

## TENTATIVE TABLE FOR A GRADUAL RETURN TO THE OFFICE

	PHASE 1 - adapted	PHASE 2 - adapted	PHASE 3 - adapted
<b>Rules on working arrangements</b>	<p><b>Teleworking as a rule with a maximum physical presence of staff of 20%.</b></p> <p>While teleworking remains the norm, each member of staff is welcome and encouraged to come to the office within the authorised limits.</p> <p>Line managers will ensure a sufficient staff turnover in office so that colleagues who wish so can come to office on a regular basis. Staff who cannot carry out their tasks remotely come every day, unless vulnerable.</p>	<p><b>Teleworking as a rule with a maximum physical presence of staff of 30%.</b></p> <p>While teleworking remains the norm, staff members are encouraged to come to the office on a regular basis within authorised limits and on a voluntary basis. Line managers will ensure a sufficient staff turnover in office so that colleagues who wish so can come to office on a regular basis. Staff who cannot carry out their tasks remotely come every day, unless vulnerable.</p>	<p><b>Wide-scale teleworking with regular presence at the office for all. In-person, hybrid and on-line meetings, depending on need.</b></p> <p>All staff should work in the office at least one day per week. The exact percentage of office presence/teleworking will depend on service need, as agreed with line managers.</p>
<b>Date</b>	<b>Starting 9 June</b>	<b>Starting 1 July</b>	<b>Starting beginning or mid-September (TBC)</b>
<b>Rationale</b>	Increasing the ceiling and ensuring that all staff who want to come to office have an opportunity to do so safely, while maintaining teleworking as a rule.	Phasing in of flexible working (part in the office, part at home).	Phasing in of flexible working (part in the office, part at home).
<b>Ceiling for office presence</b>	<b>20% of staff</b>	<b>30% of staff</b>	<b>50% of staff</b>
<b>Trigger</b>	Host Member State's decision to ease restrictions (on teleworking, attendance at school, catering and social events) and allow regular physical presence at the office. Reduction in infections and hospitalisations.	Further easing of restrictions by the host member states. Teleworking no longer obligatory.	Significant improvement in the epidemiological situation in the host Member State (All staff offered at least a first dose of vaccine).
<b>Stop clause (roll back to previous phase)</b>	Host Member State imposes new restrictions; No improvement or re-increase in numbers of cases and hospitalisations; Cluster of cases in EC premises.	Idem	Idem
<b>Safety measures</b>	Mandatory mask wearing, physical distancing, fever cameras in building receptions, protocols for meeting rooms.	Idem	Safety measures adapted to the ECDC and national recommendations at the time.
<b>Restauration</b>	If authorised under the Host Member State's arrangements, one canteen in BERL and limited cafeterias (BERL+ 2-3 buildings) could re-open.	Idem	Progressive opening of more catering sites (according to level of presence).
<b>Missions</b>	Essential missions only.	Essential missions only.	Missions resume on a wider scale, in accordance with national safety rules, while still privileging videoconferencing.
<b>Visitors</b>	Essential visitors only.	Depending on national rules in Belgium, progressive reopening to visitors.	Idem
<b>Meetings</b>	Videoconference is the norm – in person meetings only if essential.	Depending on national rules in Belgium, progressive phasing in of in-person & hybrid meetings.	In-person & hybrid are possible, alongside on-line meetings.