



OCTOBER 21-23, 2020 / LAS VEGAS CONVENTION CENTER

## **38 Questions to Ask -- and Answer -- When Designing Your Reopening Plan**

### **A. How will you protect your people?**

1. Will you check temperatures as people come in?
2. Will you require wearing a mask?
3. Will you move work stations further apart?
4. Will you modify policies on conference room and kitchen use?
5. What 'work at home' policy will you adapt and for how long?
6. Will you restrict office entrance to just your staff?
7. How will you meet with sub-consultants?
8. How will you handle product sales people, deliveries, etc.?
9. What will you do if individuals refuse to come to the office out of fear?

### **B. How will you modify contact with clients?**

1. How will you handle site visits?
2. How will you meet with contractors and vendors?
3. How will you modify marketing activities?
4. How will you handle presentations?
5. How will you make submittals to town or city officials?
6. Will you modify air travel policies?

### **C. What will you do regarding important long-term strategic issues?**

1. How will you handle performance reviews?
2. How will you handle job interviews and recruiting?
3. How will you handle terminations?
4. Will you make changes to personnel policies regarding sick time or paid time off (PTO)?



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5. How will you handle bonuses?
6. Will you modify your strategic plan?
7. Will you change your annual economic forecast?
8. Will you continue your ownership transition plan?
9. Will you resume acquisition plans?
10. How will you handle training of staff?
11. Will you continue plans to renovate facilities or to move your office?
12. Any changes to planned investments in technology?

**D. How will you manage and motivate staff as you move down the runway?**

1. Type and frequency of communication?
2. How will you change how you manage projects?
3. Work at home policy changes?
4. Compensation changes?

**E. How will you focus on cash flow moving forward?**

1. Any modifications to time card procedures?
2. Any changes to the way you write contracts?
3. Any changes to invoicing procedures?
4. Any improvements to A/R collections?
5. Any changes to change-order monitoring?
6. Any changes to sub-contractor/sub-consultant agreements?