

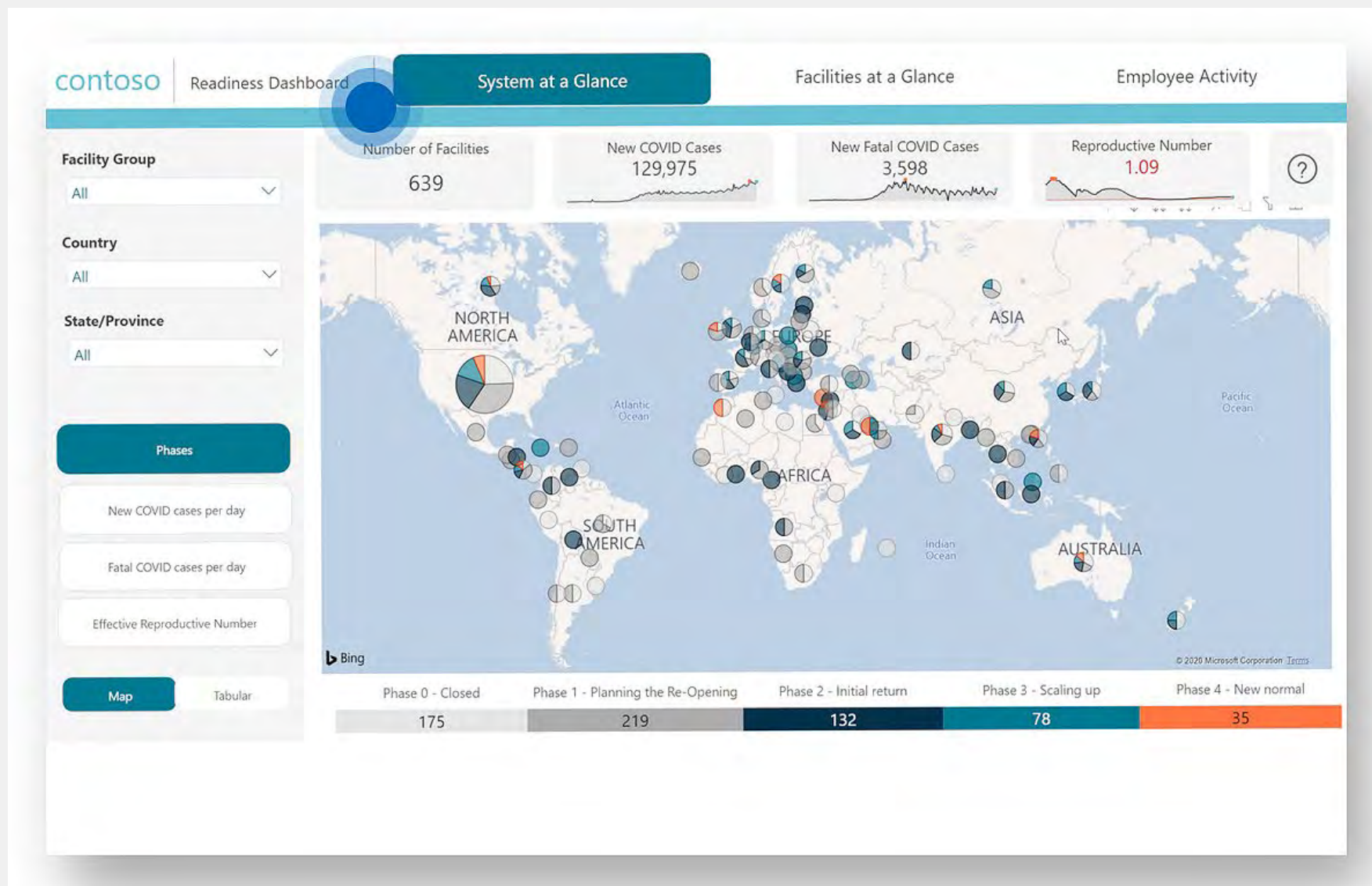
Welcome

This self-guided demo will walk you through Microsoft Power Platform: return to the workplace solution. You'll be able to see how this solution provides helpful tools for executive leaders, facility managers, employees, and health and safety leaders. Use this technology to return to the workplace with confidence and create a safer and healthier work environment for your teams. (Click blue right arrow to begin).

Step 1 of 1 ➡

Sections (click below for sections)

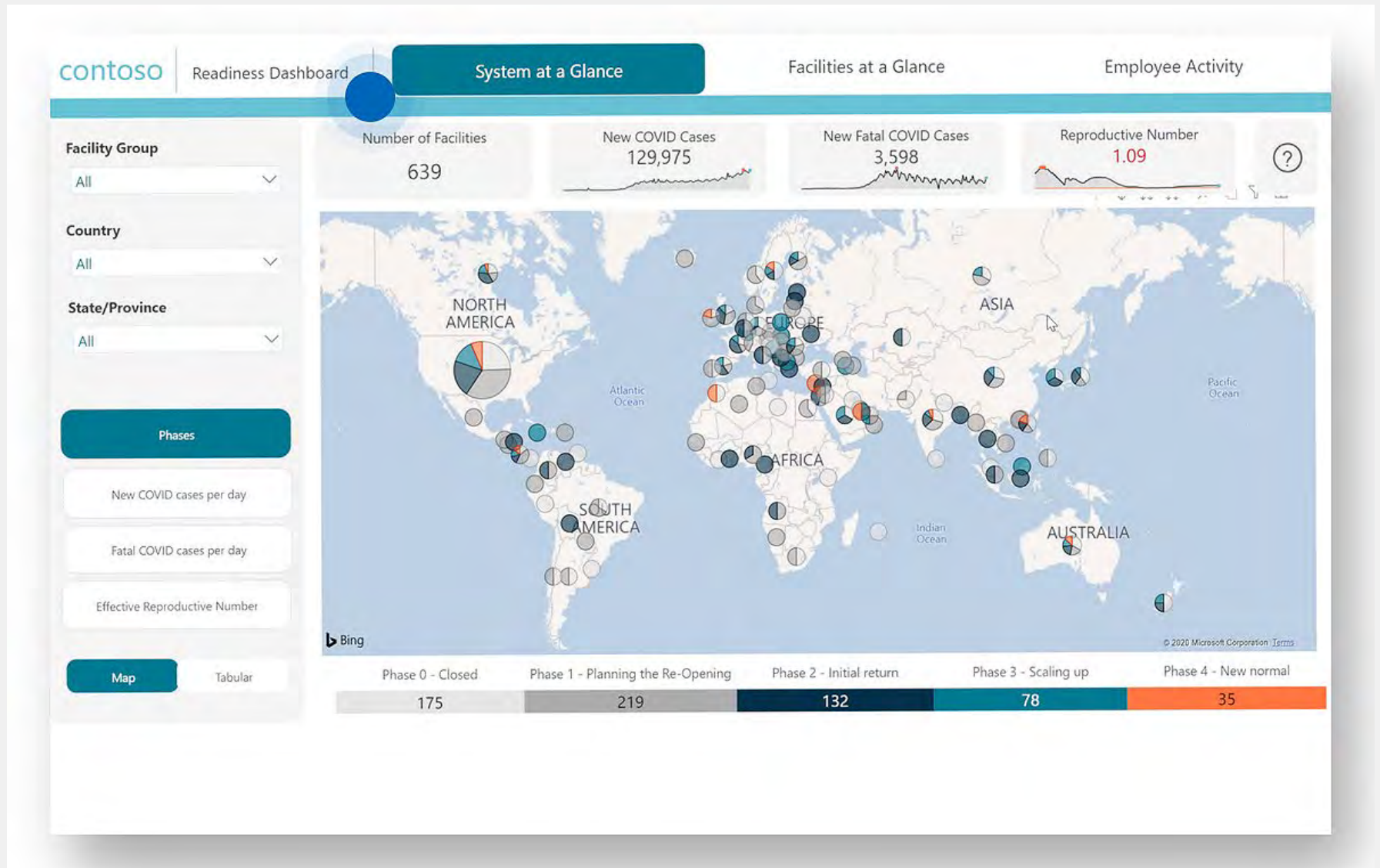
- Location readiness
- Location management
- Employee health and safety management
- Workplace care management



Location readiness

Executive leaders can use the Leadership Dashboard to review current data related to their workplaces as it pertains to COVID-19 conditions and facility readiness factors. These dashboards provide a comparison of selected measures and metrics associated with established goals and targets for facilities in their locations and respective phase rules and guidelines set for them by government agencies.

