**FREDERICK INNOVATIVE TECHNLOGY CENTER**
**Are You Ready to Reopen – OVERVIEW**

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There's so much to think about as we prepare to re-open and lots of information out there. In this email we've looked for the best resources and summarize the data into something concise so you can filter though for the most important things for you and your company.

**In this email you will find:**

1. Inc. + US Chamber of Commerce Town Hall - Friday (5/8/20) @ noon - Are you ready to reopen? - To Register scroll all the way to the end of this email.

2. McKinsey & Company Article on COVID-19 Facts and Insights including planning to reopen

3. McKinsey & Company - COVID-19 Implications for Business & Getting Back to work

4. McKinsey & Company - Beyond COVID-19 The path to the next normal

5. McKinsey & Company - 7 elements for leaders to consider as they plan for the next norm.

6. HR Answerbox Return to Work Checklist

7. Video on how to wear a mask

8. Last is a sample letter to your community, resources to find supplies & Signage.

(NOTE: You can also access all the information we've sent on FITCI's COVID-19 resource guide by visiting our website.)

**Stay blessed, Stay Strong, Stay Focused!**

**FITCI**

**"COVID-19 Facts and Insights"**

This McKinsey and Company document includes important information about the scale of the current COVID-19 pandemic and how the situation may evolve. In four sections, the document discusses the

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situation now, scenarios and paths forward, planning and managing the COVID-19 responses, and sector-specific impacts.

1. **The Situation Now.** The global spread of COVID-19 is accelerating with increasing reports of local transmission. To date, there are more than 1.91M global confirmed cases, more than 119,500 deaths, and more than 212 affected countries/territories. The virus is still spreading despite worldwide containment efforts, with the greatest share of cases coming from Europe and the U.S. Between 20-50% of all infected individuals are asymptomatic, but the use of facemasks and proper handwashing techniques helps to slow the spread of the disease. Currently, there are over 80 vaccine candidates and 130 therapeutics candidates in development for COVID-19.

2. **Scenarios and Path Forward.** Rapid and effective control of virus spread is the best way to bring society back to a sense of normalcy. In the coming weeks, business leaders should consider both the depth and length of disruption that COVID-19 has caused and start thinking of what shape recovery could take.

3. **Planning and Managing COVID-19 Responses.** Leaders need to think and act across 5 horizons: Resolve, Resilience, Return, Reimagination, and Reform.

   a. Resolve: Address the immediate challenges that COVID-19 represents to the institution's workforce, customers, technology, and business partners.

   b. Resilience: Address near-term cash management challenges and broader resiliency issues during virus-related shutdowns and economic knock-on effects.

   c. Return: Create a detailed plan to return the business to scale quickly, as the virus evolves and knock on effects become clearer.

   d. Reimagination: Re-imagine the "next normal"—what a discontinuous shift looks like, and implications for how the institution should reinvent.

   e. Reform: Be clear about how the regulatory and competitive environment in your industry may shift.

4. **Sector-specific Impact.** Market capitalization has declined across sectors, with significant variation to the extent of the decline. Even within sectors, there is significant variance between companies. ***Attachment titled "COVID-19 Facts and Insights"***


**"Coronavirus' Business Impact"** **(CLICK TITLE)**

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The first and most obvious factor in determining readiness to work is the number of new cases in a given area. Regions with ongoing transmission should expect restarting economic activity will only lead to more transmission. The second is the strength of systems in place for detecting, managing, and preventing new cases.

Three Essential Elements to ensure robust implementation:

1.  Leaders will require effective, read-to-act local authority structures.

2.  Solutions and directives must be clear and simple so the public can understand

3.  Measures must be consistent (ex. if shops open allowing 5 people at a time 6x a day, and the next week allow 2 people every 8 hours, it will result in noncompliance and erosion of trust in public authorities.)

Six domains for engagement for local leaders: 1) Foundational public health, 2) Societal compliance, 3) Health-system capacity, 4) Industry safeguards, 5) Protection of the vulnerable, 6) Economic health.  Asian countries will be the first to define our "new normal" and these 4 dimensions will define it: 1) Rethinking social contracts, 2) Defining the future of work and consumption, 3) Mobilizing resources at speed and scale, 4) Moving from globalization to regionalization.

