

# Finding Balance in Today's Work Environment

Staying Safe.  
Proving Flexible.

Employees are working from home now more than ever. While productivity thrives, managers are seeking solutions to offset challenges like declining morale. As businesses plan transitioning their teams to the office, they will also need to engage a flexible approach that balances employee well-being, productivity and cost.

Georgia Commute Options has helped employers optimize FlexWork arrangements for over two decades. This guide explores three interconnected components linked to the return to the office, with helpful information and key next steps you can take with Georgia Commute Options' support.

LOCATION

How can we transition from makeshift approaches to clear telework strategies best suited to our business needs and our employees' well-being?

COMMUTING

SCHEDULING

KEEP GOING  
TO FIND OUT  
MORE



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# LOCATION

As employers remain nimble in response to evolving public health conditions, work is getting done across a variety of locations.



## WORKING ON SITE

For many businesses, a future return to the workplace will likely feature a phased and flexible approach that combines part-time work on site and part-time telework.

### CONSIDER THE FOLLOWING:

- The main purpose of the workplace may evolve to prioritize collaboration spaces, strengthen organizational culture and foster social bonds.
- Workplace resources, such as parking and commuter programs, could be adapted to better fit newly flexible work patterns.

### ADDITIONAL RESOURCES:

- 📄 CDC: [Resuming Business Toolkit \(PDF\)](#)
- 🔗 Cushman & Wakefield: [Recovery Readiness: A How-to Guide for Reopening your Workplace](#)
- 🔗 CDC: [Interim Guidance for Businesses and Employers](#)



## WORKING AT HOME

Telework has emerged as an ongoing operational imperative. Businesses should now engage a more sustainable approach to teleworking.



### SUPPORTING SUSTAINABLE TELEWORK

We can help your business with long-term telework strategies tailored to your specific business needs and designed to support your employees' well-being.

### WAYS WE CAN HELP:



**For Your Organization**—We work with your organization to create enhanced telework policies, procedures and agreements for the long term.



**For Managers**—We equip managers with specialized training to help employees optimize their telework capabilities.



**For Employees**—We support your employees with a digital Work From Home Care Package that can be co-branded and distributed across your organization.



### October 2020 Snapshot: Remote Work in Atlanta

Georgia Commute Options conducted a survey of metro Atlanta's workforce to understand the experience. Among the key findings: Atlanta's employers were resilient, noting increases in productivity and teamwork, and employees reported improvements to quality of life associated with not commuting.

[View Full Remote Work Survey Summary](#)

## COMMUTING



Many employees have to work on site—from essential workers to those who cannot perform their jobs remotely. When they do, the need for safe and reliable commuting options is a priority.



### CONSIDER THE FOLLOWING:

- Many employees rely on transit to get to work. Share schedule updates and ridership guidelines with them. View this [comprehensive summary](#).
- Monthly commuter benefits like parking subsidies can be transitioned to support a blend of parking, transit and other options.

### ADDITIONAL RESOURCES:

-  CDC: [Protect Yourself When Using Transportation](#)
-  Georgia Commute Options: [A Guide to Commuting During COVID-19](#)



#### READY-MADE COMMUTING ADVICE

Georgia Commute Options can supply you with informative materials that you can distribute to your employees and integrated into new hire orientation packets.

## SCHEDULING

Businesses are considering flexible scheduling strategies as another means to maintain social distancing at workplaces and balance organizational priorities with employee well-being.



### CONSIDER THE FOLLOWING:

- Staggered schedules can be part of flexible and safe workplace plans, with two or more employee groups working on site on different days of the week.
- To support working parents, models for flexible scheduling can be designed to mesh with evolving school schedules.
- Spreading workplace arrival and departure times allows for more effective social distancing in common areas like lobbies and elevators. It can also reduce peak pressures on roads and transit systems.



#### ESTABLISHING FLEXIBLE SCHEDULES

Georgia Commute Options can guide you through FlexWork arrangements and scheduling strategies, with access to straightforward resources and templates to set well-defined policies for your employees.

# How We Can Help

With Georgia Commute Options' expert support, you can create a work environment that balances your organization's operational needs with employee well-being. **Your first step: Share this guide of our free services with other department leaders in your company, so you can cover all the bases.**

EXECUTIVE  
LEVEL

HUMAN  
RESOURCES

REAL ESTATE/  
FACILITIES

MARKETING/  
COMMUNICATIONS

## LOCATION

Recommend adjustments to parking facilities, shuttle services and other commuter programs to fit newly flexible work patterns.

Create best practice telework policies and related tools to help formalize work from home operations for long-term sustainability.

Equip managers with specialized training to help their remote employees build skills and overcome barriers.

Deliver ready-to-use communications materials that guide and support employees working from home.

## COMMUTING

Review commuter benefits, like parking subsidies and transit pass programs, with recommendations for optimizing these programs.

Create information to help your employees and new hires to better understand their safe and reliable commuting options.

## SCHEDULING

Provide resources, policy templates and personalized guidance to enhance FlexWork arrangements and scheduling strategies.

Analyze employee shift patterns to align with local transit schedules to better support employees who ride transit.

REACH OUT TO YOUR WORKSITE ADVISOR TO GET STARTED.



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