← Step 1 of 4 →

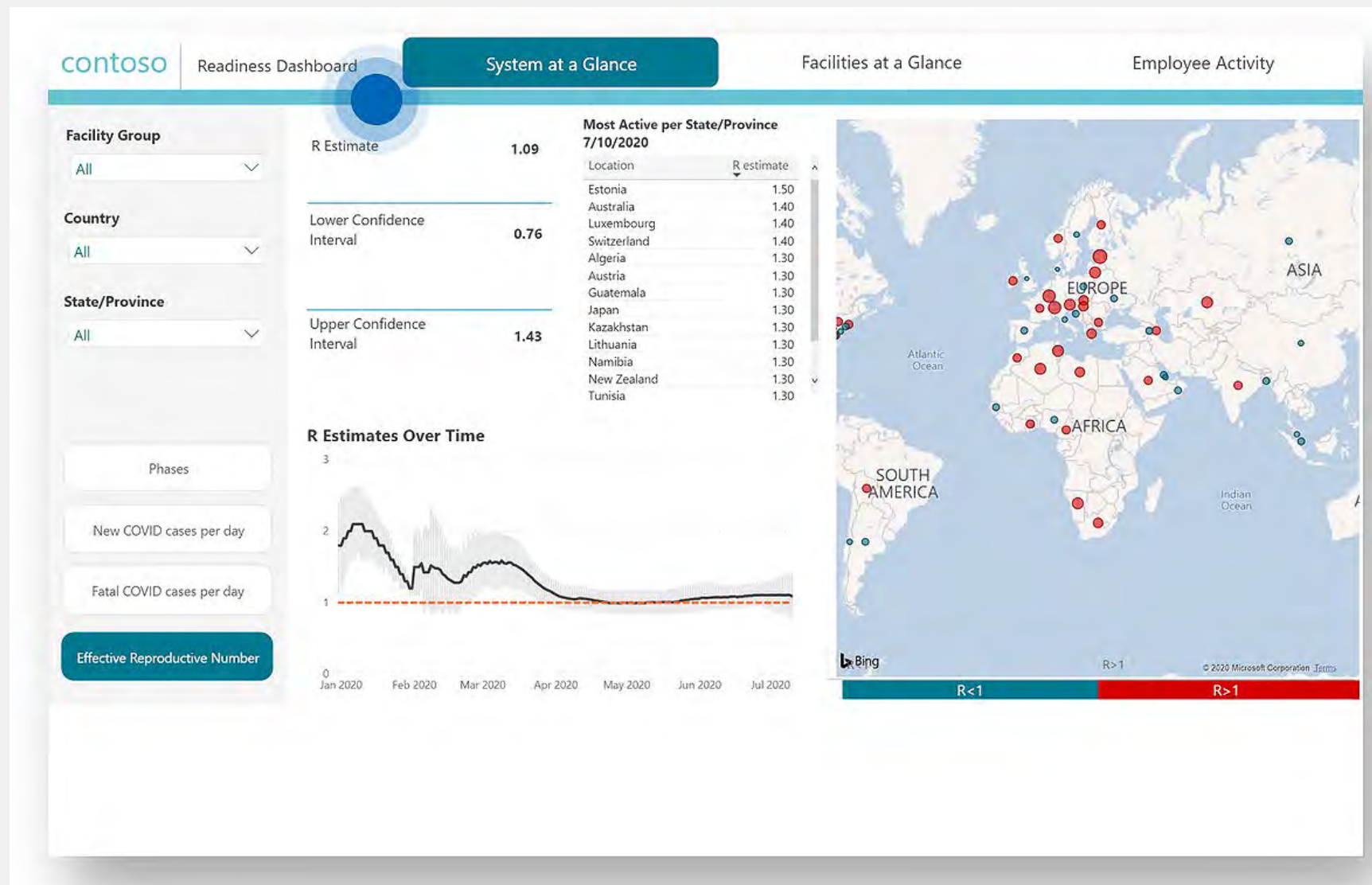


Location readiness

The **System at a Glance** section of the Leadership Dashboard displays the main key metrics that executive leaders should know. They refer to returning to work, including current value, goal values, and whether or not they meet those goals. These metrics include the local number of new COVID-19 cases per day, the local number of fatal COVID-19 cases per day, the local effective reproductive number, and the facility readiness checklist completion percentage.

A map highlights facility locations, along with the number of facilities in varying phases. On the left you can find important statistics, such as the number of facilities.

