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Safe Actions For Employee Returns

Safety Tips for Hybrid Workforces

As COVID-19 vaccinations are increasing and workforces are expanding, creating options for workers to choose when, where and how they want to work is becoming increasingly popular. Offering employees hybrid options can lead to higher job satisfaction, improved productivity and healthier workers. This document lays out tips to help employers keep workers safe when offering hybrid work options.

Things to remember when offering hybrid work options:

1. **Ergonomics** – Conduct ergonomic assessments via teleconference or through pictures if your workers are remote or in hybrid work environments.
2. **Home workspace safety** – Share safety reminders about working from home, such as making sure workspaces are clear of anything potentially unsafe and checking surroundings for tripping hazards, such as toys, cords, boxes, and loose rugs or carpeting. Check for electrical hazards, such as the use of extension cords and grounded outlets (three-prongs).
3. **Safety protocols** – Encourage necessary safety protocols in workspaces, including social distancing, personal protective equipment, use of masks and so forth.
4. **Mental health** – Periodically check in on your workforce and offer employee assistance programs or other supplemental programs for workers as they navigate the pandemic.
5. **Work equipment** – If your workforce is working from home, ensure they have the proper equipment needed to do their job, including items like hardware, phone, internet, desk, chair and so forth.

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6. **Consistent communication** – Someone may choose to work an early shift for a few months and then need to adjust and work late shifts. Consistent check-ins will ensure a smoother workflow and keep you updated on worker needs.

7. **Important questions** – Be aware of where, when and how workers are conducting business:
 - When managing a hybrid workforce, look at where people are working (at home, safety of worksites, etc.).
 - Review when people are working. Some workers may need to change shifts or job sites due to the pandemic.
 - Employers should oversee how people are working. Are employees being safe at work, are they taking into account safety protocols?

8. **Workplace security:**
 - Are data files safe and secure?
 - Ensure materials and equipment are in a secure place protected from damage and misuse.
 - Implement an up-to-date anti-virus software, keep virus definitions up-to-date and run regular scans.

References:

The Centers for Disease Control and Prevention: Vaccine dose trends:

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/distributing/first-doses.html>

Forbes: Sustaining company culture in a hybrid work model:

[Sustaining Company Culture in a Hybrid Work Model](#)

Steelcase:

https://www.steelcase.com/research/articles/work-better/?utm_source=forbes&utm_medium=tb-article&utm_campaign=work-better&utm_term=work-better-article

Telework:

[Employees Safety Checklist](#)