 shifts

Princeton - 11 Floor

| | | | | | |
|--|--|--|--|--|--|
| Section E - 11th floor x15 Please review floor plan https://... 0 requests | Section C - 11th floor x16 Please review floor plan https://... 0 requests | Section D - 11th floor x10 Please review floor plan https://... 0 requests | Section A - 11th floor x30 Please review floor plan https://... 0 requests | Section D - 11th floor x10 Please review floor plan https://... 0 requests | Section B - 11th floor x10 Please review floor plan https://... 0 requests |
| Section A - 11th floor x30 Please review floor plan https://... 0 requests | Section D - 11th floor x10 Please review floor plan https://... 0 requests | Section E - 11th floor x15 Please review floor plan https://... 0 requests | Section B - 11th floor x9 Please review floor plan https://... 0 requests | Section C - 11th floor x15 Please review floor plan https://... 0 requests | Section E - 11th floor x15 Please review floor plan https://... 0 requests |
| Section B - 11th floor x10 Please review floor plan https://... 0 requests | Section B - 11th floor x9 Please review floor plan https://... 0 requests | Section A - 11th floor x30 Please review floor plan https://... 0 requests | Section D - 11th floor x10 Please review floor plan https://... 0 requests | Section A - 11th floor x30 Please review floor plan https://... 0 requests | Section D - 11th floor x10 Please review floor plan https://... 0 requests |
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Members

PB pradeep be...
0 Hrs

On-site Visitors

- Consider virtual meetings before granting on-site visits
- Requiring appointments, rather than walk-in traffic



Appointments for Visitors

- Designate specific person to manage appointments
- Create centralized calendar
- Add Bookings to Microsoft Teams



Outlook Search

New message Delete Archive Junk Sweep

Favorites

Inbox 2

Sent Items

Drafts 2

Deleted Items 248

Add favorite

Folders

Groups

Focused Other Filter

Remote Training - Public Schoo

Today

Dr. Heather Wenzler - NorCal Microsoft ..
New booking: Hea... (2) 10:34 AM
New booking from Heather Initial Consul...

Yesterday

USA MIE Expert Educator Support
April MIE Expert and ... Fri 8:17 AM
U.S. MIE Experts & Showcase Schools Ap...

This week

David Stone; Glenn Osako
Folsom-Cordova Unifie... Thu 3:44 PM
Glen, we have it integrated. Its not as sm...

Graham, Abbie
Checking in Thu 9:55 AM
Sounds great, Heather! Thanks so much! ...

Brittnie Hebnes
Kentucky Office Hours Thu 9:42 AM
Signed us up to present next week at Ke...

April 2020

Search by keyword Preview

Bookings Schedule About

Monday, March 9, 2020 Contoso Healthcare - Telemetry + New booking

| | Christie Cline Cardiologist | Diego Sicili... Cardiologist | Grady Archie Chief Physician | Johanna Lor... Care Manager | Joni Sherman Registered Nu... | Lee Gu Cardiologist |
|-------|--|--|---------------------------------|--|--|---|
| 10 AM | | | | Initial Consult Microsoft Teams Meeting Briana Hernandez | | |
| 11 AM | Busy | Tentative | | Weekly MDT Sync | Tentative | |
| 12 PM | | Initial Consult Microsoft Teams Meeting Sven Mortensen | | | At Home Consult | Post-Op Follow Up Microsoft Teams Meeting Spencer Low |
| 1 PM | | | Follow Up Visit | | At Home Consult | |
| 2 PM | | | | Post-Op Follow Up Microsoft Teams Meeting Robin Kline | | |
| 3 PM | Discharge Consult Microsoft Teams Meeting Karen Berg | | | | Annual Check Up Microsoft Teams Meeting Malik Barden | |
| 4 PM | | At Home Consult Microsoft Teams Meeting Carlos Grilo | | | | Prescription Refill |
| 5 PM | Initial Consult Microsoft Teams Meeting Tina Wilkins | | | | | |
| 6 PM | | | | | | |