← Step 2 of 4 →

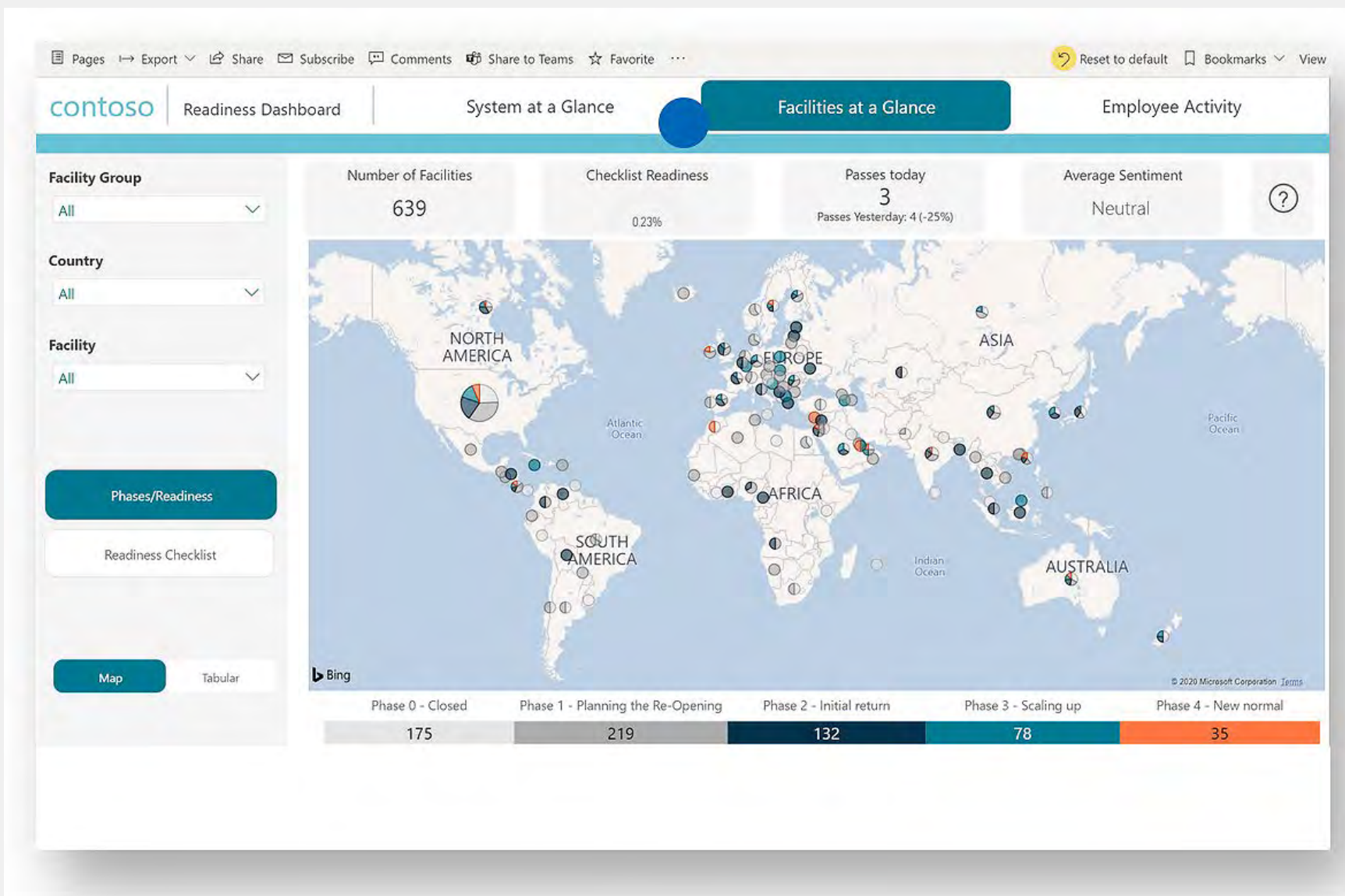


Location readiness

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A map highlights facility locations, along with the number of facilities in varying phases. On the left you can find important statistics, such as the number of facilities.

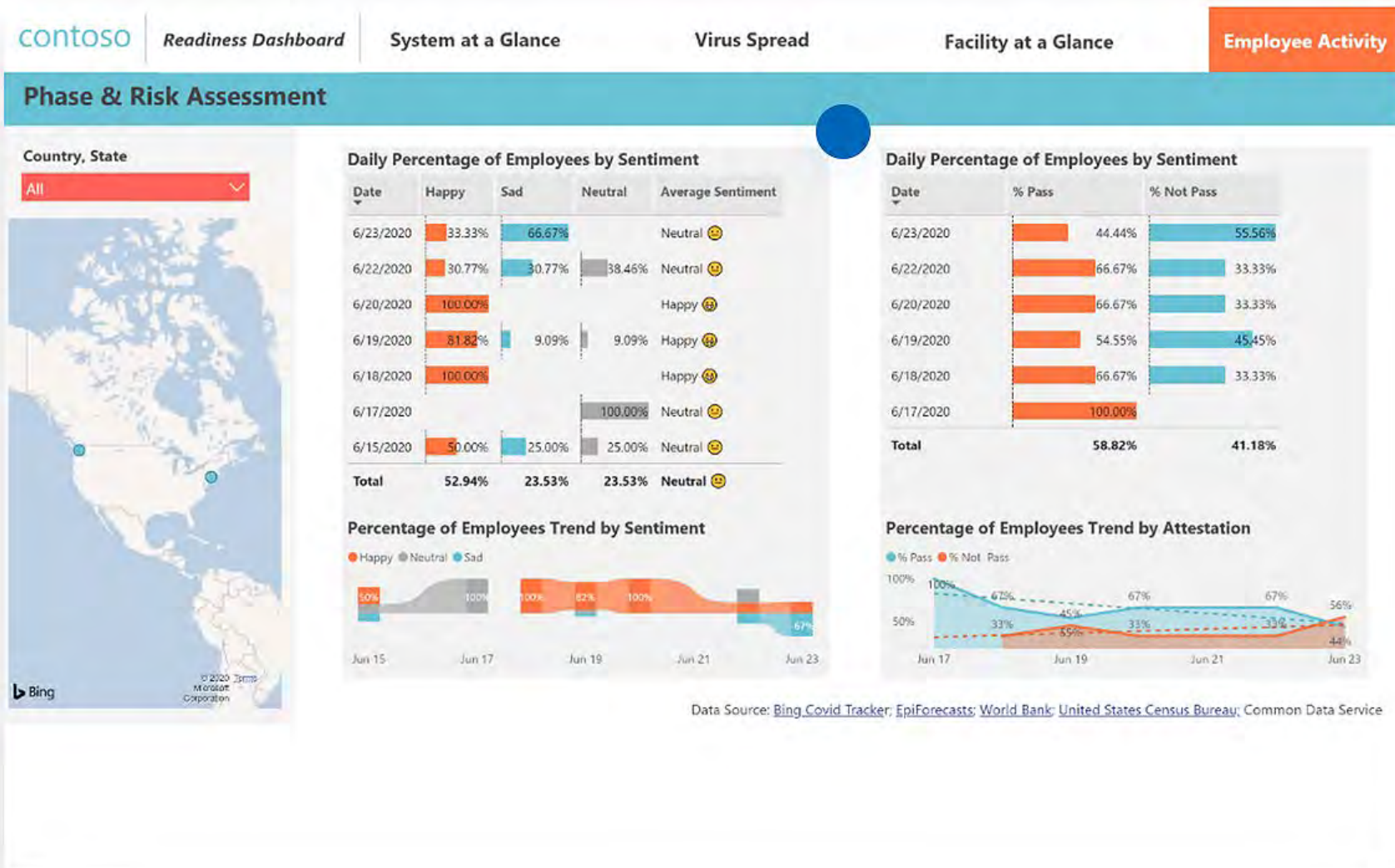
← Step 3 of 4 →



Location readiness

Next, the **Employee Activity** tab provides an overall time-series view of employee sentiment and attestation per day. Executive leaders can check daily and see where numbers increased or decreased as compared to previous days.

← Step 4 of 4 →



Location management

Facility managers can monitor and assess the current status of their locations by reviewing a selected facility's associated dashboard, details, checklist, and transitions. To access each of these areas, follow these steps:

Select **Facilities** from the left pane to see the list of active facilities.

Select a desired facility to access its data.

← Step 1 of 6 →

The screenshot shows the 'MELBOURNE-FRESH' facility dashboard in the 'Facility Safety Management' application. The left sidebar contains navigation options: Home, Recent, Pinned, Facility Management (selected), Facilities (highlighted with a blue circle), Facility Groups, Facility Types, Reopen Readiness, Phase Transitions, Employee, Employee Attestations, and Employee Sentiment. The main content area displays a progress bar for 'Reopening Facilities' with stages: 0 - Closed, 1 - Planning The Re-Open..., 2 - Initial Return (< 1 Min) (current stage), 3 - Scaling Up, and 4 - New Normal. Below the progress bar are tabs for General, Details, Checklist, Transitions, and Related. The 'General' tab shows a 'Facility Manager Dashboard' with a 'Facility Readiness' section. This section includes a 'Multiple Facilities' chart showing 5.6% readiness, a 'Readiness Checklist' table, and a 'Virus Spread' section. The 'Virus Spread' section displays metrics: New COVID Cases (209,506), New Fatal COVID Cases (6,105), Reproductive Number (1.08), Passes Given Today (3), and Average Sentiment (Neutral). The 'Readiness Checklist' table lists categories and their completion status.

Category	Readiness	Owner	Completion Date
Communications	7.51%		7/2/2020 12:00:00 AM
Employee experience	5.30%		
Decision to Return	5.24%		7/1/2020 10:00:00 PM
Technology & Onsite Support	5.22%		
Facility Safety Readiness	5.15%		7/2/2020 12:00:00 AM
Total	5.56%		7/2/2020 12:00:00 AM

Location management

Facility managers can manage their building-associated checklist from the checklist tab. This tab contains a canvas app displaying the checks in the checklist for the current facility and phase combination. The app provides an easy way for users to find checks by category and then update the individual checks where applicable.

← Step 2 of 6 →

Building 101
Facility

Narasimhan Padmanabhan
Owner

Reopening Facilities
Active for 25 hours

0 - Closed 1 - Planning The Re-Opening 2 - Initial R... (25 Hrs) 3 - Scaling Up 4 - New Normal

General Details Checklist Transitions Related

Categories: COVID-19 Management (Detection, P...

