

GUIDELINES

Return to Workplace

Back to the *New Normal*

The health and safety of all employees and partners of member companies associated in the **Business Service Center Forum (BSCF)** remains our top priority. Since the breakout of the pandemic in the first half of March, more than 96% of employees working in the business services sector that employs almost 40 000 people in Slovakia have been working remotely from home. As both social and business communities in Slovakia continue to reopen in late May, we share the following set of guidelines BSCF members have been implementing on their way to the “new normal”. Despite the dismantling of pandemic-related measures, the return to corporate offices will be gradual. Business services companies

plan to return to offices in phases. Some workers will continue to work fully from home, some will take turns in the offices. Please consult independently your legal and HR administration as the following measures and guidelines may vary in respective companies as further details in every aspect are based on a company specific set-up. BSCF members are navigating public health and government restrictions and continued susceptibility to Covid-19. Employees are encouraged to continue work remotely from home with exceptions of those who already perform essential work on location sites that cannot be done remotely (approx. 3-5% of all employees).

WHY CAN EMPLOYEES PLAN ON RETURNING TO THE OFFICE?

Recently, the Slovak authorities announced that thanks to the favorable development with low numbers of new COVID-19 infections many measures which were implemented to stop the spreading of

the virus are now lifted. Based on this favorable development BSCF members are commencing the initial phase of the process of coming back to the offices - step by step with limited office presence. The process will comprise of precautionary hygienic and behavioural measures, e.g. social distancing.



WHO IS RESPONSIBLE FOR THE PROCESS AND WHAT DOES SOCIAL DISTANCING MEAN?

Every BSCF company established its own “Crisis Management Team” or “Crisis Response Team” once the pandemic started, deciding on the general guidance for its company. Based on this general guidance and in consultation with their team

members, the department heads and team leads establish appropriate plans individually tailored to the needs of the department. Social distancing mean that BSCF companies require a certain distance (usually 2 meters) to be preserved all the time on their sites at all offices and other office premises such as coffee corners, kitchens, printers’ corners, corridors, elevators, and staircases.



WHAT PRECAUTIONS HAVE BEEN TAKEN FOR THE OPEN-PLAN OFFICES?

BSCF companies decided to strictly limit the maximum % occupancy of their offices during the first weeks of the return process. With this they ensure a minimum distance of one empty desk

between present employees at the office. All employees and visitors on site are obliged to cover their mouth and nose based on the measures taken by Slovak authorities. Whilst having lunch or drinking a beverage the mask can be removed, but only for the duration of eating and drinking. Also, during lunch time social distancing must be respected.



HOW BSCF COMPANIES WILL HELP THEIR EMPLOYEES KEEP SAFE IN THE WORKPLACE?

- Space planning: distancing of desks and seating, floor markers, some common areas closed
- Site readiness audit
- Building services: enhanced cleaning, increased air ventilation, modified delivery of food and stationery
- Manage occupancy of eligible staff and externals



HOW BSCF EMPLOYEES WILL HELP TO KEEP EACH OTHER SAFE IN THE WORKPLACE?

- Maintain social distance at all time
- Continue appropriate personal hygiene practices (e.g. frequent hand washing)
- No handshaking
- Minimized contact, limited personal meetings
- Stay home if ill or suspected



As general situation in Slovakia changes, so are the BSCF companies. Covid-19 “Crisis Response Team” of every BSCF company will continue observing the situation in the country and offices and will amend measures and rules accordingly – what is right and correct today can be seen as wrong tomorrow – so what we share today can be subject to a change – but every change will be communicated immediately.