



Return to Office Milestones, Timelines, and Recommendations

Milestones required to begin return to office process:

1. All employees who wish to return to an office are vaccinated*
**If you have a medical condition or religious requirement that prevents you from being vaccinated, please alert #people-ops*
2. Local officials have lifted restrictions on non-essential workers returning to offices
3. Offices are deep cleaned and physically reorganized
 1. We will be putting clear dividers between open plan desks
4. Pilot group (1/4 of hub-based employees) has been onsite for 6 weeks with no increased rate of illness or other adverse effects

Post-return milestones

- Travel: This will be entirely based on CDC recommendations as to when it is safe and advisable to do so.
- Mask wearing: This will be entirely based on CDC recommendations as to when it is safe and advisable to be without a mask in public.
- Visitors: We will make a determination on whether or not to open our office to visitors no earlier than 6 months after our final group returns to the office

Timeline to return to office:

Note that each timeline is PER OFFICE.

1. Initial pilot group will return approximately one month after milestones 1-3 are complete



2. After 6 weeks, evaluate impact on employee health and either remain in step 1, checking a 2-week intervals OR move on to step 3
3. Group 2 returns to office
4. After 3 weeks, evaluate impact on employee health and either remain in step 2, checking at 2-week intervals OR move on to step 5
5. Final group returns to office

Recommendations:

- Every employee **designates a “hub”** location as their home office OR requests to become 100% remote
- Hub employees will be strongly encouraged (*but not required*) to be in the office on dedicated days each week
- Implement **hot desks** for hub employees in the office <3 days/week
- *All* distributed team members should plan to visit hub offices 2-4X per year (once travel milestone has been hit)