Elevators set up to maintain social distancing	Narasimhan Padmanabhan	☐		Save
End user equipment protocol has been established	Narasimhan Padmanabhan	☐		Save
Food: Cafeteria schedule aligned to employees shifts in the office	Narasimhan Padmanabhan	☐		Save
Guidance (i.e., Playbook) for infected employees established by site (e.g., what to do, how to get	Narasimhan Padmanabhan	☐		Save

Building 101

Items: 7
Completed Items: 0

Location management

When a facility manager decides that a facility should be moved to a new phase, the manager can apply for a transition. A reviewer must accept or reject this transition. Either way, the transition record is closed and stored as a historical track record. When the transition is accepted, the proposed phase is applied to the facility.

The new phase will come with its own set of metrics, goals, and checklist. These will be made available for the facility by a background process.

A reviewer, such as a facility manager supervising other facility managers in a facility group, can find the backlog of in-consideration phase transitions in the Phase Transitions sub area.

Open Phase transitions ▾				
✓ Group (Facility) ▾	Facility ▾	Reopen Phase (Facility) ▾	Proposed Reopen Phase ▾	Status Reason ▾
USA	Building AKT	New normal	Scaling up	Submitted
USA	Building 101	Initial return	New normal	Submitted

Location management

Follow these steps to create a transition request (**Reopen Transitions**):

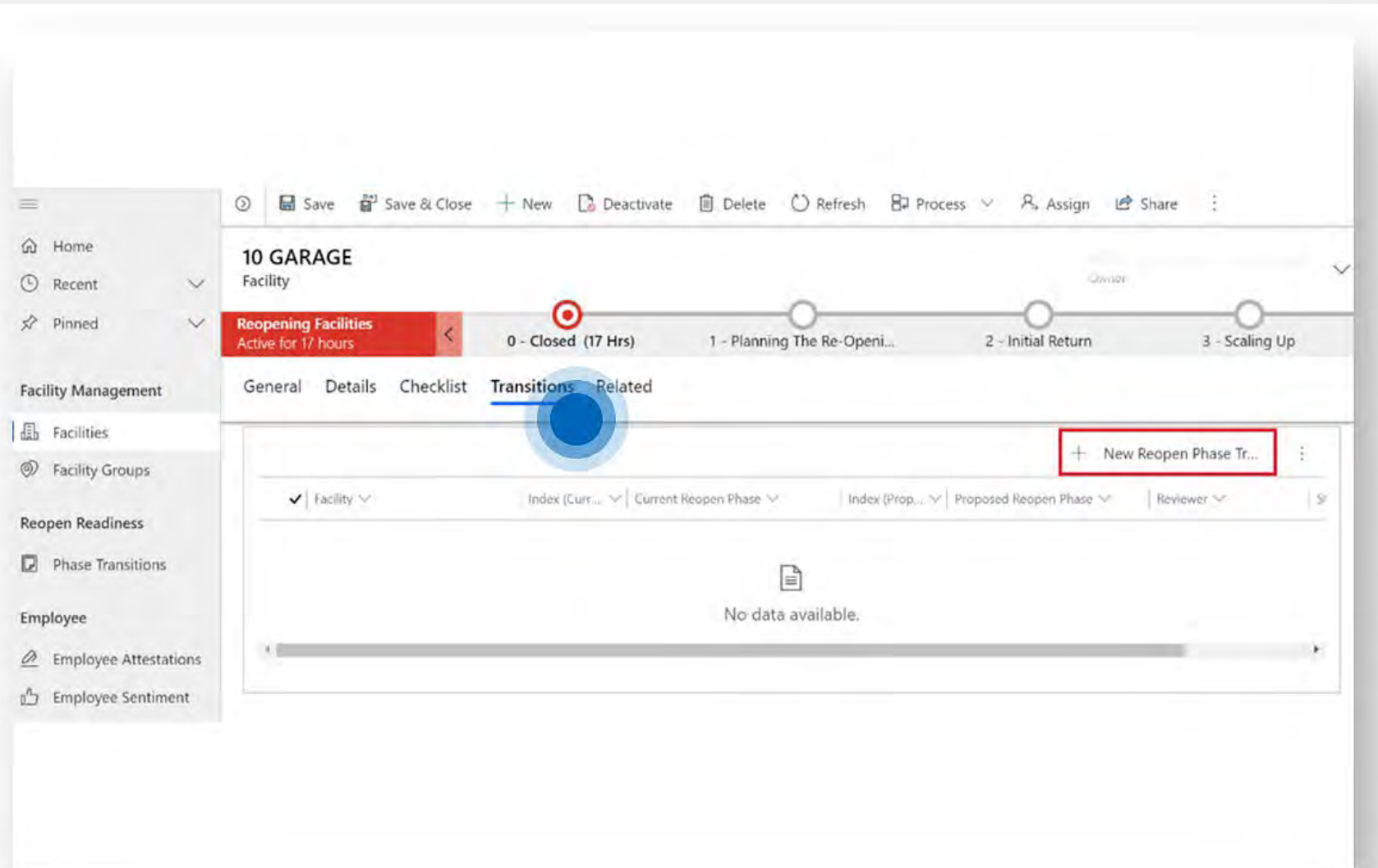
Select **Facilities** from the left pane and select an active facility.

Select the **Transitions** tab from the current facility. If there are any existing or previous transition requests, they will appear in the sub-grid displayed.

Select the +New Reopen Phase Transition button.

In the new transition screen, enter the appropriate details.

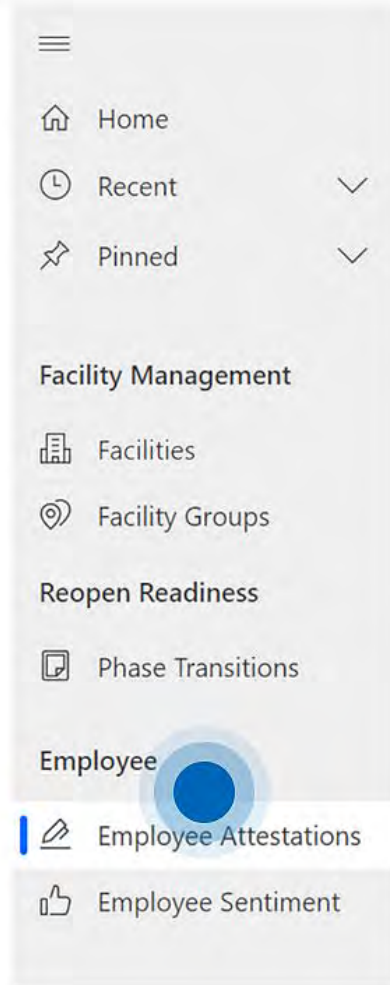
← Step 4 of 6 →



Location management

Facility managers can monitor whether or not their organization's employees are feeling healthy enough to be eligible to return to their facility. They are able to track employee self-attestations of their health based on a series of questions presented to and answered by the employees. This data will be available at a summary level in the model app's **Employee Attestations** sub-area.

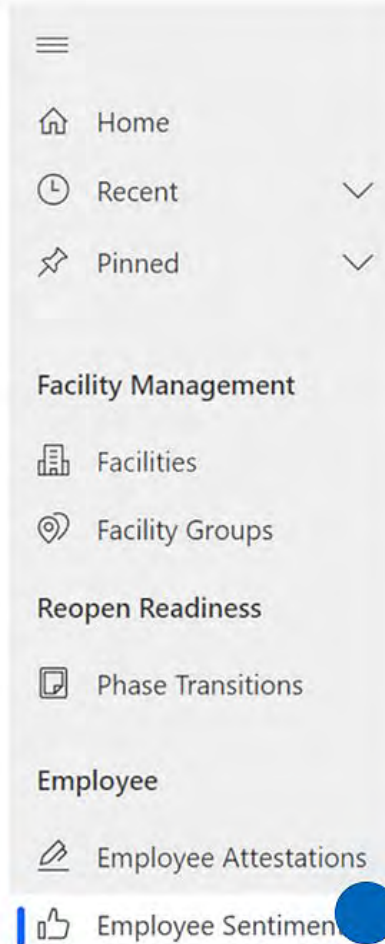
← Step 5 of 6 →



Location management

Facility managers can keep track of general employee sentiment regarding how they are feeling about the prospect of returning to their workplace. This information is self-reported, but it's a valuable parameter when viewed consistently over time and especially with bigger groups. This data can be viewed by facility managers at a summary level in the model app's **Employee Sentiment** sub-area.

