

Global beverage and drinks company

Strategizes employee return to office following pandemic



Introduction

Quick facts

Recent developments around coronavirus vaccines mean that organizations can finally, begin strategizing their employees' Return-to-Office (RTO).

RTO is a complex planning task due to its multiple stakeholders and considerations.

Office premises need to be COVID-proofed, with social distancing protocols in place to maintain a safe, healthy workplace.

Beyond this, companies need to consider what the business' requirements are, the willingness of employees and eligibility.

Faced with these challenges for its 1600-strong workforce at a global capability center in India, a global beverage and spirits manufacturer turned to WorkInSync for a customized solution.

Organization: Beverage/spirits manufacturer
(Global Capability Center)

Sector: FMCG

Employees: 1600

Current RTO scenario:

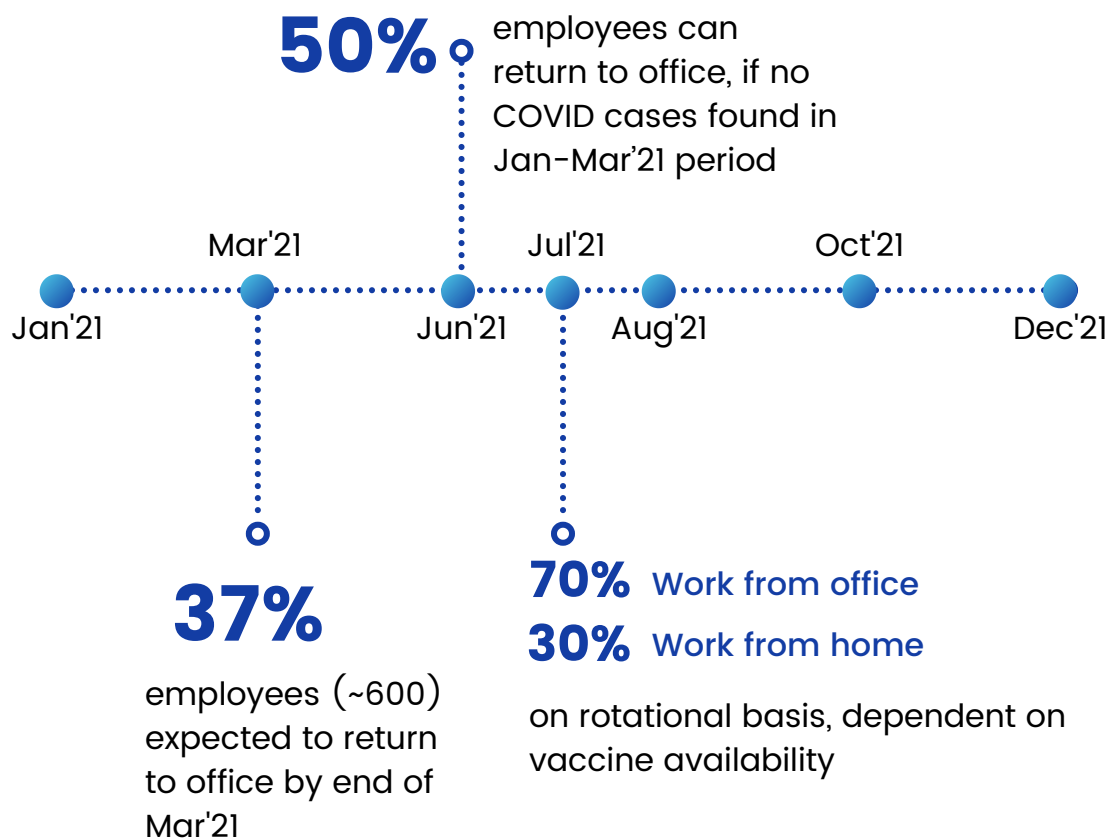
- ▶ 1.5% of employees currently working on site
Facilities Team, plus a few members from functional teams
- ▶ Business teams not required to come to office
- ▶ 37% of employees expected to RTO by March 2021



The Return-to-Office Strategy

While the majority of the company's employees at the GCC currently work from home, HR and the facility teams want to make the facility safe for employees returning to the office in the near future.

Organizational policy adopted for employees' return-to-office:



Employee rotation / scheduling policy:

The company's Return-to-Office strategy benefits from contingency planning and commenced in January 2021.

- Employees split into four teams
- Each team required to work-from-office for a week, followed by two weeks working from home
- From April 2021, if no employee infection in previous three months, then employees can choose their office work days.
- Maximum occupancy is currently set at 50% (approximately 700 employees)

How to answer RTO Concerns :

► Gain employee trust about workplace safety

Conduct internal surveys to better understand employee concerns.

Meet frequently with key stakeholders to communicate steps being taken to ensure health and safety at work.

Install sanitizers at designated places within the office.

Ensure frequent sanitization of common touchpoints.

► Ensure safety in the cafeteria

Reduced cafeteria occupancy, from 200 to 30 per sitting.

Screen all cafeteria staff (including housekeeping) each day.

Reduced menu is limited to two meal options, ensuring maximum hygiene.



► Manage common spaces effectively

Negotiated with tech park management for dedicated elevators, giving safe office access.

Arranged exclusive use of parking so no sharing facilities with neighboring companies.

Access to office floors is limited to authorized personnel and vendors with pre-approved permits.

Tool used to aid the RTO implementation:



The client has been using WorkInSync to track and manage employees' Return to Office and to ensure office occupancy is controlled.

Some of the WorkInSync features used are - employee scheduling, contactless office entry, sanitization tracking workflows and flexi-desking.

About WorkInSync

WorkInSync is a SaaS solution that enables organizations to establish hybrid workplaces and employees' safe return-to-office.

WorkInSync is backed by our decade long experience creating MoveInSync - the world's largest office commute platform which is currently used by 150 global enterprises including 40 Fortune 500 companies.

