



Transportation
Management
Organization

Return to Work Resources

Updated July 30, 2020

The [GoSaMo TMO](#) team is here to advise you on your team's mobility needs during this critical time. Need information on travel options or support with transportation ordinance compliance? Questions about this document? Email: info@gosamotmo.org

Quick Links

- [Santa Monica Coronavirus Information](#) (www.santamonica.gov/coronavirus)
- [Santa Monica Economic Recovery](#)
- [LA County Department of Public Health Guidelines](#)

Return to Work Planning - NEW!

Find this information here: [COVID-19 Transportation Resources \(santamonica.gov\)](#)

Return To Work Assessment

To help you support safety at work and during commutes: [Sample commuter mode survey](#)

What Can Employers Do?

For employees who commute to work using public transportation or ride sharing, consider offering the following support.

- 1) **Provide incentives** to use forms of transportation that minimize close contact with others (e.g., biking, walking, driving or riding by car either alone or with household members).
- 2) **Ask employees to follow LA County's public health guidance how to protect yourself:**
 - **Public Transit FAQs** (translated): [English](#) | [العربية](#) | [հայերեն](#) | [မိကျိးဒိုဝ်](#) | [简体中文](#) | [繁體中文](#) | [فارسی](#) | [日本語](#) | [한국어](#) | [Русский](#) | [Español](#) | [Tagalog](#) | [Tiếng Việt](#)
 - Vanpool & Carpool. [English](#)

- 3) **Bicycle Reimbursement Program, with a \$20/month reimbursement.**
<https://bikeleague.org/content/bicycle-commuter-benefit>. Note: Benefit does NOT qualify as a pretax commuter benefit. Reimbursed bicycle expenses will be added to your gross taxable income.
 - **Electric bike sales are taking off;** Good bikes can be [had for less than \\$1,000](#).
 - **17 Bike Shops in Santa Monica.** Find them on BuyLocalSantaMonica.com
 - **Breeze Bike Share:** Santa Monica's public bikeshare system is free.
3. **Stagger work schedules.** Allow employees to shift their hours so they can commute during less busy times.
4. **Wash Hands!** Ask employees to [wash their hands](#) as soon as possible after their trip.

Parking Management

Some employers are receiving more requests for parking for various reasons (safety, staggered schedules, etc.)

- [Workplace Parking Modeling spreadsheet](#)
- [Best Practices from Parkade app](#)

Telework Resources

TMO Webinar - Effective Work from Home Policies

In late March TMO staff gave a webinar focusing on how employers could build effective Work from Home and Telework policies. You can watch a recording of the webinar and view the webinar slides below.



- [Watch the webinar recording here](#)
- [View the webinar slides here](#)

Telework Policy Examples

Looking for an example of what a comprehensive policy looks like? See the links below:

- [Metro Telework Guidebook](#)
- [Example Program: LA County Telework Program](#)
- [Telework Training Videos from LinkedIn](#)

Telework Tools for Organizations

Not sure what communication tool your organization should be using? See the below chart of popular online conferencing tools:

Platform:	Best for:	Video:	Max Users:
Skype for Business	Integration with Outlook	✓	250
Microsoft Teams	File sharing, multiple presenters	✓	80
Google Hangouts	Small businesses (free service)	✓	25
GoToWebinar	Audience management/stats	X	1,000
Zoom	Screen sharing	✓	100

Working from Home Tips and Resources

- [Parents resource for getting through Coronavirus](#)
 - [Life Lab's Remote Work Guide](#)
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Essential Travel Options

In order to reduce the spread of the coronavirus you should only go out to reach essential services. While out be sure to practice social distancing by staying 6 feet away from others.

The transportation section of the City's Coronavirus Community Resources page with the latest and safest options. [Learn more.](#)