Return-to-Work **Solutions**

Employers face a multitude of business decisions about when, and if, to open a workplace. Armanino's suite of **People Policies**, **Operations Support**, **Tax** and **Business Planning** strategies can be customized for every organization.

WORKPLACE READINESS: The decision on when to open workplaces needs to be data-driven and supported by sound policies that follow local guidelines. **Armanino's technology solutions** support Employers with tools to **mitigate risk.**
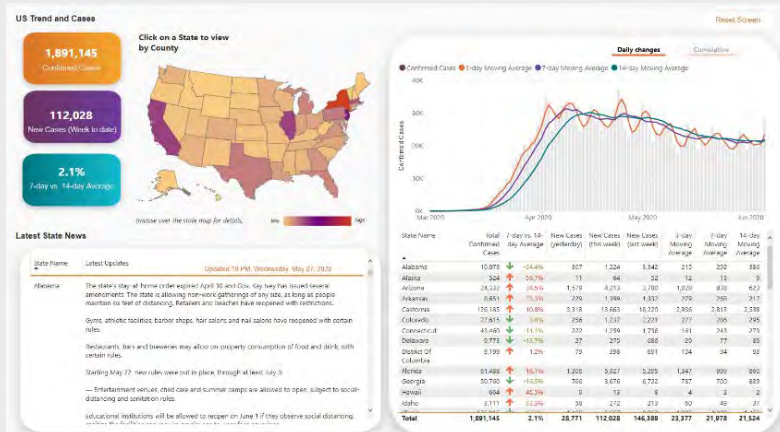
Armanino COVID-19 Recovery Tracker – Link to Tracker

- Recovery Tracker Helps Businesses Adjust Response by Locality
  - o Foot traffic trends by business sector
  - o Testing efforts and results by state
  - o Transportation metrics per county
  - o State Governor latest bulletin
  - o Latest compliance update by industry

- Mobile App allows businesses to:
  - o Open doors
  - o Limit exposure
  - o Easily adopt and implement new policies

Armanino COVID-19 Return-to-Work App

EMPLOYEE WELLNESS: Tracking employee wellness inspires confidence in your workplace while it ensures customer safety.

Armanino COVID-19 Return-to-Work App (Employee Health Check)

EXECUTION: Use technology to implement safe workplace practices, including local social distancing standards, with ease.

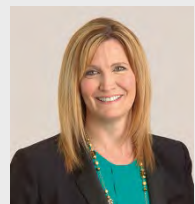

Workspace Scheduler App

Contact our experts:

Jenn McCabe,
Partner, Armanino Advisory LLC
Jenn.McCabe@armanino.com
Phone: (424) 220-6070

Theresa Brown,
Partner, Armanino Advisory LLC
Theresa.Brown@armanino.com
Phone: (925) 790-2844

Return-to-Work Scope of Work

SCOPE OF WORK	App Only	Readiness & Planning	Return to Work & Re-opening	Steady State
TECH-ENABLED RETURN TO WORK				
Armanino COVID19 Return-to-Work App				
Armanino COVID19 Return-to-Work App – As-is with pre-set generic selections	✓	✓	✓	✓
Access to standard Return-to-Work App training video and user-guide	✓	✓	✓	✓
Deployment of Return-to-Work with employee check-in and workplace check-in	✓	✓	✓	✓
Return-to-Work App with customized Power App			✓	✓
Return-to-Work App with custom training				✓
Armanino COVID19 Recovery Tracker				
Access to Armanino's COVID19 Recovery Tracker, with updated and rotating data sources and reports	✓	✓	✓	✓
COVID19 Recovery Tracker threshold discussion			✓	✓
COMMUNICATION				
Communication Support				
Return to work communication for customers and suppliers			✓	✓
Confidence-boosting return to work communication to staff prior to reporting back to the workplace			✓	✓
Emergency communication strategy in the event you must send everyone home again				✓
OPERATIONS				
Company privacy policies				
Interim health reporting compliance with HIPAA standards		✓	✓	✓
Timesheet reporting compliance for current tax and leave legislation			✓	✓
Review and recommendation on California Consumer Privacy Act compliance				✓
Workplace visitation				
Visitor policy for customers and business guests		✓	✓	✓
Policy for staff attending meetings at customer or other business locations		✓	✓	✓
Tax Matters Resulting from Changed Work Environment				
Payroll nexus identification stemming from Work-From-Home policies			✓	✓
State and City Tax/License impact of employee relocations			✓	✓
New Expense Reimbursement policies addressing WFH standards.				✓
Insurance policy review and verification				
Workers Comp			✓	✓
Employers Liability			✓	✓
General Liability			✓	✓
Directors and workplace rs Liability			✓	✓
Umbrella strategy and competitive analysis				✓
Tenancy review				
Local Rent Relief measures				✓
Lease renegotiation				✓
Vendor negotiations				✓

POLICES				
Workplace and HR policies				
Employee Work from Home (WFH) Agreement (by location)		✓	✓	✓
Health Testing, Tracking and Record Keeping standards adopted by the employer			✓	✓
Management training and support for roll-out of new procedures				✓
Workplace safety programs				
Maximum capacity communications for all common areas		✓	✓	✓
Delivery personnel procedures		✓	✓	✓
Workplace sharing protocol regarding equipment and seating charts			✓	✓
Modification of information regarding facilities and workplace-provided amenities.			✓	✓
Employee health and exposure reporting standards and record keeping			✓	✓
Shift work schedules or workday changes to reduce density.				✓
Operations staff record keeping regarding workplace sanitation protocol.				✓
Incorporation of landlord/building safety measures				✓
Interim update regarding safety and personal accommodations for at-risk staff				✓
Travel policies				
Business travel policy addendum		✓	✓	✓
Employee interim vacation travel reporting guidelines			✓	✓
Interim staff residential visitor reporting processes				✓
Family and Sick Leave Management				
Tactical instructions for HR and Payroll staff to ensure employer maximizes applicable credits		✓	✓	✓
Interim policy update per latest legislation including reporting standards			✓	✓
On-going management of FFCRA leaves.				✓
Employee Retention Credit (CARES ACT) Monitoring and Execution				
Employer Eligibility Verification and HR Policy Documentation		✓	✓	✓
Payroll implementation of time tracking standards.			✓	✓
Tax Forms 7200/941 review and amendment				✓