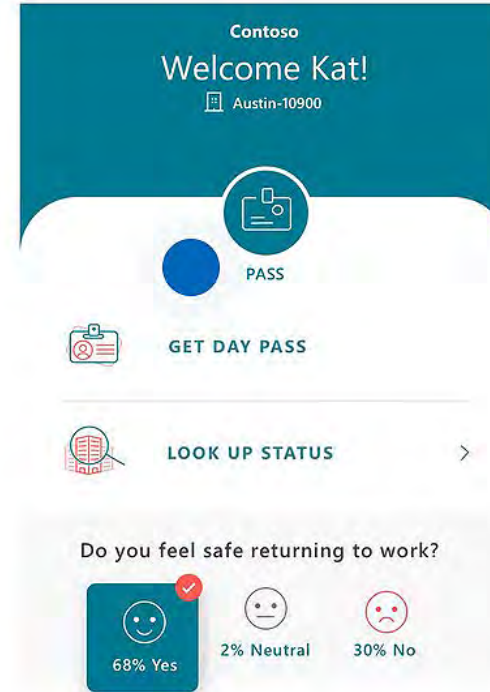
← Step 6 of 6 →



Employee health and safety management

Used by employees who are seeking to return to the workplace. Employees can use this app to identify open buildings and self-attest to no symptoms prior to returning to a reopened workplace.

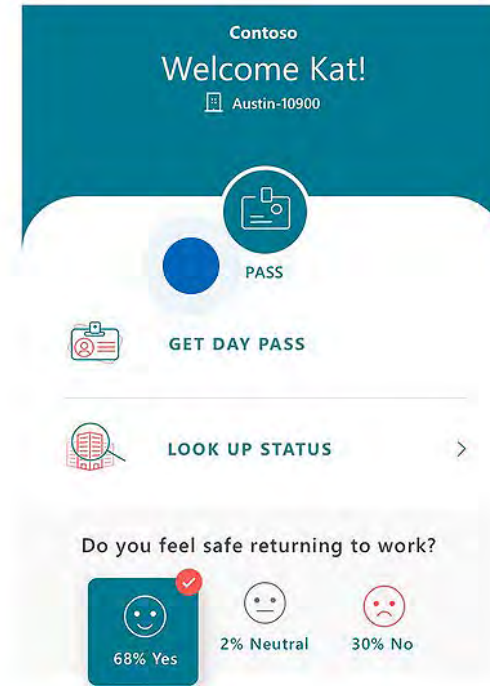
← Step 1 of 11 →



Employee health and safety management

Open the app from your device and sign in with your company's Azure Active Directory account. You can view all apps available to you by your organization once you sign in. For more information, see Power Apps mobile device sign-in.

← Step 2 of 11 →



Employee health and safety management

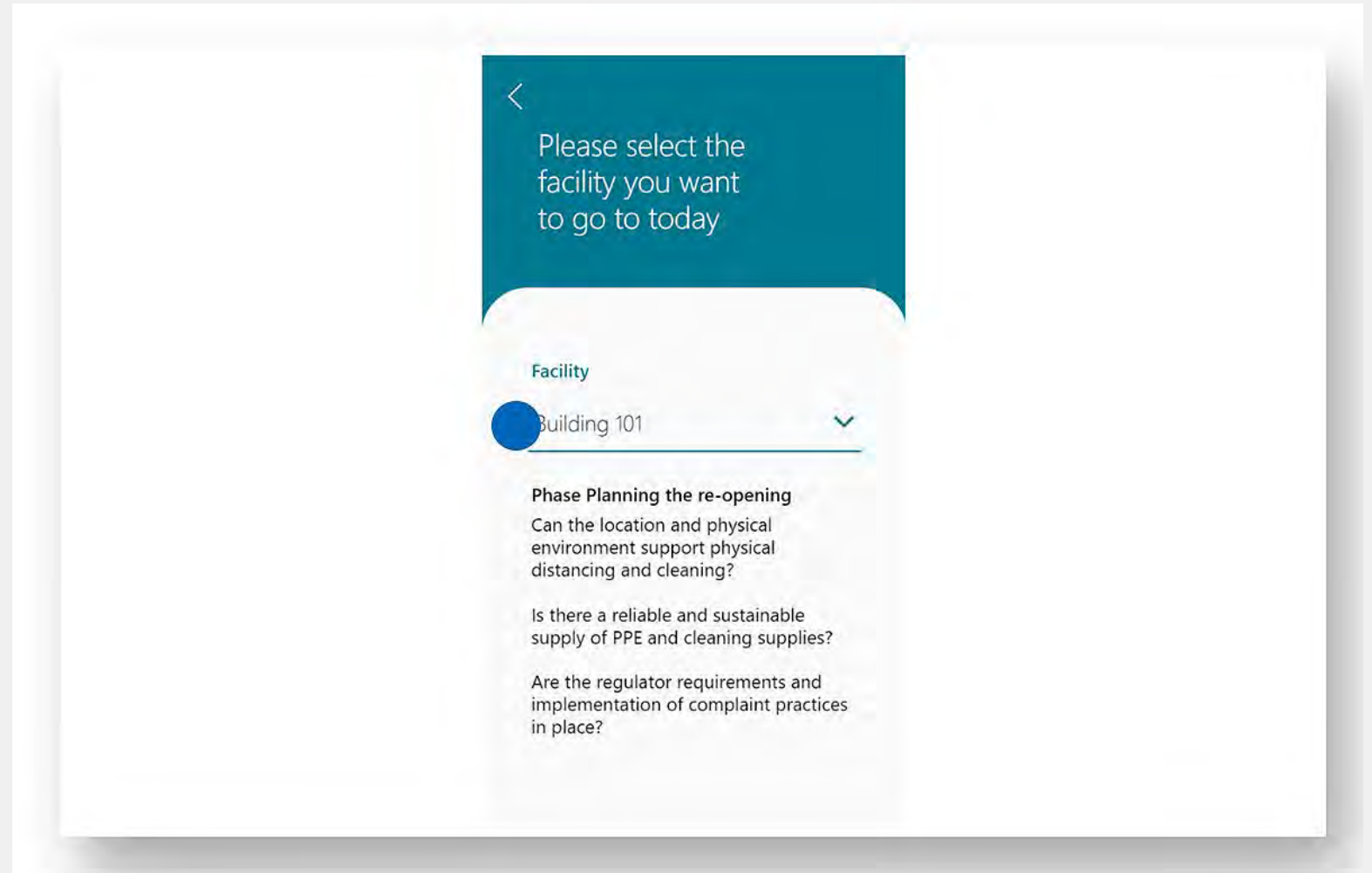
Here, you can view the reopening status of a facility.

Select **Look Up Facility** to view details regarding whether the facility is open and what phase of reopening it is in.

Select a facility from the dropdown list to see the current facility status and associated details.

Select **Cancel** to return to the home screen.

