

Re-instate



Re-instate is a customized program designed to promote a safe, healthy, and collaborative environment within the workplace. From return to work wave management to employee and visitor traffic flow and oversight of conference room, reception, and other shared spaces, Circles Re-instate provides a clear framework and processes to help promote a safe, secure workplace.

Workplace Safety and Compliance



Circles Re-instate program is anchored by our digital experience and world class team of concierge experts.



Onsite safety concierge



Virtual concierge staff



Digital platform

Core Elements



Re-entry wave management



Shared space management



Floor Captain/
Safety
Concierge



Ongoing
safety &
communication



Training

OUTCOMES:

- Maintain a safe, secure, and healthier workplace for your employees.
- Ensure oversight and compliance with health and safety guidelines and best practices.
- Improve employee focus and productivity
- Optimal environment for collaboration and effectiveness.

PROGRAM COMPONENTS



Re-entry Wave Management

We help you design the optimal re-entry plan for your workforce - from how many employees to bring back, at what times, and at what locations to understanding arrival flows and processes. Circles team of experts facilitate a smart, safe, and seamless return to the workplace.



Shared Space Management

We know that it will be awhile before we return to the way things used to be. Circles team leverages industry benchmarks to create optimal employee journeys for your workplace. We provide the service and support to help reinforce staggered shifts, social distancing, shared space best practices, and user traffic flows.



Floor Captains & Safety Concierge

Circles designed the critical role of health and safety concierge to ensure adherence to social distancing, proper PPE usage, appropriate signage, maintenance of 6-foot separation of chairs and work stations, and reinforce daily workplace policies. Expertly trained and delivered with the highest level of customer service.



Safety Communication & Training

We leverage the expertise of Sodexo and Circles to drive continuous awareness and behavioral changes for social distancing, hygienic measures, and wellbeing initiatives. Using various channels (digital, signage, live events, at home mail, social, etc.), we curate a customized plan to keep employees informed on the latest news, guidelines, and activities.

IMPLEMENTATION

Identify & Access

- Mobilize team and define governance
- Review current processes and services
- Stakeholder analysis and feedback
- Project plan defined with critical priorities
- Prepare short term expectations cadence
- **1 - 2 weeks**

Design

- Begin tailoring scripting, messaging and digital content for client adaptation
- Map out consumer journey through each touch point through re-entry
- Call out any required service adaptations based on client needs
- Final review and sign off with client
- **2 - 6 weeks**

Communicate & Train

- Communication plan review and sign off
- Operating manuals finalized & ready for Circles LSG
- Frontline team training
- Systems testing
- Digital component review and sign off
- Final expectations meeting with key stakeholders
- **6 - 8 weeks**

Mobilize & Assess

- Close analysis of first operating days, coordinate any adjustments/changes to materials and systems
- Monitor analytics for core functions; connections, digital activity, open rates, incoming cases, etc.
- Weekly reviews with key stakeholders for feedback
- Ensure escalation points are working correctly
- **8 - 10 weeks**

Make your people and spaces safe and comfortable

For more information, contact us at:

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