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AMERICAN CHAMBER
OF COMMERCE
UKRAINE

LOCKDOWN EXIT PLAN

NEXT STEPS*

OFFICIAL GOVERNMENT RESTRICTIONS LIFT DATE:

STAGE 4

MANDATORY

WORK FROM
HOME

one week

RECOMMENDED

WORK FROM
HOME

one week

BUSINESS
AS
NEW NORMAL

FLEXIBLE WORK
ARRANGEMENTS

WORKPLACE REACTIVATION PLANNING

Week 1	Week 2	Week 3	Week 4
MANDATORY WORK FROM HOME	RECOMMENDED WORK FROM HOME	FLEXIBLE WORK ARRANGEMENTS	FLEXIBLE WORK ARRANGEMENTS
Office Disinfection & Sanitation	Temperature Screening	Temperature Screening	Temperature Screening
Carpet and Upholstery Cleaning	Masks and Gloves Distribution to Employees	Masks and Gloves Distribution to Employees	Masks and Gloves Distribution to Employees
 Ramp Up of Service Partners and Official Service Providers 	Staggering Working Hours (not all staff is in at the same time)	Staggering Working Hours (not all staff is in at the same time)	Staggering Working Hours (not all staff is in at the same time)
 PPE Purchase: masks, gloves, anti-viral gel & sanitizer 	"Cohorting" (i.e. keeping teams of employees working together and as small as possible)	"Cohorting" (i.e. keeping teams of employees working together and as small as possible)	"Cohorting" (i.e. keeping teams of employees working together and as small
Office Supplies Buildup	Clean Desk Policy	Clean Desk Policy	as possible)
Workspace Occupancy Redesign Plan to Mact Casial Distancian Pagainers and (1.5)	, , , , , , , , , , , , , , , , , , ,	,	Clean Desk Policy
Meet Social Distancing Requirement (1,5-2m), including office kitchen area	Daily Cleaning with Anti-Viral Cleaners (Keyboards, Phones, Doorknobs, etc.)	Daily Cleaning with Anti-Viral Cleaners (Keyboards, Phones, Doorknobs, etc.)	Daily Cleaning with Anti-Viral Cleaners (Keyboards, Phones, Doorknobs, etc.)
	Travel/Other companies visits/Gatherings Restrictions to Only Essential Ones	Travel/Other companies visits/Gatherings Restrictions to Only Essential Ones	Travel/Other companies visits/Gatherings
	Employees Testing for COVID-19 infection	Psychological readjustment (1-on-1 return	Minimizing to Only Essential Ones
	TBC	meetings of managers with employees)	 Psychological readjustment (1-on-1 return meetings of managers with employees)
			Inclusive, supportive and caring environment

A&B TEAM CONCEPT

Why?

- mitigate risk of business of entire team to be quarantined by establishing 2 separate functional teams;
- b) Protect employees healthy by reducing frequency of employee's public transportation and density of population in the office.

How:

- as principle, each functional team to split into 2 separate team, with both careful design of balanced functionality, leadership and cross functional work, and keeping social distance working at office desks in the same room;
- 2 teams to be rotated to work-in-home and work-in-office respectively.
 Ensure 2 team members have no physical contact with each other;
- In case any team member of a team getting either suspected or confirmed infection of the disease, or any other reason for home or medical quarantine, whilst his team member would subsequently be with risk of getting home or medical quarantine, we can always have a "clean" team to keep our business on going.

Pros

- Mitigation of the risk of entire team to get quarantined in case one team member getting confirmed disease infection;
- reduce 50% of employees using public transportation;
- Reduce population density in half in the office;
- Save masks and any other precious PPE.

Cons

- Team performance might be compromised;
- Virtual team to communicate only by skype or teams etc., resulting in extra communication effort;
- Extra administration.

Suggested rotation – 3/2 format		Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	Work in office	Α	Α	Α	В	В		
	Work in home	В	В	В	Α	Α		
Week 2	Work in office	В	В	В	Α	Α		
	Work in home	Α	Α	Α	В	В		
Week 3	Work in office	Α	Α	Α	В	В		
	Work in home	В	В	В	Α	Α		
Week 4	Work in office	В	В	В	Α	Α		
	Work in home	Α	Α	Α	В	В		



























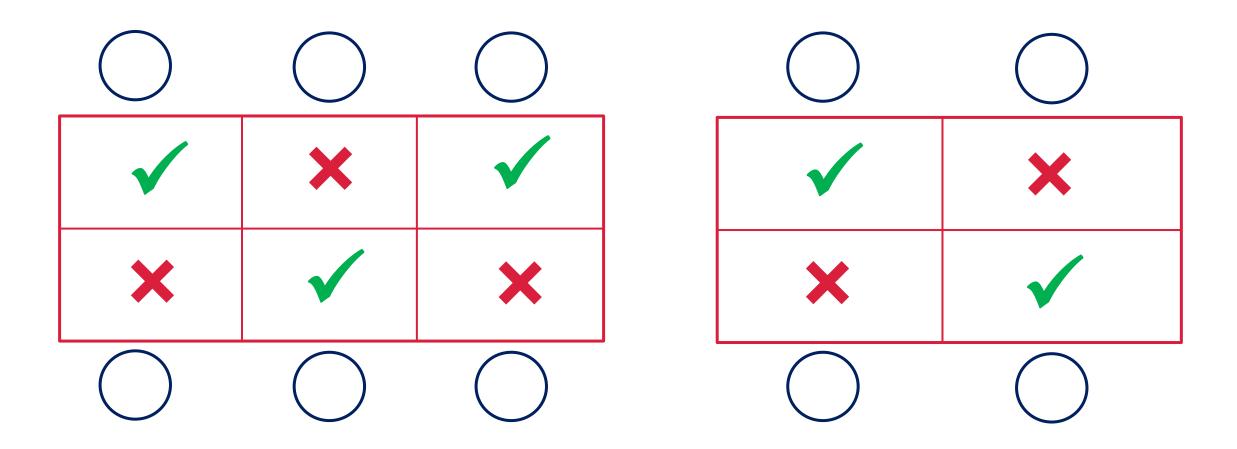




AMCHAM UKRAINE WORKFORCE REACTIVATION TIMELINES

	WEEK 1	WEEK 2	WEEK 3	WEEK 4
Work from home MANDATORY	38			
Work from home RECOMMENDED	3	40		
Work from office	3	4	5	5
Work from home and from office	1	1	1	
Flexible work arrangements combinate	ion of working from home, off	39	40	

WORKPLACES SET UP







Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms

please leave the building and contact your health care provider.

Then follow-up with your supervisor.

DO NOT ENTER if you have:







COUGH



SHORTNESS OF BREATH