

Future Workplace FAQ

Updated: Aug. 18, 2021

Included below are the top 20 questions received regarding Envision's Future Workplace plans. If you have any other questions, email FutureWorkplace@EnvisionHealth.com.

Workstyle

1. When is Envision planning to have teammates back in the office?

Envision is targeting Monday, Nov. 1, as the first day back for all offices except our South Florida office. However, you may not see all the teammates you are used to seeing if they are assigned to different workstyles or in-office days. We will continue to monitor conditions with COVID cases; the safety of our teammates, patients and communities remains our top priority.

2. What are the types of workstyles Envision will use going forward?

Teammates will be assigned to one of four workstyles, effective Nov. 1, 2021:

- **Work From Office Full-Time (WFO)** — Teammates who will typically work five days per week in office.
- **Office-Centric Hybrid** — Teammates who will regularly work in the office; this may be two-three days per week, one week per month or another combination. Your manager will let you know what this means for you.
- **Remote-Centric Hybrid** — Teammates who will primarily work from home but can go to their assigned office when needed. They may come in a few times a month for collaboration and meetings or work a set day in the office each week. Your manager will let you know what this means for you.
- **Remote First** — Teammates who will work from home, with occasional office need. Intended to be for teammates who do not live near an office and aren't expected to need to collaborate as much as some other roles.

3. When will I find out my assigned workstyle?

Your department leader will communicate your future workstyle by Friday, Aug. 27. You will receive an email to confirm your workstyle on Monday, Aug. 30. If you have not heard from your department leader or received an email by Wednesday, Sept. 1, please reach out to

FutureWorkplace@Envisionheath.com.

4. How was my workstyle assigned to me?

Your workstyle was determined by your leaders and managers who considered the nature of your work, needs of the business and, to the extent possible, your personal preferences in assigning one of the four workstyles. Our workstyles will look slightly different depending on your role and team within the organization. Your manager and/or team leader can help you understand which components of your week can be more flexible.

We expect that our workstyles will evolve over time as our leaders and teammates discover what works best to advance the business goals within the different parts of our organization. If you'd like to change your workstyle, talk with your manager to understand why your workstyle was selected and explain why you need to change it. Together, you can determine the best next steps.

5. If I'm not comfortable coming back into the office, can I stay at home?

Talk with your manager to explain what you need. We will try to accommodate flexibility requests if they don't cause interruptions to the business.

Working in the office

6. Will I have an assigned space in the office?

This will depend on your schedule and space needed at your office location.

- If you are Work From Office Full-Time (WFO) teammate, you will have an assigned workspace.
- If you work on an Office-Centric Hybrid schedule, you may have an assigned space or share a workspace.
- If you work a Remote-Centric Hybrid schedule or Remote-First, you will likely need to reserve a "hotel" space.

7. If I share a workspace, will I have access to a locker or cabinet to store some personal items at the office?

Shared workspaces will be primarily designed to accommodate Remote First or Remote-Centric Hybrid workstyles. If you have one of these workstyles, you will not have a designated space to store personal belongings at the office. We recommend you bring only what you need to the office (e.g., laptop, notebook, water bottle). There will be shared resources to use in the offices like desks and monitors.

8. Do I need to wear a mask in the office?

Yes. At this time, masks are required for all teammates and visitors in our offices, regardless of vaccination status. If you do not have a mask, one will be provided for you upon entry to our facility. Please contact your HR Business Partner if you would like to request an accommodation related to our mask policy.

If you are not vaccinated, you should not come to an office. Please contact your HR Business Partner if you need to come into the office and are not vaccinated

9. What do I do if I have come into contact with someone who has COVID-19 or if I have COVID-19? When can I return to work?

If you are **fully vaccinated**, you will not need to quarantine unless you have symptoms of COVID-19.

If you are **not fully vaccinated** and come into close contact with someone exposed to or with a confirmed case of COVID-19, notify your supervisor right away and stay home. Close contact is defined as coming within six feet of an infected person who is lab/clinically confirmed for a period of time totaling 15 minutes or more over 24 hours, especially indoors. Teammates in close contact should follow [CDC Guidelines for Quarantine and Isolation](#) before returning to work.

10. Will offices be renovated to support our future workplace design when we return in November?

At this time, our focus is preparing the space for our teammates' return in November, and therefore, we will not be renovating our offices. However, we are always reviewing our offices to ensure they meet our needs from a design and technological perspective. We will continue this process through the rest of 2021 and 2022.

Working from home

11. Will I be able to pick up personal belongings that are at my desk?

Yes, the Real Estate & Facilities team will create a schedule for teammates who need to pick up personal items. Communication regarding a scheduled date and time will be coming in late August. Boxes will be provided for you to pack your things, and bins will be set up for trash, items you no longer need (like office supplies) and materials to be shredded. Staff will also be available to help you move and load items, if needed.

If you are on a hybrid schedule, please feel free to bring office supplies home with you. Please be mindful of other teammates and take only what you need.

12. Will teammates currently using desktops be converted over to laptops?

The intention is to transition teammates to laptops over the next 12-18 months. We will transition office-centric hybrid teammates first, then continue through the rest of the company. Please be on the lookout for subsequent communications regarding your transition to a new machine if you have a desktop and are not WFO.

13. Can I work from anywhere?

We understand teammates working in Remote First or Remote-Centric Hybrid workstyles may want to work from other areas outside their home office, such as coffee shops, restaurants or hotels. Teammates should clear any alternate working environments with their leader. We do ask that teammates connect to their VPN and guard their work devices to ensure all work data remains secure.

If you are planning to move, talk to your manager first to understand any impacts or steps you will need to take. For legal and administrative reasons, we cannot support any teammates working outside of the United States.

14. How can I order office supplies in the future?

Teammates who are WFO or have hybrid schedules should continue to order office supplies using their current process (via Basware, Staples catalog or another approved portal) and have them delivered to the office, even if they will be used at home. Remote First teammates should work with their department's admin to order supplies for home delivery or have them shipped from one of our corporate office locations.

15. If I use my personal cell phone as my main phone, can I be reimbursed for my monthly plan fees?

We prefer you use the Jabber soft phone to make and receive calls. Depending on your job, you may receive calls or voicemails with sensitive information that may not be as secure on a personal phone line. If your job requires you to use a cell phone, please discuss with your manager and review the [Mobile Phone Policy](#).

Culture and engagement

16. How should the working styles for new or open positions be determined?

Determine what is needed for the business and partner with your leader and recruiter as needed. We encourage leaders to be consistent in assigning workstyles for their team.

17. As a manager, what should I do if my teammate is not following their assigned workstyle schedule and coming to the office as requested?

Talk with your teammate to find out why they are not following their workstyle. Partner with your local HR Business Partner or Employee Relations team if you need support.

18. What if I need an accommodation to work from home?

If you have a WFO or Office-Centric Hybrid workstyle and need to switch to a remote workstyle, discuss your needs with your direct leader and HR Business Partner. We will do our best to accommodate the needs of our teammates while balancing the needs of your role and your team.

19. My childcare/school has been shut down due to COVID. Will I be able to switch to Remote-Centric Hybrid?

Notify and discuss with your direct leader as soon as possible to determine best next steps. We will do our best to accommodate the needs of our teammates while balancing the needs of your role and your team.

20. How will I be updated as the Future Workplace plans evolve?

Your manager will provide continued updates. Information will also be shared in All Hands Town Halls and departmental meetings as needed. You may also receive communications from your facilities teammates to share details specific to your local Envision office.