

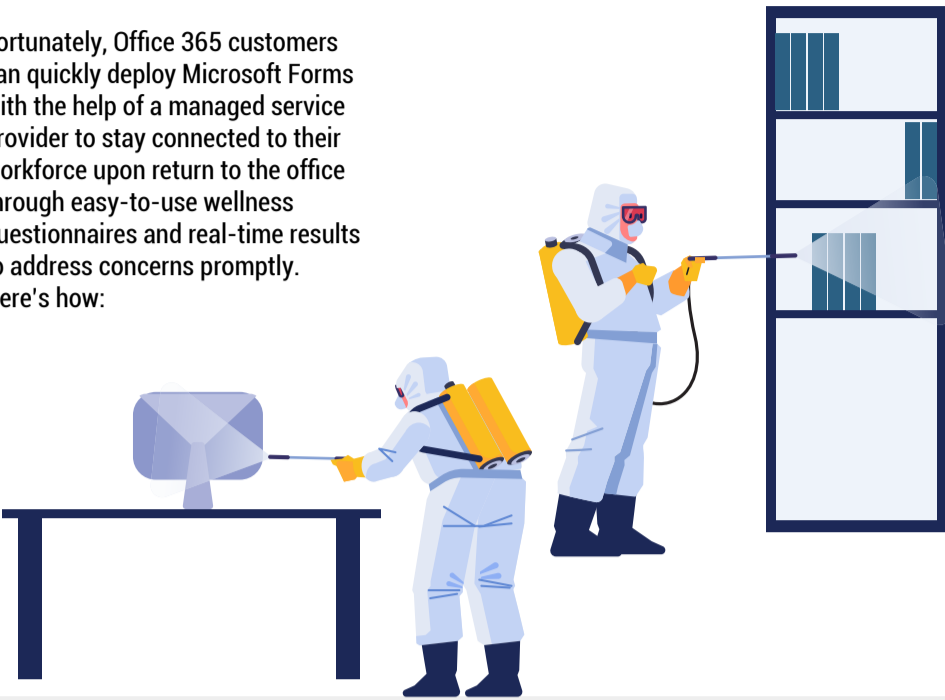
# RETURN TO OFFICE TOOLKIT

## AUTOMATED SOLUTION FOR EMPLOYEE & VISITOR QUESTIONNAIRES

With lockdown restrictions easing in some areas, many businesses are planning how to get their employees to return safely to the office. We recently shared IT and staff guidelines for returning to the office – but what extra precautions can be taken?

As we know, any effort to return to the office will be a gradual process, and many businesses have invested in various solutions to identify and isolate potentially infectious people. However, many of these are expensive and difficult to implement, especially for smaller hedge funds.

Fortunately, Office 365 customers can quickly deploy Microsoft Forms with the help of a managed service provider to stay connected to their workforce upon return to the office through easy-to-use wellness questionnaires and real-time results to address concerns promptly. Here's how:

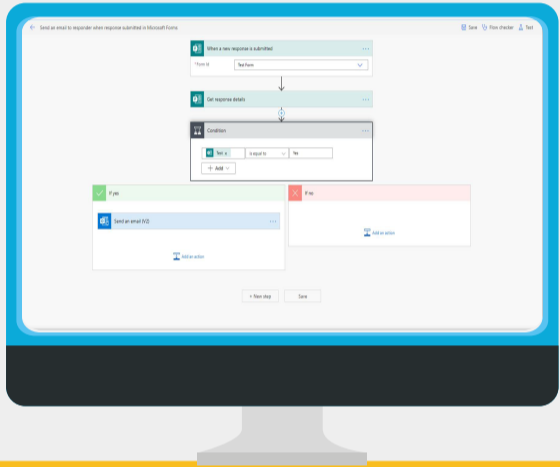


## EMPLOYEE CHECK-INS AND SURVEYS

Throughout the pandemic, many organizations have been using Office Teams to attend meetings, collaborate on projects, and keep in touch while working remotely. But Teams also provides the functionality to create surveys, which can be used to check-in and keep up-to-date on employees' well-being. This is a vital tool for businesses that are considering bringing staff back to the office.

By deploying these surveys, businesses can analyze and assess if their employees are experiencing any COVID-19 symptoms, and possibly prevent contagious people from returning to the office. Teams surveys also provide the ability to send out targeted emails to employees who entered an office on a certain day. Therefore, if any employee presents symptoms while in the office, businesses can quickly respond and alert specific groups to work remotely, further reducing the potential spread of the virus throughout the office.

Additionally, Forms surveys do not need to be entirely COVID-symptom related and can be used to evaluate other work issues. This digital tool will not only be useful during the global pandemic but also in the future, giving businesses the means to address other employee concerns.



## WATCH FOR SYMPTOMS

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:



Fever or chills



Cough & Sore throat



Shortness of breath



Fatigue & body aches



Headache



New loss of taste or smell



Congestion or runny nose

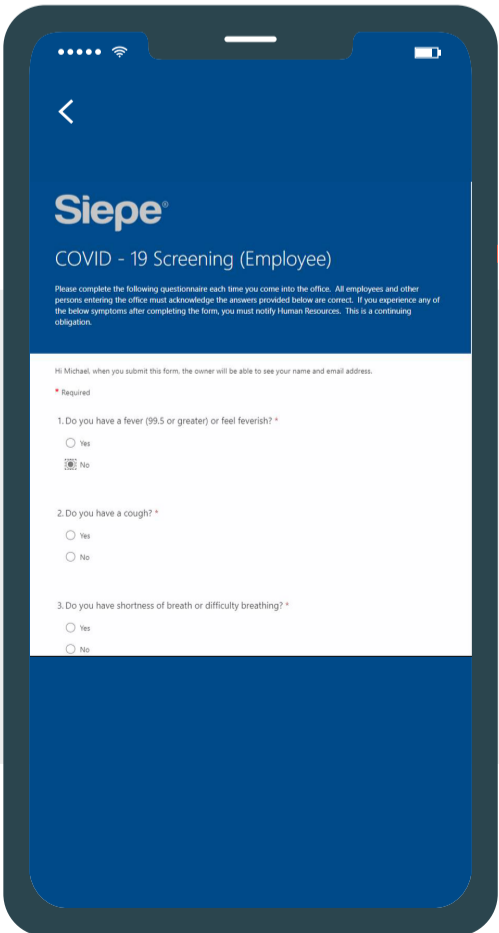


Nausea or vomiting



Diarrhea

**This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.**



## A MOBILE SOLUTION

Mobile access is another added benefit of Office 365 Forms surveys. Using a mobile Microsoft Edge browser, users can quickly update their employers on any symptoms they or their household may be experiencing, remotely and on the go. This added flexibility prevents businesses from having to set up their own internal systems to log employee health updates, while providing a simple, secure and easy way to view and analyze the data.

**CONTACT US TODAY TO LEARN HOW TO MEET YOUR FIRM'S TECHNOLOGY NEEDS NOW – AND IN THE LONG-TERM.**