

Large European Investment Bank Strategizing its Employees' Return-to-Office



Introduction

Ever since COVID-19 vaccine was announced, many organizations have started devising their return-to-office strategy. However, with different stakeholders involved and safety being a major concern, the process of bringing back employees is going to be complicated. The office premises need to be COVID-proofed and social distancing protocols need to be implemented. Businesses also need to consider their requirements, employee willingness, and eligibility as a part of the Return-to-Office plan.

The objective of this case study series is to throw light on how various organizations are planning their Return-to-Office (RTO), factors considered, challenges faced and potential tools adopted to enable the same.

Quick facts

Organization: Global Capability Centre of a European Investment Bank

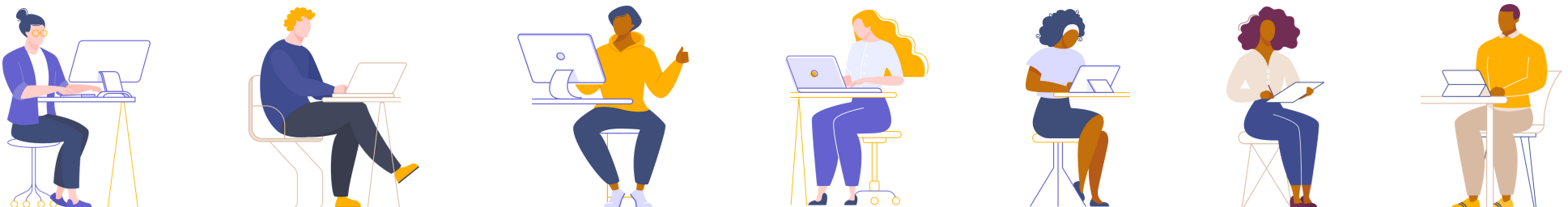
Sector: BFSI

Focus Geography: India

Total Number of Employees: 15,000

Current Return-to-Office Scenario:

- Offices have opened across 4 locations
- 2-3% of employees are coming to work currently, (Facilities Team & key members of the Finance Team)
- 20-30% of employees are expected to return-to-office in 2021



The Return-to-Office Strategy

Employee Eligibility Identification

Employee eligibility is captured through self declaration form in the WorkInSync App.

Key eligibility details captured:

- Health status
- Aarogya Setu (regulatory contact tracing application)
- Comorbidity declaration
- Travel history
- Work from office or home preference declaration



Employee Scheduling Policy Adopted

- Currently only critical employees are allowed to the office with prior approval
- Rotational policy is under review and will be implemented by the end of second quarter

Safety Measures Taken for Return-to-Office



Blue-Green strategy was adopted during initial phase to avoid overlapping of time and space between two teams



Number of entry points has been restricted



Contactless options for almost all touch points in the office have been established



During commute, all vehicles are sanitized before and after each trip



Temperature scanning is mandatory at entry point



Visitors not allowed without prior approval



Sanitizer is provided at all strategic locations



Seats have been blocked for maintain social distancing protocols



Daily floor sanitization is conducted



Cafeteria services have been discontinued



Exhaustive campaign around safety measures are being conducted

Teams Implementing Return-to-Office Strategy

- A dedicated task force has been setup to plan and execute RTO
- Task force includes members from Legal, HR, Facilities, Security, Risk, CIOs and Business Continuity Management teams

Tool Used to Implement Return-to-Office Strategy

WorkInSync was implemented to allow employees contactless access to the office and ensure safe commute for all those coming back to the office.



One App to manage
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