← Step 3 of 11 →



Employee health and safety management

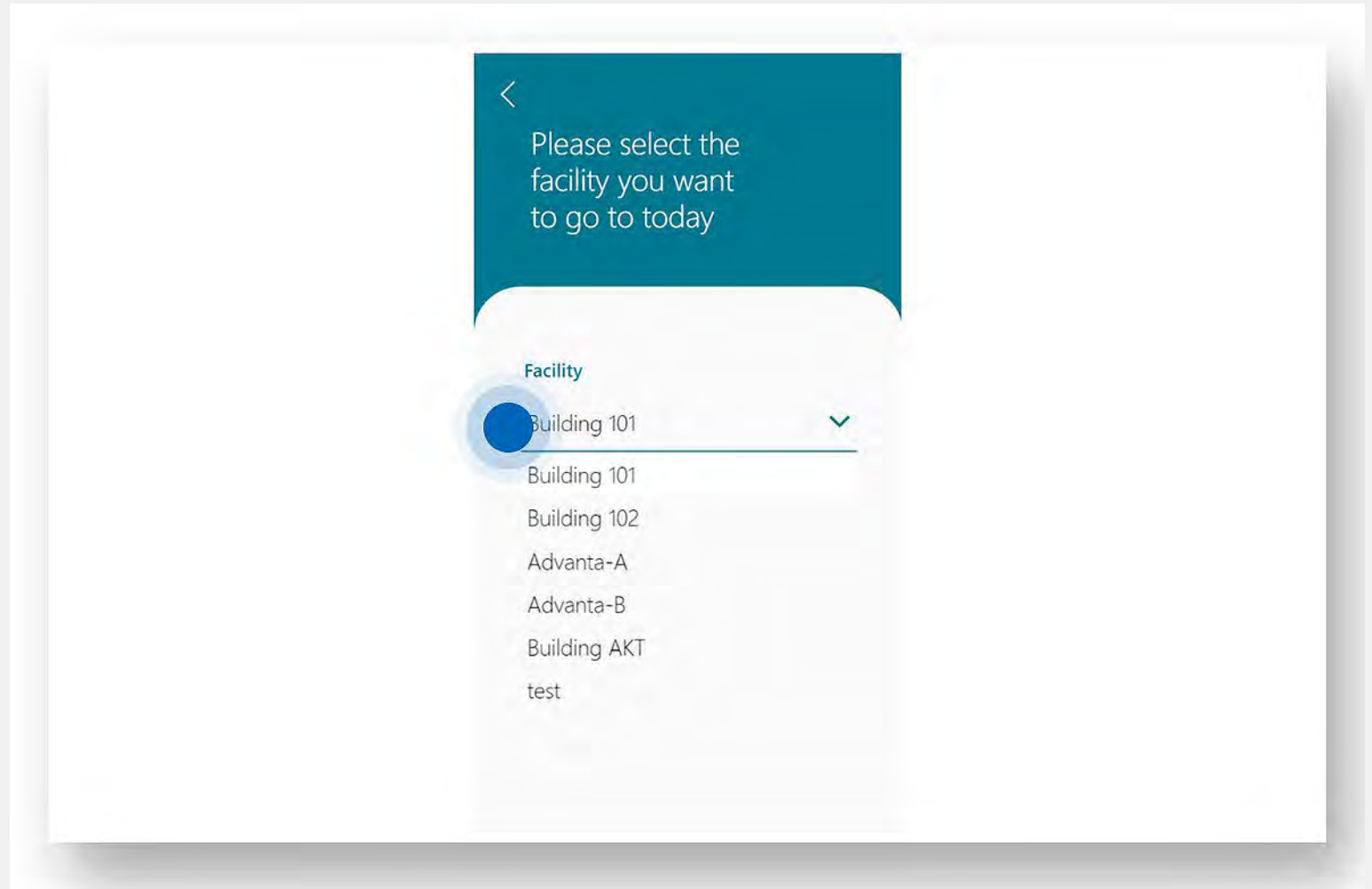
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Select **Cancel** to return to the home screen.

← Step 4 of 11 →



Employee health and safety management

An employee can complete the steps required to select a particular facility that is open to employees returning to work. Employees can find a facility and then complete a health survey that determines if they are eligible to check into that facility. If eligible, the employee will be given a pass to the selected building for that day.

← Step 5 of 11 →

The screenshot shows a mobile application interface with a teal header and a white body. The header contains the text "Please select the facility you want to go to today". Below the header, there is a section titled "Facility" with a dropdown menu showing "Building AKT" and a downward arrow. Below this, there is a section titled "Phase Scaling up" with the text "Bringing back > 20%" and "Compare and iterate on best practices". At the bottom, there are two buttons: a teal "Start Health Survey" button and a white "Cancel" button with a teal border.

Employee health and safety management

An employee can complete the steps required to select a particular facility that is open to employees returning to work. Employees can find a facility and then complete a health survey that determines if they are eligible to check into that facility. If eligible, the employee will be given a pass to the selected building for that day.

← Step 6 of 11 →

Please select the facility you want to go to today

Facility

Advanta-A

Building 101

Building 102

Advanta-A

Advanta-B

Building AKT

Cancel

Employee health and safety management

Select “Yes” if your temperature is over the given number, and “No” if it is not.

Review the Symptom Check 2 question. Select “Yes” if you are currently experiencing any of the listed symptoms, and “No” if you are not.

← Step 7 of 11 →

Take the daily health check

Your health & well-being are important. Each day, you will be required to complete a daily screening before entering a Contoso facility. We'll ask a couple of questions and it should only take a minute.

What does Contoso do with this information?

Health & well-being are important. Each day, Contoso only collects enough information to securely provide the service. For more information on how Contoso processes personal data when you use this site, please see the **Contoso Data Privacy Notice & Identity Terms of Use**.

ACCEPT

CANCEL

Employee health and safety management

Select “Yes” if your temperature is over the given number, and “No” if it is not.

Review the Symptom Check 2 question. Select “Yes” if you are currently experiencing any of the listed symptoms, and “No” if you are not.

← Step 8 of 11 →

Do you agree with the following statements?

1. In the last 72 hours, I have not had any of the following symptoms. Symptoms related to pre-existing diagnosed health conditions do not apply.
 - Fever (100.4°F/ 38°C or higher) or feeling feverish (chills, sweating) (You should be monitoring your temperature daily before leaving your home.)
 - Excessive coughing, congestion or runny nose
 - Sore throat
 - Loss of taste or smell
 - Muscle aches, body aches, headache or fatigue
 - Nausea, vomiting or diarrhea
2. In the last 14 days, I have not knowingly been within 6 feet (2 meter) of anyone diagnosed with CoVID-19.
3. I have reviewed and understand Microsoft's processes and policies outlined in the [Hybrid Workplace Guidebook](#).

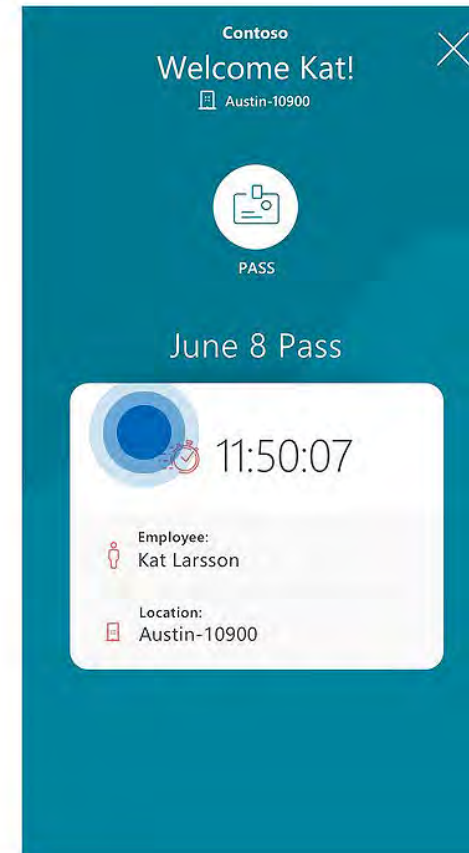
I AGREE

I DISAGREE

Employee health and safety management

If your responses to the questionnaire show you are healthy, you will receive a pass to enter the selected facility. This pass expires in 24 hours. If not, you will not receive a pass and will be given contact information for the company health and safety department if needed.

