

DOC Return to Office Checklist for Bureaus

The criteria below were developed by the DOC COVID-19 Task Force **to facilitate a safe and effective return to office**. These are subject to change, based upon new information released from CDC or the Administration.

Pre-Return to Office

- Select a representative to support the Office of Human Resources Management (OHRM) variance review process by April 01, 2022. ☒
- Establish and maintain a clearly articulated policy for the minimum level of connectivity required to support telework by April 25, 2022. ☒
- Ensure technologies are in place to permit full integration and accessibility needs of on-site and teleworking employees within hybrid meetings by April 25, 2022. ☒
- Conduct requirements gathering for both the types and amounts of technology-upgrades needed before expanding the Bureau's hybrid meetings by April 25, 2022. ☒
- Gather technology impediments that affect the Bureau's ability to implement reintegration. Develop a plan to remedy the issues and an alternative reintegration plan for submission by April 25, 2022. ☒
- Conduct and impact analysis on facility needs related to shared workspaces or hoteling by April 25, 2022. ☒
- Submit variations from the baseline telework guidance (ongoing). ☒
- Notify the Director of OHRM in writing if the Bureau has granted variations to more than 3% of its workforce and provide documentation of its process for approval (ongoing). ☒

Post-Return to Office

- Complete a review of all position descriptions for telework eligibility AND submit updated policies to OHRM no later than May 25, 2022. ☒
- Implement signed agreements for routine and situational teleworkers on June 25, 2022. ☒
- Maintain an on-site presence each workday consisting of an on-site deputy or equivalent to ensure adequate coverage and supervision each workday (ongoing). ☒
- Evaluate overall capacity requirements for hybrid meetings (ongoing). ☒
- Establish one or more core days and be intentional about how Bureaus are using those in-person opportunities (ongoing). ☒
- Initiate an evaluation of any pilot programs, as applicable. ☒

Return to Office

- Provide CFO/ASA with a written assessment of the impacts of increased telework and Hybrid Work on facilities and IT needs no later than October 25, 2022. ☒

