



## Return to work planning

As we move from the immediate crisis response, and think about moving into the first stages of recovery/easing of lock down, there might be a set of questions which are relevant to think about or to offer a framework or checklist.

### Community and services

- Has the need changed? Who are you serving, how do you best meet their needs now (not how they were in February 2020)
- Who are your priority clients/communities; how can you best meet their needs as restrictions are eased. Are some a higher priority than others for more contact?
- How can you best deliver services? Some aspects may remain as they have been during restrictions, others go back to how they were, others evolve. Should remote delivery remain?
- Does your volunteer offer need to change – have you got new volunteers going back to work; are previous volunteers who stopped because of Covid-19 (e.g. shielding) coming back in; how can you manage and support them?

### Organisation and staffing

- Which staff come back to the office when. Need to balance the personal (who is shielding?); with the organisational (who is a higher priority operationally?)
- How do you rebuild a sense of identify and single organisation. People will have had very different experiences while at home, how to reconcile that.
- Operational considerations – maintaining social distance (work shifts, have people at home on different days); how will communications work (it may feel more isolating at home if others are in the office); need to continue to use flexible and remote working alongside face to face.

### Finances

- What existing income have you lost or has been reduced – commercial income, contract etc. For how long/until when (might need different scenarios)?
- What interim financial support have you got – furloughing, short term grants?



- What from your pre Covid-19 income pipeline remains relevant, needs adapting, isn't relevant?
- What other opportunities are there? What assets and resources have you got, what is the need?

### **Collaboration and challenge**

- How can you build on collaborations fostered during the Covid-19 crisis? What new links have been made and how they support resilience and recovery.
- How can you exert influence different levels – street, neighbourhood and city / strategic. As we build our new normal, can we be bolder in our challenge to inequalities?
- What did you achieve during Covid-19? It's really important to capture the impact of what you did, and tell the story – for communities to see what you did; for volunteers and staff to feel connected and part of something; and for funders to see the impact of what you did.

For each aspect of this it might be useful to think about **the 4 Rs**:

**Rescue** – what can you salvage from what you were doing before Covid-19 hit

**Reform/redesign** – what needs to be fundamentally changed, but is still relevant

**Resilience** – where is your resilience as an organisation, and how can you make the best use of it

**Ready** – where are you ready to go, what changes did you bring in as a result of Covid-19 you'll continue to run with