10 Essential Things To Reopening Your Office

Whether you’re a large organization with thousands of employees or a smaller organization with a handful of employees, reopening your office will be one of the most important projects you take on in 2021.

As you begin planning, there are numerous things you need to take into consideration. How do you keep everyone safe? How do you make sure COVID-19 doesn’t get into the office? What are your local regulations? How do you effectively communicate your reopening plan to employees?

Scoop has put together a checklist to help you navigate reopening your business during COVID-19.

1. Understand our state and your county's reopening guidelines.
Check the Mecklenburg County Health Department's website or your local county’s restrictions when considering your office reopening plan. Also, be sure to be mindful of the state’s restrictions, as those are readjusted about every 3-4 weeks per the N.C. Governor.

2. Create a plan for in-office safety
Map out your expectations for safety procedures employees will need to practice while in the office. Be sure to include social distancing policies, masks requirements, and room and elevator occupancy requirements.

3. Update your in-office cleaning procedures
Coordinate with your office maintenance team to understand additional procedures they have in place in order to prevent the spread of COVID-19. Be sure there is adequate sanitation (hand sanitizer, disinfectant wipes, etc.) throughout the offices so employees can wipe down surfaces before and after use.
4. Ensure your office floor plan allows for social distancing
   Does your current office layout allow for adequate social distancing? If not, you’ll need to reconfigure your layout prior to reopening your office.

5. Set up a workplace capacity management system
   Build a plan to keep the total number of employees at your office at any one time under the threshold you deem appropriate. We recommend consulting with employee’s managers to create a plan or schedule to allow for teams come in on which days in order to allow team collaboration while still meeting your capacity requirements.

6. Understand how you plan to screen employees for COVID-19
   Are you going to ask your employees to confirm they do not have any COVID-19 symptoms and/or have not been around anyone known to have COVID-19 before they come into the office each day? If so, how are you collecting and storing that information?

7. Capture data necessary to conduct contact tracing
   Ensure that you’re capturing the correct data to aid in contact tracing should someone get COVID-19. For example, a daily employee log that captures whether an employee has experienced COVID-19 symptoms or has recently been exposed to COVID-19.

8. Create an action plan for what to do if an employee tests positive for COVID-19
   Building an action plan will allow you to move quickly in the event that an employee tests positive for COVID-19. This plan should cover guidance and support for the impacted employee, contact tracing procedures, office cleaning plans, and how you plan to communicate this information to the broader team.

   We also recommend reviewing the Centers for Disease Control and Prevention’s overview of what to do if an employee is suspected or confirmed to have COVID-19.

9. Share your reopening plan with your team
   Once you have confirmed your reopening plan, begin to share it with employees. We recommend sharing guidelines at least two weeks prior to reopening the office so employees have ample time to review the new requirements and ask questions before returning to the office.

10. Post signage onsite reminding employees of new office policies
    As employees return to the office, be sure to have signage posted in common areas that remind employees of the new policies that are in place.

While we understand there’s a lot you need to think about prior to reopening your office we hope this checklist may make your office reopening a little easier.

Looking for additional resources? Check out the following sources:

- CDC COVID-19 Guidance
- World Health Organization Guidance
On Tuesday, February 9, 2021, CATS began in-street vehicle testing for its fleet of new CityLYNX Gold Line modern streetcars. This phase of the project, called Integrated Systems Testing, occurs intermittently for the next several weeks during overnight hours.

Through these series of tests, the project team will certify platform and pantograph clearances, allow for adjustments of the Overhead Catenary System (OCS) wire, and ensure all electrical systems are working properly.

Following Integrated Systems Testing, CATS will begin Pre-Revenue Testing, which will simulate revenue service during normal operating hours. This testing phase is mandatory to certify the new streetcar line meets the Federal Transit Administration (FTA) and State Safety Oversight (SSO) requirements while serving as a training period for Streetcar Operators.

CATS is urging those who drive, walk, bike or live near the streetcar alignment to become familiar with the rules of streetcar safety.

For more details on the CityLYNX Gold Line Phase 2 project, including testing schedule, construction updates, vehicle features, and future service, visit the project website.

For questions or concerns, riders can speak to CATS Customer Service at 704-336-7433 (RIDE).

LYNX Silver Line Needs Your Feedback

CATS wants your feedback on the preliminary staff recommendations for the refined Locally Preferred Alternative (LPA) via a survey. In January 2020, CATS began refining the LPA and in the spring of 2021, the final recommendations will be presented to the Metropolitan Transit Commission (MTC), CATS’ policy board. Please provide your comments in the survey by March 11, 2021. Add your email or phone number at the end of the survey for a chance to win one of five $100 Visa gift cards.

CATS also is hosting live virtual public meetings that include a presentation and Q&A with the LYNX Silver Line project team. Visit the LYNX Silver Line webpage for more information.
First Mile/Last Mile Pilot Ending

Charlotte Area Transit System will culminate its First Mile Last Mile Pilot Program in partnership with Lyft on March 1, 2021.

CATS will provide a $4.00 contribution toward the Lyft trip fee to/from the Parkwood Station, University City Blvd. Station and JW Clay/UNC Charlotte Station for trips taken within a geo-fenced area surrounding both stations through February 28, 2021. CATS Pass Monthly Pass Holders can still use the 40 trips embedded in their Lyft app through the end of February, but will not have access to those trips on and after March 1, 2021.

CATS and Lyft began their partnership in March 2018 to connect riders to the first and last miles of their commute to provide greater connectivity to jobs and education by supplementing affordable transportation on the first and last mile of a person’s commute in areas where transit service may be too far away.

Find more information about the end of the pilot program by contacting 704-336-7433 or telltransit@charlottenc.gov.

Become an ETC Partner

Interested in becoming an ETC partner and learning how your company can earn discounts on CATS passes? Contact ETCinterest@charlottenc.gov.

Stay informed and up to date about what’s going on at CATS. Let us know your feedback!

@CATSRideTransit   /CharlotteAreaTransitSystem

CATS launches Redesigned Website

To provide a more convenient way for our customers to find information about our services, we have redesigned our website. Check out our new website to see ways we have made the user experience better for our customers.