

# Tips for Adjusting to the Return to the Workplace

building a stronger  
**You**

The global COVID-19 pandemic has disrupted the lives of Caterpillar employees and families worldwide. Caterpillar people worldwide should take pride in our flexibility and resilience during the pandemic. But now, many will be challenged by a second wave of change during the return to our workplaces, schools, and resuming full interactions with our communities. For some, this is already happening. For others, it hasn't started. No two of us have experienced the pandemic the same way. But all of us may experience some challenges during the return. Here are some quick tips that may help you manage these emotional challenges.

Emotional Challenge	Suggestion
Strong eagerness and impatience to return to work. Frustration about continued work from home.	Practice patience. Remind yourself of the "big picture" reasons behind the policies. Be mindful of the positive experiences and lessons learned while working from home. Seek new ways to take advantage of the remaining time at home. Share your enthusiasm to return with your supervisor and peers. But recognize that others may not feel the same.
Frustration about being required to come into work throughout the lockdown.	The entire Caterpillar family recognizes and appreciates the sacrifices that have been made to keep our operations running. Remember that most employees sent home didn't have a choice. Seek support by sharing your frustration in a productive way. Learn about others' experiences, which may have also been challenging. And thank you!
Anxiety about returning due to health risks or discomfort returning to large groups.	Caterpillar is taking many precautions to protect employees and is working to avoid unnecessary risk. Adhere to all safety protocols. Talk to your supervisor or HR manager about your concerns and always adopt recommended safe behaviors.
Work-life balance challenges with family and school.	Take time to predict the changes your family will encounter during the reopen. Put a family schedule and plan in place before schools or offices open. Talk to your kids about the changes and new routines that are to come. Also talk with your supervisor in advance about any needs you may have related to childcare or supporting your kids' schedule. And don't forget the pets! Their schedules will be changing too.
Frustration about others' health and safety behaviors.	Remember that everyone has a different experience and perception of the pandemic. Focus on things you can control, including your own health and safety behaviors. Discuss concerns with your supervisor.
Fatigue, skills gaps, and uncomfortable relationships upon returning.	Flexible schedules and working from home can lead to "deconditioning." Upon first returning to your "old" schedule, you may get less sleep, feel tired, and find that your old "comfort zone" at work isn't so comfortable. Old relationships may feel awkward. Work climates and expectations may have changed. Be patient with yourself and give yourself time to adjust. If problems persist for a week or more, talk to your supervisor, HR manager, or contact the EAP.
Desire to continue working remotely.	There are many benefits to working remotely. Some employees work remotely full-time. Some jobs can be flexed. But recognize that many can't. Discuss your desires with your supervisor and explore options.

For confidential support, free of charge, contact Caterpillar's **Employee Assistance Program (EAP)**:



**1-309-820-3604**



**EAP.cat.com**



**1-866-228-0565**



**CaterpillarEAP.com**

For global access numbers by country