<table>
<thead>
<tr>
<th>Step</th>
<th>Question</th>
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</thead>
</table>
| **01** | **CLIENTS**  
Who are your clients? |
| **02** | **LOCATION**  
Where are your clients located? On-site? Remote? |
| **03** | **SERVICES**  
What services and/or products does your team provide to those clients? |
| **04** | **PROVIDERS**  
Who on your team provides those services and products to your clients? |
| **05** | **METHOD**  
How does your team provide services and products to our clients? |
| **06** | **WHERE**  
Does your team have to be on-site to provide those services and products to your clients? Consider both employees and clients if clients come to your site. |
| **07** | **SPACE**  
If your team has to be on-site to provide services and products to your clients, is your space large enough to accommodate everyone who is needed on-site? |
| **08** | **NUMBER**  
If your space is not large enough to safely accommodate everyone you need on-site, how many people can your space safely accommodate? |
| **09** | **WHO**  
Given the number of people your space can safely accommodate, who should return to on-site work first? |
| **10** | **HOW**  
Are there ways to modify work schedules of your teams to get more individuals back onsite such as rotations, alternate weekly schedules, flexible hours, etc.? Consider how to track and communicate these schedule variations. |
Working Well™
RETURN TO WORK DECISION FLOW

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02 LOCATION
03 SERVICES
04 PROVIDERS
05 METHOD
06 WHERE
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08 NUMBER
09 WHO
10 HOW

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