Activity Chat Teams Calendar Calls Tasks Files Bookings Shifts Apps Help

Return to Work Procedures

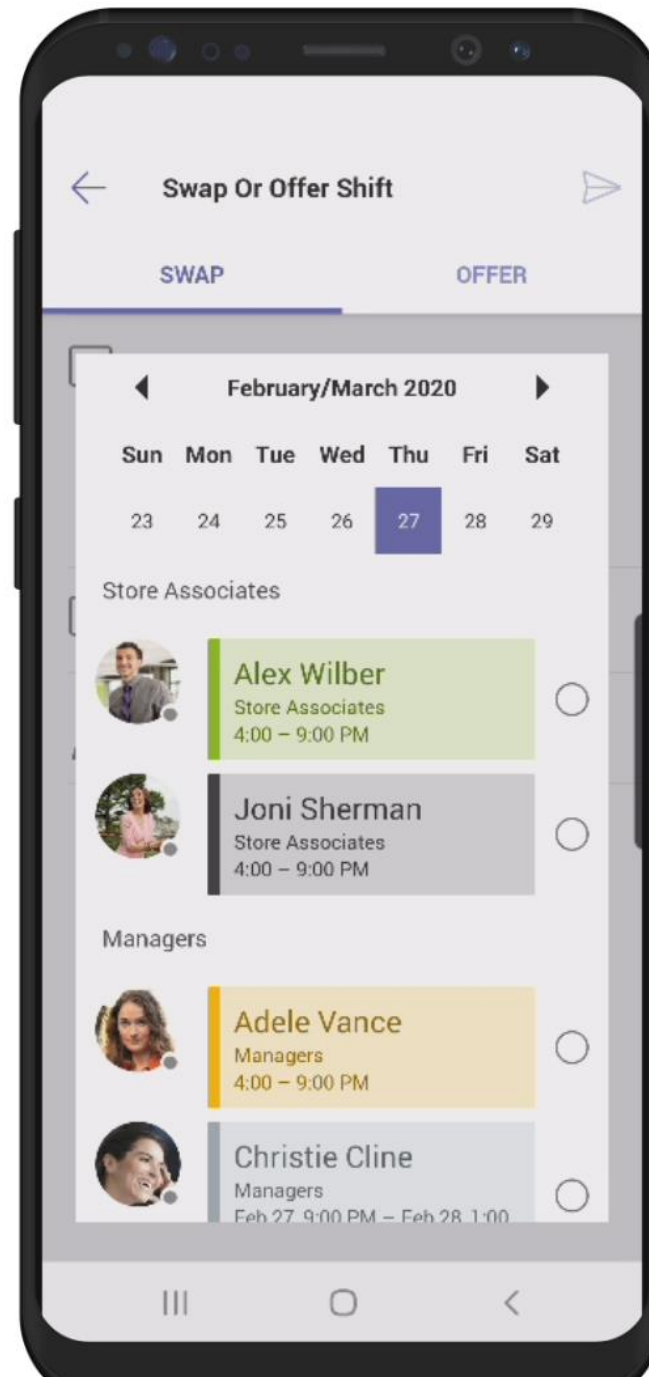
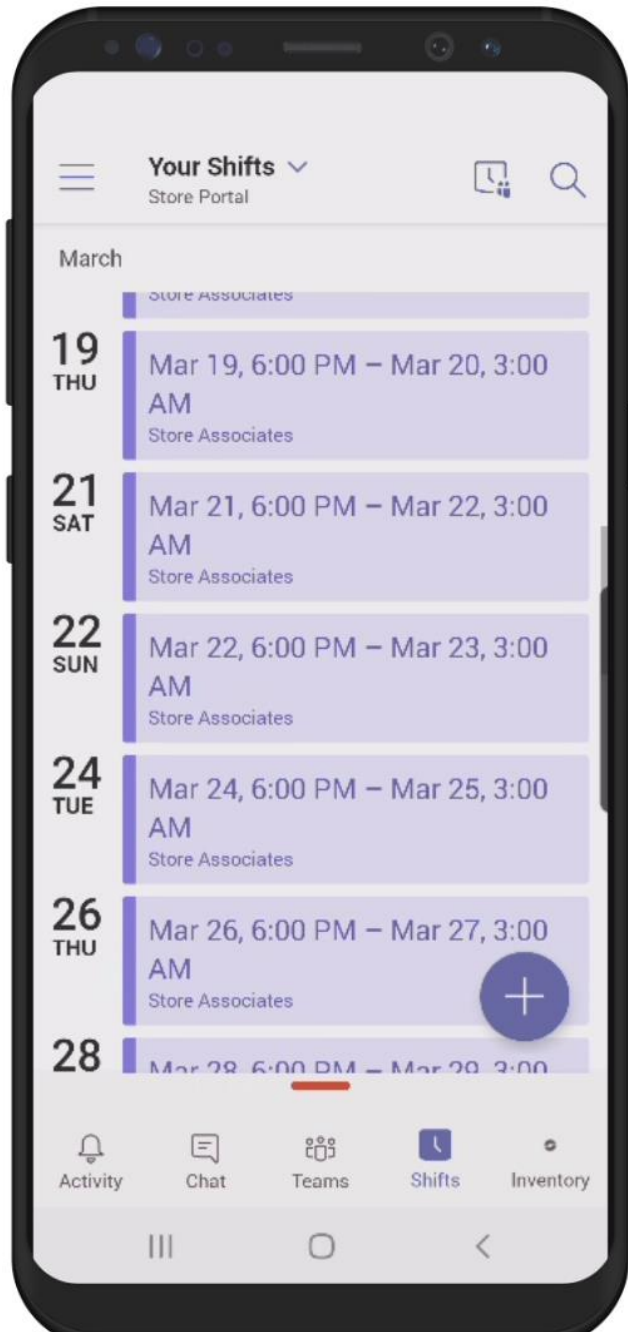
- Create a “return to work” planning team
- Create an organized and controlled approach
- Implement a team-based rotation system



