

Employee
Experience
Series

Building a Return to Work Plan

a guide from

Execution
Considerations
As Part Of A Post-COVID Plan

 MORNING |  Workplace from FACEBOOK

BUILDING A RETURN TO WORK PLAN

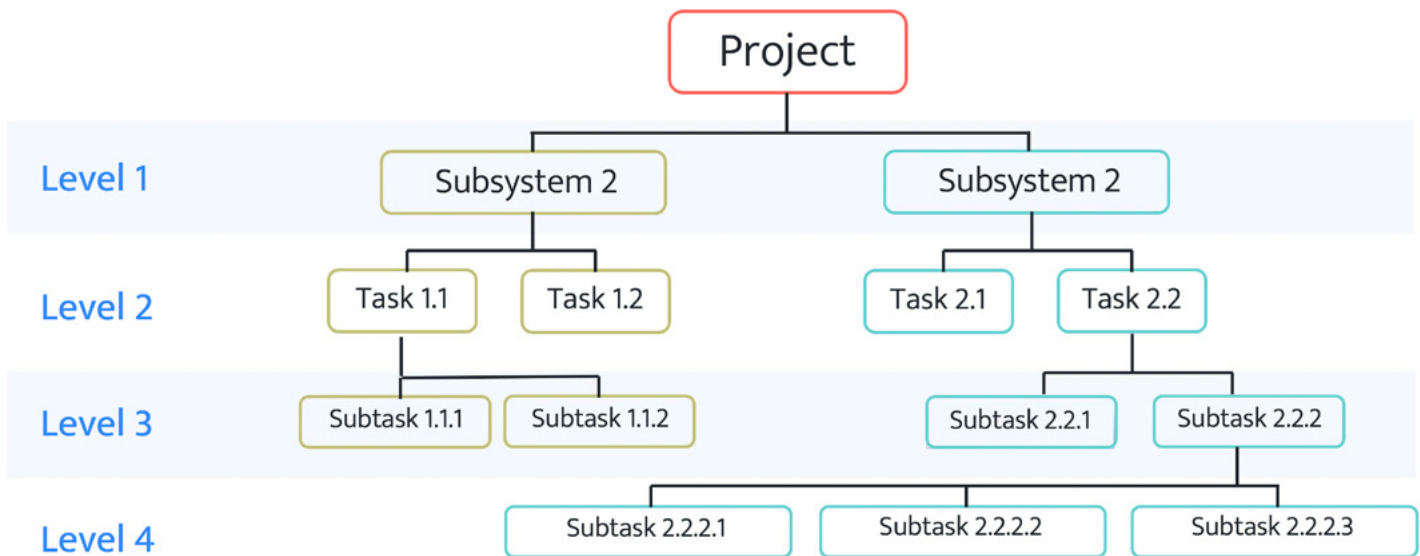
Most companies won't be able to just turn the key and go back to a pre-coronavirus workplace.

Returning to work is more complicated – and it'll call for a **Return to Work (RTW) Plan**.

“Everyone needs to understand what their role is in the return to work plan,” said Attorney Max Muller, author of *The Manager's Guide to HR*, in the recent HRMorning *Execution Considerations as Part of a Post-COVID Plan* masterclass. “If people understand what they're supposed to do and what other people are supposed to do, you create a more inclusive situation.”

Muller shared this helpful tool for a RTW Plan: The Work Breakdown Structure (WBS). Fortunately, this isn't as technical or complex as it might look in writing.

Work Breakdown Structure (WBS)



The tasks don't need to be exclusive of each other, Muller pointed out. One job's start may depend on another's completion. Or the completion of one may complete another. The most important factors are the four elements of each task:

- **Deliverables:** The actual job that must be done.
- **Person responsible:** Either the person who executes it or the person who ensures it's executed.
- **Direct time:** Actual hands-on, work time.
- **Duration:** Time it takes from task start to completion.

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