



# Post-Return Office Policies

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## **“How often should I plan to be in an office?”**

If you will be a hub-based employee, you will be strongly encouraged (*but not required*) to be in the office on dedicated days each week in order to properly gauge headcount.

Note: If you are planning to be in fewer than 3 days per week, you will not have a dedicated desk.

## **“I took some equipment (monitor/keyboard & mouse/etc) home during the pandemic. Do I have to bring it back?”**

If you're a hub-based employee, you will need to return equipment to the office on (but not before) your first day back. If you've moved to full-time remote status, you can keep the equipment.

## **What else do I need to know about my office?**

- [Health precautions](#)
- [Visitor and security policies](#)
- [Cleaning schedules](#)
  - Note: Because offices will be cleaned every weeknight (including Fridays), you may not visit an office over the weekend.
- [Wifi info](#)