

# Return-to-Commute Planning

This checklist is meant to help your business effectively prepare for and manage your workers' commutes as they physically return, and the timeline can be adapted based on your business's particular needs and plans.

Warner Connects is here to help guide you in developing a safe and inclusive Return-to-Commute Plan tailored to the needs of your business and employees once COVID-19 restrictions and concerns ease.

Warner Connects is a membership-based organization committed to helping businesses provide safe and sustainable transportation options and assistance for their employees.

Contact us today to learn more about return-to-commute planning, how we can help, and how to become a Warner Connects member.

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## Return-to-Commute Checklist



### ASAP:

#### Designate a Return-to-Commute Transition Coordinator or Team

- This may be your Employee Transportation Coordinator (ETC) and/or member(s) of your HR and facilities teams



### ASAP:

#### Survey Your Workers

- Understand their unique commute, parking, and mobility needs with a survey.
- Need help with surveying? Contact us



### 3 months out:

#### Formalize Policies and Programs

- Formalize telework, staggered, or flexible schedule policies (see the Warner Connects Telework Guide)
- Coordinate with department heads, team leads, and managers
- Take stock of available commute programs like biking, transit, and vanpool incentives



### 1-2 months out:

#### Communicate Your Plan

- Promote incentives and benefits for non-drive alone modes
- Make sure plan, policies, and programs are easily accessible by employees



### 1 month out:

#### Offer Guidance

- Host meetings, webinars or lunch-and-learns for workers to learn about their safe commuting options
- For personalized support and info, contact us or visit our website



### 1 week out:

#### Final Checks

- Send out a reminder with all relevant guidelines and info
- Ensure workers and your Return-To-Commute Transition Team are prepared

## Return-to-Commute Planning is Good for Business!

- Develop a plan to balance social distance requirements and on-site staffing needs
- Provide options and flexibility for your employees based on their unique situations
- Prevent parking crush upon return and free up parking for customers
- Help your workers explore options and establish a sustainable commute routine
- Reduce peak-hour congestion

## How Warner Connects can Help Your Business

- Guidance on establishing a flexible timeline for Return-to-Commute plans
- Employee surveying assistance and communications tools
- ETC training and ongoing support
- Assistance with COVID-19 regulations and phased-return guidelines
- Telework policy and program assistance
- Commute incentives campaigns and coordination with regional commute program providers
- Staging webinars and lunch-and-learns
- Personalized trip planning for workers
- Up-to-date transit / mobility information



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