**"The Path to the Next Normal"** **(CLICK TITLE)**

The pandemic will give us a dramatic restructuring of the economic and social order businesses and society have traditionally operated. This article tackles the questions posed to leaders in the public, private and social sectors, and proposes that we act in 5 stages: Resolve, Resilience, Return, Reimagination, and Reform.

1.  **Resolve**. Determine the scale, pace, and depth of action required at the business level.

2.  **Resilience**. Near-term issues of cash management for liquidity and solvency are paramount. Businesses need to act on broader resilience plans as the shock begins to upturn established structures.

3.  **Return**. Leaders must reassess their entire business system and plan for contingent actions in order to return their business to effective production at pace and scale. A rapid return will cause another rapid spread of the virus.

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4. **Reimagination**. Crisis will reveal vulnerabilities and opportunities to improve performance of businesses. Assess what is truly required vs. what is nice to have. Opportunities to push the envelope of tech adoption will be accelerated by rapid learning about what it takes to drive productivity when labor is limited or unavailable.

5. **Reform**. Governments may feel emboldened and supported by citizens to take a more active role in shaping economic activity. Business leaders need to anticipate popularly supported changes to policies and regulations as society seeks to avoid future health crises (working from home, large-scale surveillance, etc.).

**"7 elements for Leaders to consider as they plan for the Next Normal"**

COVID-19 has changed our daily operations. McKinsey & Company has put out a very insightful article that outlines seven elements business leaders should consider as they plan for the next normal. These elements include dealing with distance, increasing resilience and efficiency, the rise of a contact-free economy, more government intervention in the economy, more scrutiny for business, changing industry structures, and finding the silver linings. ***Attachment titled "The Next Normal"***

**HR Answerbox's "Return-to-Work Checklist"**

HR Answerbox has published an excellent checklist outlining a few questions that leaders should consider in preparation for their teams to return to work. The list offers tips on communication, health and safety, and logistical considerations. ***Attachment titled "HR Answerbox Return to Work Checklist"***

**"How to Wear a Cloth Mask Properly" (CLICK TITLE)**

This short video by Consumer Reports explains how to properly wear and use cloth face masks. The tips are the same for when using a disposable face mask, just be sure to throw out your disposable mask at the end of the day.

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**Keeping Your Community Updated**

When preparing to go back to work it is important to let your community know when your office will be open to the public and what guidelines you will set in place to reduce the spread of COVID-19. FITCI has drafted a letter that you can adapt and send to your community to let them know your new operating procedures. ***Attachment titled "Letter to Our Community" and make any necessary changes to fit your business.***

It is also important to ensure that you have the supplies necessary to keep your office clean and sanitized to prevent the spread of illness. Below are a few helpful links for finding protective gear for your office:

- Sneeze Guards: Shop Pop Displays, USA Sealing

- Masks: Arnold Packaging, CDC guidelines on how to use a cloth facemask and directions on how to make your own

- Gloves: Uline

We have also included attachments with signage you can display in your office to promote social distancing and proper handwashing. ***Attachments "Social Distancing Signage" and "Handwashing Guide" to print. Follow this link to create and print your own handwashing sign.***

# ATTACHMENTS:
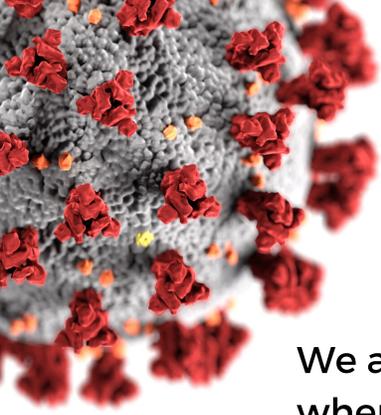
# RETURN-TO-WORK CHECKLIST

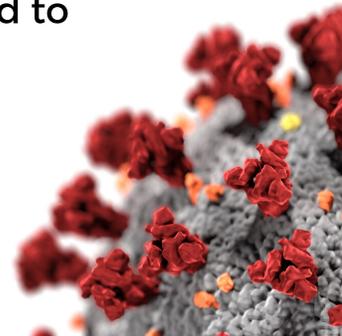## Get your employees back to work after COVID-19

We all know this isn't going to last forever, but we don't yet know when we'll be able to reopen our businesses. Even though the dates aren't certain yet, we can take proactive steps to ensure that our teams are ready when it's go time. Our checklist walks you through a number of questions you should consider now in preparation for your teams return to work.