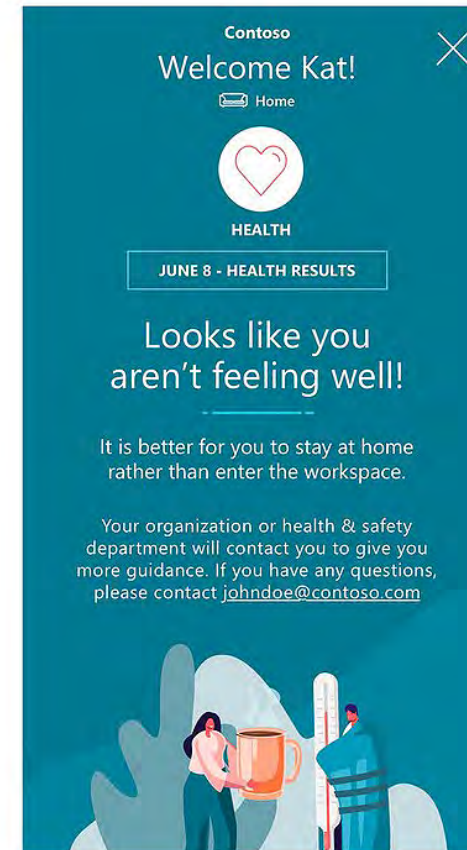
← Step 9 of 11 →



Employee health and safety management

If your responses to the questionnaire show you are healthy, you will receive a pass to enter the selected facility. This pass expires in 24 hours. If not, you will not receive a pass and will be given contact information for the company health and safety department if needed.

← Step 10 of 11 →

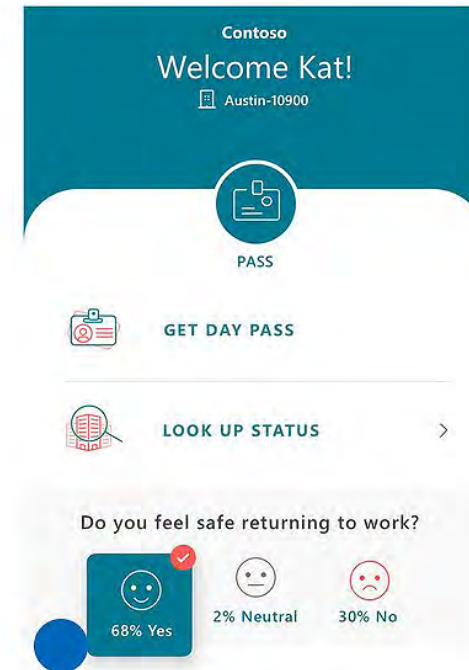


Employee health and safety management

Within the app's Share Sentiment feature, employees can share how they are feeling about returning to work.

On the home page, there's a question that asks, "Do you feel safe returning to work?" You can select a response from three options: Yes, Not sure, and No.

← Step 11 of 11 →



Workplace care management

Manage cases for employees under investigation here.

← Step 1 of 7 →

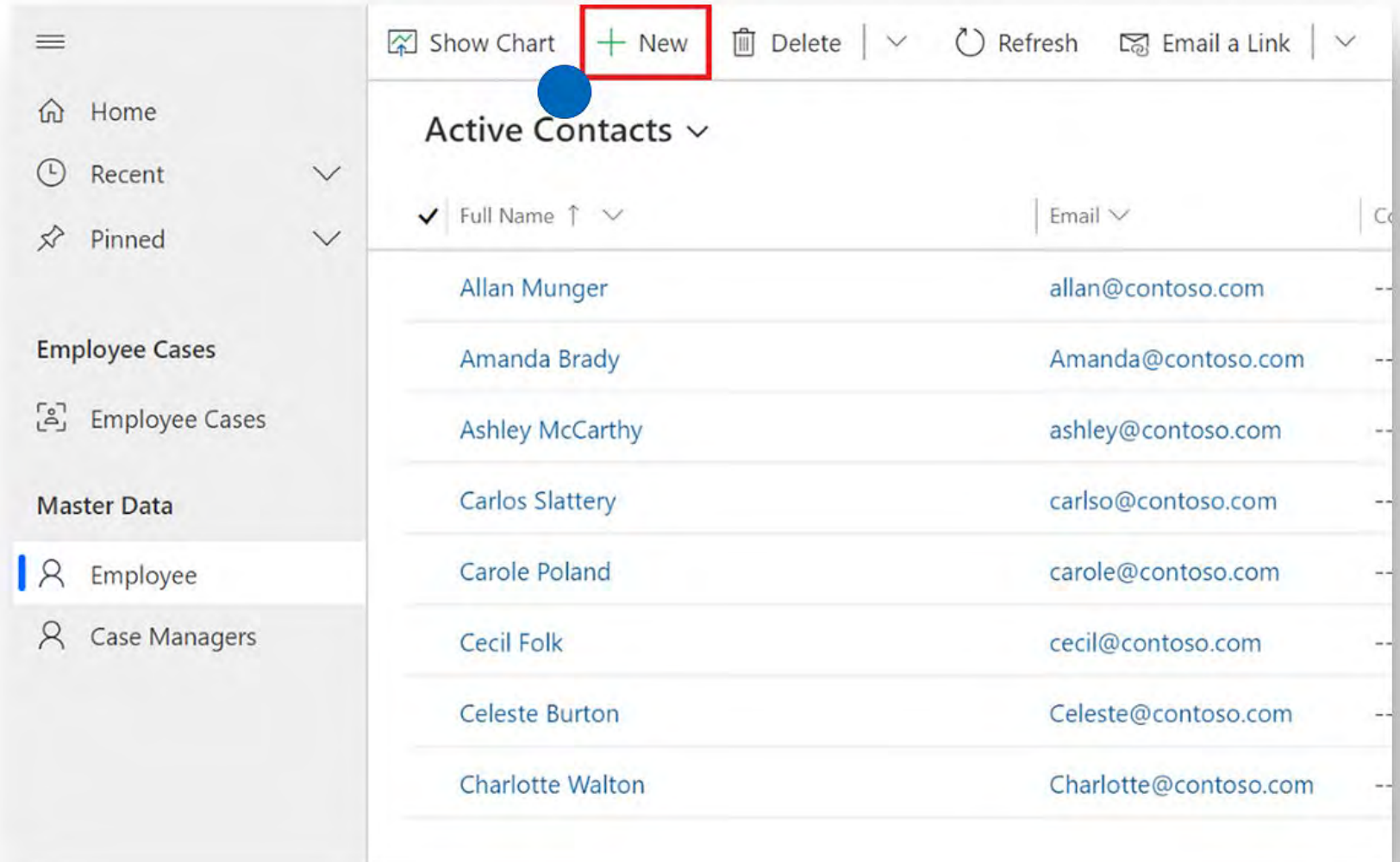
The screenshot displays the 'Workplace Care Management' interface for an 'Employee Case' (CS-001017). The interface is divided into several sections:

- Header:** Shows the case ID 'CS-001017' and the title 'Employee Case'. A progress bar indicates the current stage is 'Investigating (3 Min)', with previous stages 'Open' and 'Monitoring' and a final stage 'Resolve'.
- Left Navigation Panel:** Includes links for 'Home', 'Recent', 'Pinned', 'Employee Cases', 'Dashboard', 'Master Data', 'Employees', and 'Case Managers'. A blue circle highlights the 'Employee Cases' link.
- General Tab:** Contains fields for 'Case Number' (CS-001017), 'Health & Safety Leader' (Crm Build Account Crm ...), and 'Employee' (Mauricio August).
- Check Section:** Includes toggle switches for 'Employee Contacted' (Yes), 'Screened' (Yes), and 'Public Health Official Notified' (Yes). The 'Risk Assessment' is set to 'Medium'.
- Employee Instructions Section:** Includes toggle switches for 'Employee Instructions Provided' (No) and 'Check In Available' (No). There are also fields for 'Check In Available Date'.
- Notes Section:** Displays a timeline of notes. The first note is 'Note modified by Sangya Singh' with a timestamp of '7/8/2020 7:07 PM'. The second note is 'Initial Contact' with a timestamp of '7/8/2020 7:06 PM'.

