

# RE-ENGAGE: WORKPLACE SERVICES



To ensure a smooth and safe transition back to the workplace, organizations need to have a well designed and communicated re-entry plan. Careful thought must be given to all aspects of the employee experience when developing the return to work plan. It is essential that employees feel comfortable and informed with the detailed guidelines, policies, protocols, and tools that are changing the future of work.



Personalized return to work support for your organization

Circles designed, implemented, and deployed its program to support your return to work activities fully. By actively communicating with your employees, they will know what to expect and feel both informed and reassured. Let your employees know their health & safety, and open communication is of utmost importance.

## Available Services



Personalized outbound phone calls to employees



Personalized email communications



Centralized inbound communications - questions, inquires, concerns, etc.



Ongoing re-entry & workplace updates - hours, common spaces, expectations, etc.



Balance work and home with on-demand support



Ongoing safety briefs & training to assure safe work environments

## PROGRAM OUTCOMES

1. Employees will understand the re-entry plan specific to their role within the workplace.
2. All employees to be provided with personalized outreach support.
3. Employees will be provided with timely re-entry updates, information, and materials as they become available.
4. Employees will have access to centralized, reactive support options for re-entry questions, concerns, or inquiries.
5. Employees will feel informed, confident, reassured, and comfortable as they return to work.

# PROGRAM FEATURES



## Pre-Return

Our personalized outreach service informs your employees about what to expect when they return to work. Reassure them that their health and safety is your primary concern. Compelling communication will allow them to feel confident and informed when returning to work.



## At Work

What can employees expect as they arrive, enter the building, use the café, or host a meeting? Let Circles set and communicate new expectations, guidelines, policies, and procedures with a centralized resource to answer questions and general inquiries.



## Managing Family Life

While employees go back to work and focus on returning to their routines, let Circles assist their families in adjusting to these changes. Our on-demand services provide access to information and resources to help balance work and family life, keeping family supported and connected.

## PROGRAM FEATURES

- The client has the ability to choose specific à la carte elements and services that will provide the most impact for their organization.
- Tailored experiences to match your brand, to include scripting, numbers, greetings, communications, etc.
- Dashboard and reporting of all employee interactions, touch-points, and inquiries.
- Personalized outreach based on your needs during pre-return, at work and at home – phone, email, digital.
- 24/7 operation availability to support incoming employee inquiries and questions.
- Customized escalation points for employee concerns or issues.

**An easier, more engaged, and connected life for your employees.**

For more information, contact us at:

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