



Return-to-Work Solutions

Employers face a multitude of business decisions about when, and if, to open a workplace. Armanino’s suite of **People Policies, Operations Support, Tax and Business Planning** strategies can be customized for every organization.

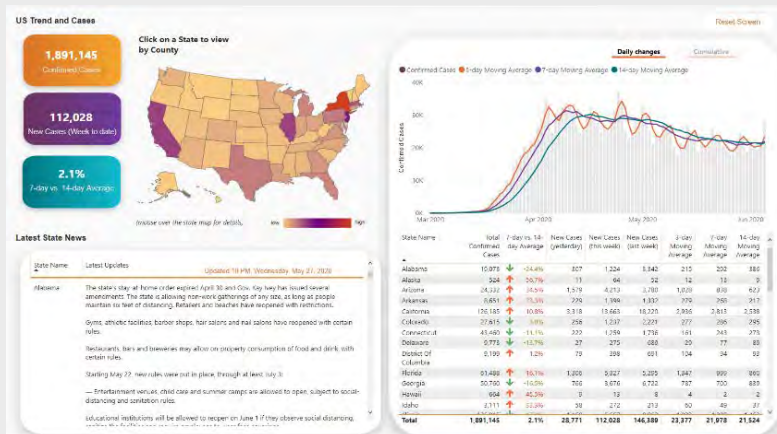
WORKPLACE READINESS: The decision on when to open workplaces needs to be data-driven and supported by sound policies that follow local guidelines. **Armanino’s technology solutions** support Employers with tools to **mitigate risk**.

armanino | Workplace Administrator

You are performing checks for: San Ramon

1. Have you completed your daily office safety check?
2. Have you checked with Building Management?
3. Have you communicated with HQ?
4. Have you checked with building management if rules have been observed?

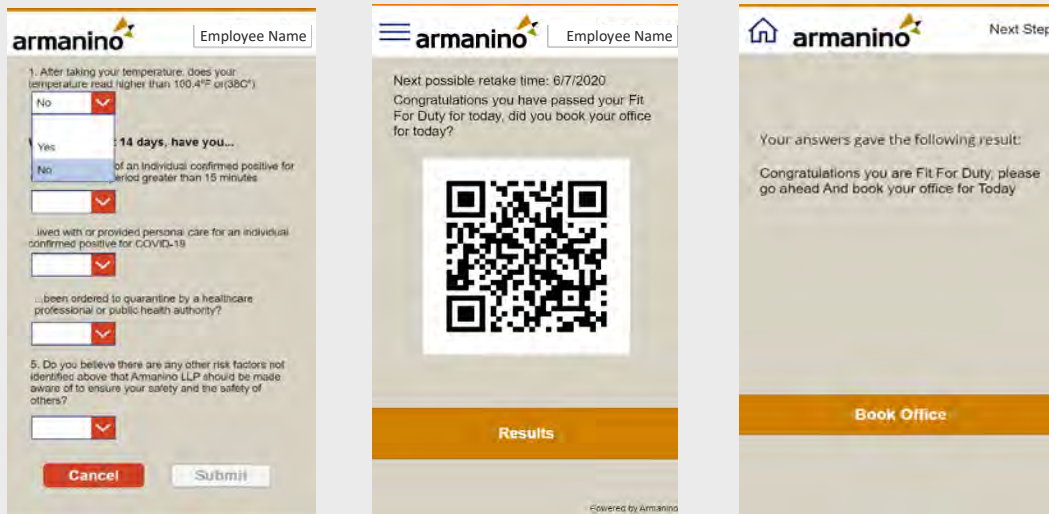
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Armanino COVID-19 Recovery Tracker – [Link to Tracker](#)

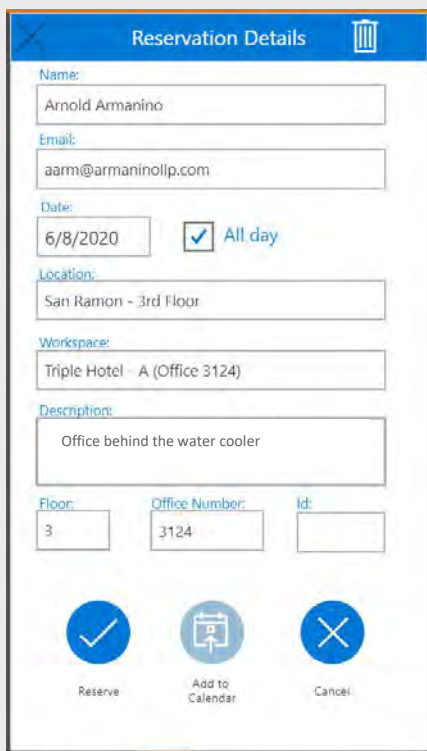
- Recovery Tracker Helps Businesses Adjust Response by Locality
 - Foot traffic trends by business sector
 - Testing efforts and results by state
 - Transportation metrics per county
 - State Governor latest bulletin
 - Latest compliance update by industry
- Mobile App allows businesses to:
 - Open doors
 - Limit exposure
 - Easily adopt and implement new policies

EMPLOYEE WELLNESS: Tracking employee wellness inspires confidence in your workplace while it ensures customer safety.



