



Guidance for Leaders on Returning Colleagues to the Office

For non-direct patient care/office settings and in administrative services office buildings or departments

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Overview

Returning to work safely at any one of our Trinity Health non-clinical office spaces requires a shared responsibility to adhere to new protocols and new behaviors. All colleagues must do their part, and you, as a leader, have an enhanced role to keep your team safe, productive and informed.

This file contains additional steps that leaders must take during the colleague return-to-office implementation process. By fulfilling the outlined measures, you will reinforce the Trinity Health Safety Core Value.

Core Value of Safety
 We embrace a culture that prevents harm and nurtures a healing, safe environment for all.

Related Guidance

Colleague guide

[Safety Expectations and Guidelines for Colleagues Working in Non-Patient Care Office Settings](#)

BEFORE your team is permitted to return to the office

Department Business Plan

All departments interested in having colleagues return to the office setting on a scheduled basis must complete the steps below prior to colleagues entering the buildings.

| Responsibility | Date Completed |
|---|----------------|
| <p>Remote Work Assessment For System Office: Department Senior Vice President (SVP) to complete review with Peter Karadjoff and the Remote Work Team</p> <p>For Health Ministries: Department SVP to complete review with designated HM executive leader.</p> | |
| <p>Department Business Plan Developed by Department SVP & VP using the Return to Office Setting – Department Business Plan guidance document.</p> | |
| <p>Approved Department Business Plan Receive approval by System Office or Health Ministry executive leadership.</p> | |
| <p>Department Leadership Share approved business plan with department directors and managers.</p> | |

Preparing Colleagues to Return to Office Setting

To ensure that all colleagues are prepared to return to the office setting in a safe and consistent manner, department leaders with direct reports must complete the following steps **prior to** colleagues returning to the office buildings.

| Responsibility | Date Completed |
|--|----------------|
| <p>Colleague Return-to-Office Guide (Non-Clinical/Office/Admin Setting) Confirm that all colleagues have received and read Safety Expectations and Guidance for Colleagues in Non-Patient Care Office Settings.</p> | |
| <p>Web-based COVID-19 Training Confirm that all colleagues have completed all COVID-19 safety training. Information about this education will be available soon.</p> | |
| <p>Return-to-Building Orientation Schedule a return-to-the-building orientation meeting with all colleagues who will work in the office, even if only occasionally, to review guide requirements and resources as well as address colleague questions or concerns. Colleagues are required to attend this virtual orientation with you in order to return to their location.</p> | |

Colleague Questions and Concerns:

If your colleagues have questions and/or concerns that you do not feel you can answer or requests an accommodation or exception to the guide requirements, direct them to the department’s Human Resources representative.

AFTER your team is back in the office

Colleague Screening Situations

| Colleague Situation | Leader Responsibility |
|--|---|
| <p>Colleague is not physically in the office</p> <p>Colleague reports that they are not able to come to work due to COVID-19-like symptoms or believes they will answer “yes” to any of the screening questions</p> | <p>1) Instruct colleague to contact designated Human Resource (HR) or Employee Health Services (EHS) representative to complete a COVID-19 Assessment to determine if eligible for: Administrative Leave of Absence, testing recommendations and return to work requirements</p> <p>2) Provide details of the situation to HR or EHS Representative</p> |
| <p>Colleague is physically in the office</p> <p>Colleague reports COVID-19-like symptoms while in the office</p> | <p>1) Instruct colleague with COVID-19 like symptoms to leave the office and take their computer with them, if they have remote-work capability</p> <p>2) Instruct colleague to contact designated HR or EHS Representative to complete COVID-19 Assessment to determine if eligible for Administrative Leave of Absence, testing recommendations and return-to-work requirements</p> <p>3) Leader to provide details of the situation to HR or EHS Representative</p> <p>4) Leader or HR to notify Business Services to initiate cleaning protocol</p> |

Helping Colleagues Comply and Managing Non-Compliance:

Colleagues are expected to follow the guidance and requirements in the [Safety Expectations and Guidelines for Colleagues Working in Non-Patient Care Office Setting Guide](#). Change is difficult and these new requirements will very likely result in actions of non-compliance that will range from the occasional (e.g. forgot to wipe the refrigerator handle) to the consistent (e.g. colleagues regularly gathering in a common area and not keeping 6-foot distance or failing to wear face coverings during face-to-face meetings).

Colleague compliance with safety guidance is essential in preventing the transmission of COVID-19. Leaders must hold colleagues accountable in keeping themselves and others safe by following required behaviors. Coaching and reminders should occur for the occasional transgression that may occur. For repetitive non-compliant behaviors, contact your HR business partner to discuss potential corrective action.

Colleague Questions and Concerns:

Reference the Department Business Plan or Safety Expectations and Guidelines for Colleagues Working in a Non-Patient Care Office Setting for information that will help address colleague questions or concerns.

If your colleagues have questions and/or concerns that you do not feel you can answer or requests an accommodation or exception to the guide requirements, direct them to the designated Human Resources representative for your department.

In alignment with other safety reporting, colleagues should believe they can bring concerns about non-compliance of the COVID-19 safety protocols to you, as their leader. Colleagues also have the option to report non-compliance concerns to their Safety Officer, through the Integrity and Compliance Hotline, or by contacting Human Resources.

Thank you for your leadership.