Our return to the office strategy.

Working together for a better, safer workplace.
Your health and safety are our top priorities. That’s why we adopted a phased approach to reintroduce access to the office gradually. Following guidance from global health experts, we’ve developed a series of on-site protocols and procedures to keep you safe while in the workplace.

*Most of our U.S. offices will be open July 6. In other locations, especially in Europe, access will not begin until a later date following local information/consultation processes. In those locations, we will let you know when access to your office has been enabled, and advise of any relevant local protocols.*
To ensure we foster a safe work environment, we’ve implemented the following:

• Cleaned and thoroughly disinfected all workstations and common areas
• Instituted daily and weekly cleaning protocols
• Established hand sanitizer stations
• Designed measures to control the flow of people
• Reorganized the placement of workstations
• Developed clear signage to maintain safe social distancing practices
• Created additional signage on public-space etiquette and on-site protocols
Returning to the office.

Return-to-Office (RTO) tool
We have developed a Return to Office (RTO) tool that will support your transition and help you navigate the office environment. The tool will enable employees to confirm they are complying with on-site policies while accessing our workspaces.

Mandatory protocol training
All employees who are working in - or returning to - an office are required to complete mandatory protocol training.

Social distancing
• Signage and markers have been placed throughout the building to help manage the flow of employees and respect safe social distancing practices.
• Workstations will be marked as available or unavailable so employees can maintain at least six feet (1.8 meters) of distance.
• High-traffic areas, such as elevators, entrances, restrooms and lobby areas, will also be marked.

Face coverings
• We will provide five face coverings that are required when entering and moving around the building.
• You don’t need to wear a face covering at your desk as long as you strictly maintain at least six feet (1.8 meters) of distance.
Workplace etiquette.

Meeting rooms
• We strongly encourage virtual meetings whenever possible.
• There will be signage indicating the maximum capacity of meeting rooms with markers on chairs.
• Meeting rooms will be available on a first-come, first-serve basis.
• Please wipe down any equipment and surfaces as an added precaution.

Common areas and facilities
• While pantries are open and marked for the flow of traffic, other food, beverages, and amenities like on-site fitness facilities remain closed.
• Common areas will be marked and furniture rearranged to allow for safe social distancing practices.
• Wellness rooms will be available.
What you can do.

Here are ways you can help keep yourself and your fellow V Teamers safe.

- Read and understand all communications
- Complete the mandatory protocol training
- Register in the RTO Tool when notified to do so
- Complete the daily self-certification process
- Follow the processes and guidelines for social distancing
- Participate in cleaning and disinfecting your work areas
- If you experience any symptoms, stay home and alert your supervisor and HR Business Partner.

Keep hands clean
- In high traffic areas where employees will not have access to soap and water, hand sanitizer stations have been added.
- The CDC recommends washing hands often with soap and water for 20 seconds to help prevent the spread of germs.

If you experience symptoms at work
- Don’t panic
- Immediately contact your supervisor or HR Business Partner
- Go home and contact your healthcare provider
- Revise your next recertification response(s) as appropriate