

# Terese Kemble

Corporate VP, Human Resources

**Lattice Semiconductors**

[www.latticesemi.com](http://www.latticesemi.com)

**Lattice Semiconductor** is the leading low power programmable semiconductor company. They solve problems across the network, from the Edge-to-the-Cloud, in the growing communications, computing, industrial, automotive and consumer markets.

- C-suite executive in **global high growth / high change** tech companies
- Experience with **complex global organizational issues** including:
  - Organization design, Workforce strategies
  - Talent search, Compensation, Succession
  - Culture change, M&A

## Experience

- SVP & CHRO for **Juniper Networks**
- SVP & CHRO for **Lam Research**



# Return to Office

**Terese Kemble**

**4/29/20**

# Back to Office Principles

Maintain employee health & safety while keeping the company strong

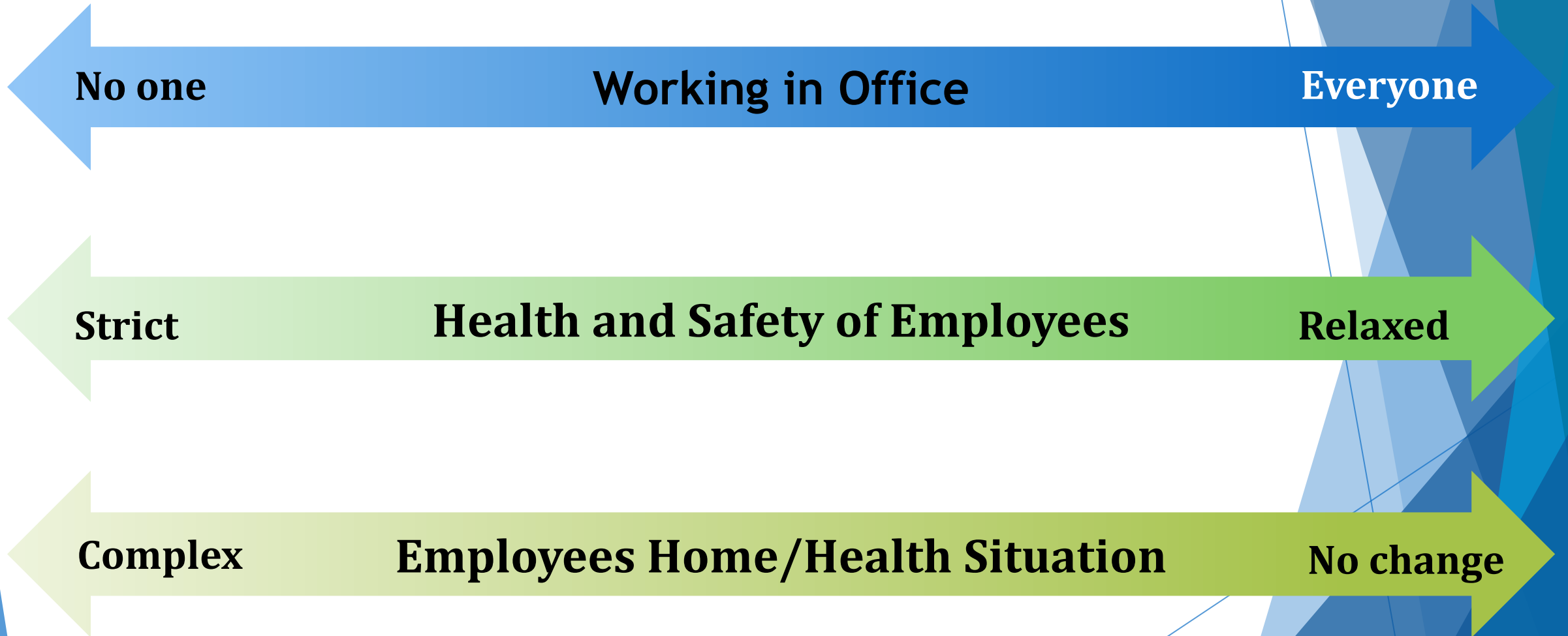
Compliance with local government guidelines

Phased approach to maintain social distancing

Flexibility to respond quickly when necessary

**Fewer people in the office =  
greater safety for all**

# Three Continuums to Consider



# COVID-19 Employee Back-to-Office Plans

- ▶ Plan to implement Back-to-Office in coordination with local government requirements including review and follow-up based on any changes
- ▶ Organized jobs into 3 waves by percentage of job that can be done work from home. Example:
  - ▶ Wave 1 <30% of job can be done WFH
  - ▶ Wave 2 30-70% of job can be done WFH
  - ▶ Wave 3 70% of job can be done WFH
- ▶ Determine Social distancing capacity each site can accommodate
- ▶ Back to Office will include implementing safety protocol including:
  - ▶ Training Back-to-office training required prior to returning to office
  - ▶ Screening Questionnaire, hand washing upon entering, temp check & masks
  - ▶ Facilities HVAC air circulation, cleaning high traffic areas, limit F2F meetings, post social distancing capacity for conference rooms, no visitors
  - ▶ Travel Review and implement 14 day quarantine post any travel
  - ▶ Employees If an employee is ill implement protocol for that employee and any that may have come in contact

# Back to Office Training



Training required before returning to the office



Entry procedures

Entrances  
Handwashing  
Screening  
How to wear face masks



Social distancing in the office

Common areas  
Conference room use



Safety Standard Reminders

Buddy  
Lab safety



Workspace

Daily cleaning  
Paper “place mat”  
May not be regular cube

# Questions?

[Going Back to Work: What Your Boss Can—and Can't—Make You Do](#)