## ✓ Communication

- Who will be responsible for communicating to employees about
- their return-to-work status?
- Will it be an all-at-once or phased return approach?
- What communication will you provide to clients and/or vendors about operations, working hours, etc.?
- Did you change any policies during work-from-home (attendance/work hours, time off, dress code, etc.)?
  - Do these policies need to be revised again?

## ✓ Health + Safety

- Is your workplace able to maintain social distancing standards?
- Do you have adequate hygiene and PPE supplies?
- What PPE, if any, will be required within the workplace?
- How will employees obtain the required PPE?
- Will cleaning/disinfecting protocols change?
- Will employees be subject to temperature checks before entering the office?
- How and to whom should employees report COVID-19 symptoms?
- Under what circumstances would an employee be asked to leave the worksite and self-quarantine?
- How long does an employee need to self-quarantine?
- Will visitors be permitted in the workplace?

**HRanswerbox**™
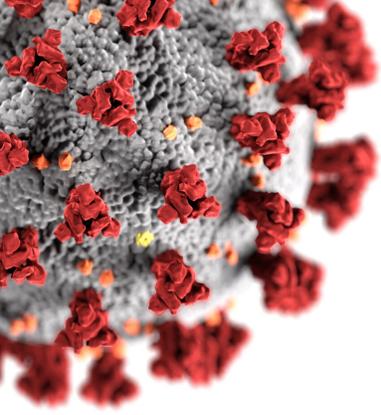
# RETURN-TO-WORK CHECKLIST

## Get your employees back to work after COVID-19

✓ **Logistical Considerations**

- What if my employees want to continue working from home?
- What if my employees don't have childcare, but I need them to come back to the office?
  - Do they have remaining emergency FMLA leave?
  - Do they have other types of leave that would be applicable?
- What if my employees are scared to come back to work?

✓ **Other Questions/Concerns?**

💡 **Pro tip:** Going back to work will take some adjustment, so try to be flexible and understanding with your employees.
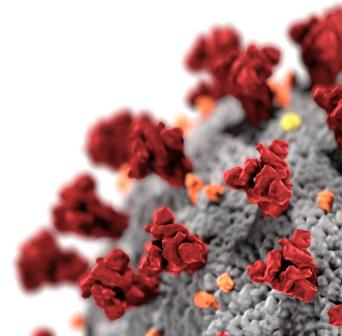
**Need help? Give us a call or drop us an email:**
240.394.9439
amanda@hranswerbox.com
hranswerbox.com
newmanagerbootcamp.com

**HRanswerbox™**

Dear Community,

We are happy to announce that beginning on [date] our office will once again be open to the public. At Frederick Innovative Technology Center, Inc. (FITCI), we are committed to ensuring the safety of our clients and our staff. With that said, we will be implementing new guidelines for staff, members and visitors to minimize the spread of illness.

All will be required to maintain a distance of at least 6 feet from one another as well as to wear masks when entering the building and when in in the building's common areas. What you do in your private spaces is up to you. In addition, we are limiting the number of individuals allowed in our conference rooms at any one time and have removed chairs to ensure this stays in place. Scheduling conference rooms is even more important now as we are cleaning in between meetings.  We are also taking additional measures to ensure that our office space, bathrooms, kitchens, copier, etc are clean and sanitized regularly.

We have created barriers for the front desks and setup splash screens, please DO NOT come behind the front desks and give the team space to feel safe and comfortable. Since our FITCI office space is small, we are not allowing any visitors into the FITCI back offices. We are happy to step out into the hallway to chat. Please comply with this so everyone feels safe. We also suggest you treat your offices/labs in the same way.

You will notice that there are small round colorful dots on light switches, door handles, etc. as a reminder that these are high touch areas and you should be washing your hands right afterward. There are hand washing signs and masks required signs as a reminder in place. You will also notice hand sanitizers in high traffic common areas we will maintain these as we can. Figures crossed the supplies last.

By taking these steps we can minimize the spread of illnesses and maintain a safe working environment.

Thank you for your patience and cooperation during this difficult time. We are excited to welcome you back and look forward to seeing you soon.

Best,




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