Armanino COVID-19 Return-to-Work App (Employee Health Check)

EXECUTION: Use technology to implement safe workplace practices, including local social distancing standards, with ease.



Workspace Scheduler App

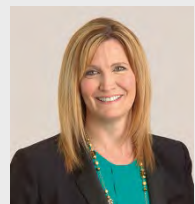


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Return-to-Work Scope of Work

SCOPE OF WORK	App Only	Readiness & Planning	Return to Work & Re-opening	Steady State
TECH-ENABLED RETURN TO WORK				
Armanino COVID19 Return-to-Work App				
Armanino COVID19 Return-to-Work App – As-is with pre-set generic selections	✓	✓	✓	✓
Access to standard Return-to-Work App training video and user-guide	✓	✓	✓	✓
Deployment of Return-to-Work with employee check-in and workplace check-in	✓	✓	✓	✓
Return-to-Work App with customized Power App			✓	✓
Return-to-Work App with custom training				✓
Armanino COVID19 Recovery Tracker				
Access to Armanino's COVID19 Recovery Tracker, with updated and rotating data sources and reports	✓	✓	✓	✓
COVID19 Recovery Tracker threshold discussion			✓	✓
COMMUNICATION				
Communication Support				
Return to work communication for customers and suppliers			✓	✓
Confidence-boosting return to work communication to staff prior to reporting back to the workplace			✓	✓
Emergency communication strategy in the event you must send everyone home again				✓
OPERATIONS				
Company privacy policies				
Interim health reporting compliance with HIPAA standards		✓	✓	✓
Timesheet reporting compliance for current tax and leave legislation			✓	✓
Review and recommendation on California Consumer Privacy Act compliance				✓
Workplace visitation				
Visitor policy for customers and business guests		✓	✓	✓
Policy for staff attending meetings at customer or other business locations		✓	✓	✓
Tax Matters Resulting from Changed Work Environment				
Payroll nexus identification stemming from Work-From-Home policies			✓	✓
State and City Tax/License impact of employee relocations			✓	✓
New Expense Reimbursement policies addressing WFH standards.				✓
Insurance policy review and verification				
Workers Comp			✓	✓
Employers Liability			✓	✓
General Liability			✓	✓
Directors and workplace rs Liability			✓	✓
Umbrella strategy and competitive analysis				✓
Tenancy review				
Local Rent Relief measures				✓
Lease renegotiation				✓
Vendor negotiations				
				✓

POLICES				
Workplace and HR policies				
Employee Work from Home (WFH) Agreement (by location)		✓	✓	✓
Health Testing, Tracking and Record Keeping standards adopted by the employer			✓	✓
Management training and support for roll-out of new procedures				✓
Workplace safety programs				
Maximum capacity communications for all common areas		✓	✓	✓
Delivery personnel procedures		✓	✓	✓
Workplace sharing protocol regarding equipment and seating charts			✓	✓
Modification of information regarding facilities and workplace-provided amenities.			✓	✓
Employee health and exposure reporting standards and record keeping			✓	✓
Shift work schedules or workday changes to reduce density.				✓
Operations staff record keeping regarding workplace sanitation protocol.				✓
Incorporation of landlord/building safety measures				✓
Interim update regarding safety and personal accommodations for at-risk staff				✓
Travel policies				
Business travel policy addendum		✓	✓	✓
Employee interim vacation travel reporting guidelines			✓	✓
Interim staff residential visitor reporting processes				✓
Family and Sick Leave Management				
Tactical instructions for HR and Payroll staff to ensure employer maximizes applicable credits		✓	✓	✓
Interim policy update per latest legislation including reporting standards			✓	✓
On-going management of FFCRA leaves.				✓
Employee Retention Credit (CARES ACT) Monitoring and Execution				
Employer Eligibility Verification and HR Policy Documentation		✓	✓	✓
Payroll implementation of time tracking standards.			✓	✓
Tax Forms 7200/941 review and amendment				✓