Rotation System

- Stagger weeks in office and at home
- Flexible to adapt to evolving recommendations
- Create a schedule by person






Communications

- Expect confusion!
- Establishing a clear communication plan
- Schedule regular one-on-ones for both remote and on-site workers
- Clarify the preferred method of communication





Using Microsoft Teams for Communications

- Create a special “return to work” Team
 - Post all notifications in that Team
 - Create a form to centralize all requests
- 

- Teams**
- Your teams
- Seattle Store 121
 - General
 - Computers and Tablets
 - Inventory
 - Mobile phones
 - Promotions
 - TV and Home Theater
 - Warehouse
 - Store Portal
 - General**
 - Inventory
 - Los Angeles Store 239
 - Online
 - Promotions
 - Sales
 - Seattle Store 121
 - Store Layout
 - Corporate Operations
 - General
 - Logistics
 - Supply chain
 - Top performers
 - 1 hidden channel
 - HR and Communications
 - General
 - Announcements
 - Employee engagements
- Join or create a team

Forms



Questions Responses

New Request

1. What is it about?

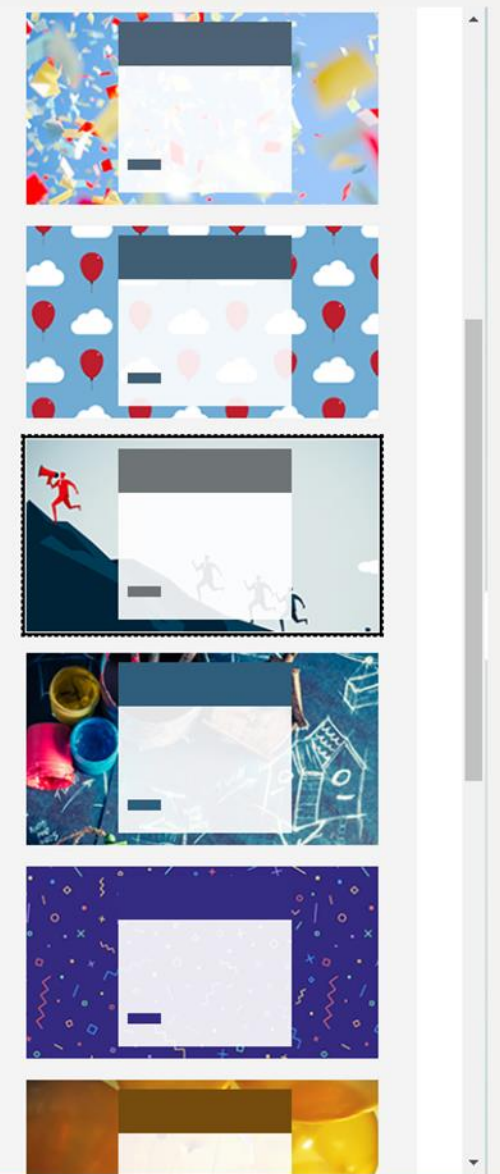
ome anonymous feedba

2. Details

Enter your answer

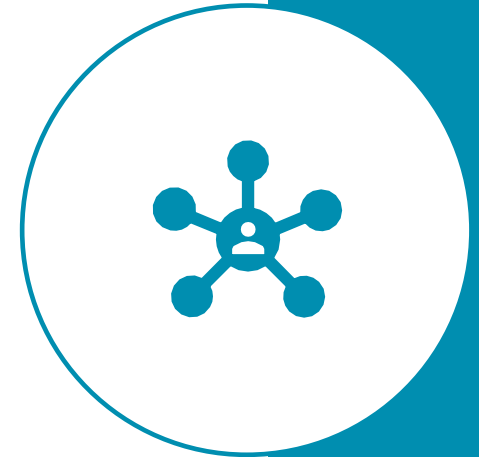
Long answer Required

+ Add new



Remote Work Hybrid

- Not just a short-term emergency tool, but a way to plan for future
- Recognize processes have changed
- Updating technology to support virtual workers



Permanent Working from Home

- Permanent mobile workforce hardware and tools
- Virtual collaboration and communication tools
- Virtual Private Network (VPN)
- Desktop monitoring
- Multi-factor authentication



Business Continuity Planning

- Immediately begin a process of reviewing the company's response to the pandemic
- Consider data recovery with multi-point backups
- Perform testing to practice the new or revised
- Eliminate accidental Office 365 deletions with added backup

Thank You!

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