Workplace care management

The main goal of health and safety managers is to ensure employee safety. The employee case allows the health and safety lead to revoke the employee's ability to check into a workplace. The goal of case management is to provide clear insight into the work backlog and to make sure that the process is the same for all cases.

← Step 2 of 7 →



The screenshot displays the 'Active Contacts' section of the Workplace care management interface. The left sidebar contains navigation options: Home, Recent, Pinned, Employee Cases, Master Data, Employee, and Case Managers. The main content area shows a table of active contacts with columns for Full Name, Email, and a checkbox. The '+ New' button is highlighted with a red box, and the 'Show Chart' button is highlighted with a blue circle.

✓	Full Name ↑	Email	
	Allan Munger	allan@contoso.com	--
	Amanda Brady	Amanda@contoso.com	--
	Ashley McCarthy	ashley@contoso.com	--
	Carlos Slattery	carloso@contoso.com	--
	Carole Poland	carole@contoso.com	--
	Cecil Folk	cecil@contoso.com	--
	Celeste Burton	Celeste@contoso.com	--
	Charlotte Walton	Charlotte@contoso.com	--

Workplace care management

A case is triggered when an employee is not feeling well and contacts a case manager via email.

When case managers are notified, they will need to open a new case record, which can be created with the following steps:

Choose the module “Employee Cases” and then select the **Employee Cases** sub-area from the left pane and select **+New**.

The case manager opens the case and captures the employee name for the record.

← Step 3 of 7 →

The screenshot displays the 'Workplace Care Management' interface for an 'Employee Case' with ID 'CS-001017'. The left navigation pane shows 'Employee Cases' selected, with a blue circle highlighting the '+New' button. The main content area features a process flow at the top: 'Open' (active), 'Investigating (3 Min)', 'Monitoring', and 'Resolve'. Below this, the 'General' tab is active, showing fields for 'Case Number' (CS-001017) and 'Health & Safety Leader' (Crm Build Account Crm ...). The 'Employee' section shows 'First Name' (Mauricio) and 'Last Name' (August). The 'Check' section has toggle switches for 'Employee Contacted', 'Screened', and 'Public Health Official Notified', all set to 'Yes', and a 'Risk Assessment' of 'Medium'. The 'Employee Instructions' section has toggle switches for 'Employee Instructions Provided' and 'Check In Available', both set to 'No'. A 'Notes' section on the right shows a timeline of two notes: 'Note modified by Sangya Singh' (7/8/2020 7:07 PM) and 'Note modified by Sangya Singh' (7/8/2020 7:06 PM). The bottom status bar indicates 'Active'.

Workplace care management

In the open stage, the case manager contacts the employee who notified the case management team. The key pieces of data that the case manager needs to capture and record prior to moving to the next stage are:

Has the employee been contacted? – This can be set to “Yes” once the case manager has contacted the employee about their notification.

Who is the health and safety lead owning this case?

← Step 4 of 7 →

The screenshot displays a user interface for 'Workplace care management'. At the top, there are two tabs: 'Open (< 1 Min)' and 'Investigating'. The 'Open (< 1 Min)' tab is selected, indicated by a red bullseye icon above it. Below the tabs, the text 'Active for less than one minute' is displayed, accompanied by a share icon and a close icon. A section titled 'Employee Contacted' has a 'No' response. Below this, a green checkmark is next to the text 'Health & Safety Leader'. To the right of this, there is a red asterisk and a user profile for 'Chris Shaw'. At the bottom, a large blue button labeled 'Next Stage >' is visible.

Open (< 1 Min)	Investigating
Active for less than one minute	
Employee Contacted: No	
✓ Health & Safety Leader	* Chris Shaw
Next Stage >	

Workplace care management

In the investigating stage, the case manager continues to capture and record case-related data and updates the fields on the case form. The key pieces of data that the case manager needs to capture and record prior to moving to the next stage are:

Has the employee been screened? (Yes or No)

Has the public health official been notified?

What is the risk assessment?

← Step 5 of 7 →

The screenshot displays the 'Workplace Care Management' interface for case CS-001017. The interface is divided into several sections:

- Header:** Shows the case ID 'CS-001017' and the title 'Employee Case'.
- Process Flow:** A horizontal timeline with stages: 'Open', 'Investigating (< 1 Min)', 'Monitoring', and 'Resolve'. The 'Investigating' stage is currently active, indicated by a red circle and a red bar.
- General Information:** A section titled 'General' containing fields for 'Case Number' (CS-001017), 'Health & Safety Leader' (Crm Build Account Crm ...), and 'Employee' (Mauricio August).
- Checklist:** A section titled 'Check' with a table of items to be verified:

Check	Employee Contacted	Screened	Risk Assessment
✓	Yes	Yes	Medium
- Employee Instructions:** A section titled 'Employee Instructions' with toggle switches for 'Employee Instructions Provided' (Yes) and 'Check In Available' (No). It also includes fields for 'Check In Available Date'.
- Notes and Timeline:** A section titled 'Notes' with a 'Timeline' view showing recent updates, such as 'Note modified by Sangya Singh' and 'Initial Contact'.

Workplace care management

In the monitoring stage, the case manager monitors the case and ensures that the employee is provided guidance. The case manager also makes sure that instructions are being followed and that expected target dates for returning to work are updated for the employee.

← Step 6 of 7 →

The screenshot displays the 'Workplace Care Management' interface for an employee case (CS-001017). The interface is divided into several sections:

- Header:** Shows the case ID 'CS-001017' and the title 'Employee Case'.
- Process Flow:** A horizontal timeline with stages: 'Open', 'Investigating', 'Monitoring (< 1 Min)', and 'Resolve'. The 'Monitoring' stage is currently active, indicated by a red circle and a red bar.
- General Information:** Includes fields for 'Case Number' (CS-001017) and 'Health & Safety Leader' (Crm Build Account Crm ...).
- Check Section:** Contains toggle switches for 'Employee Contacted' (Yes), 'Screened' (Yes), 'Public Health Official Notified' (Yes), and 'Risk Assessment' (Medium).
- Employee Information:** Includes fields for 'First Name' (Mauricio), 'Last Name' (August), 'Default Facility' (---), 'Email' (mauricio@contos...), and 'Business Phone' (---).
- Employee Instructions:** Contains toggle switches for 'Employee Instructions Provided' (Yes) and 'Check In Available' (Yes), along with a date field for 'Check In Available Date' (7/31/2020) and a time field (8:00 AM).
- Monitoring Details:** A pop-up window shows 'Active for less than one minute' and a 'Next Stage' button.
- Notes:** A list of notes on the right side, including 'Note modified by Sangya Singh' and 'Initial Contact'.

Workplace care management

In the resolving stage, the case manager completes the process by resolving the case. Selecting **Finish**. The key pieces of data that the case manager needs to capture and record prior to moving to the next stage are:
Have employee instructions been provided?
(Yes or No)

← Step 7 of 7 →

The screenshot displays a guided tour interface for the 'Workplace care management' process. At the top, a red progress bar indicates the current stage, 'Resolve (< 1 Min)', which is marked with a target icon. The previous stage, 'Monitoring', is marked with a checkmark icon. Below the progress bar, the main content area shows a form with the title 'Active for less than one minute'. A green checkmark icon is visible next to the text 'Employee Instructions Provided', and the word 'Yes' is entered in the adjacent field. At the bottom of the form, a blue bar contains a back arrow, the word 'Finish', and a flag icon. A blue circle highlights the 'Finish' button.

Monitoring	Resolve (< 1 Min)
Active for less than one minute	
Employee Instructions Provided Yes	
Finish	