Return to the Office – Quick Tips

Starting May 2, 2022, Northwest Kidney Centers administrative staff will be returning to the office under a hybrid work arrangement. For some, this may be the first time they've been in the office since the beginning of the pandemic. The below information is meant to serve as a handy guide to help staff navigate working from the office.

COVID protocol and masking

NKC's masking policy remains in place. While in the office, staff should wear a medical grade mask or higher level of protection (respirator type). KN95 masks will be available at Burien and Haviland Pavilions for those staff who need proper personal protective equipment (PPE). You may also get PPE from the closest clinic.

Masks should be worn when around others in shared/open office spaces when others are present. Please also try to maintain 6 feet of physical distance when possible. We ask that staff do not eat together in break rooms or common areas.

In-person meetings in conference rooms can take place as long as everyone in a conference room is masked, and people are able to be 6 feet apart.

Please check K-Net for the latest [COVID protocol updates](#).

Timecards

For days that staff are in the office, they should use the NovaTime punch clock at their location.

Technology

Locking your PC
Remember to lock your PC anytime you are not within eyesight.

On-a-call indicator light
Look for the on-a-call indicator light when coming up to someone's desk -- a blue lit indicator means a call is in progress.
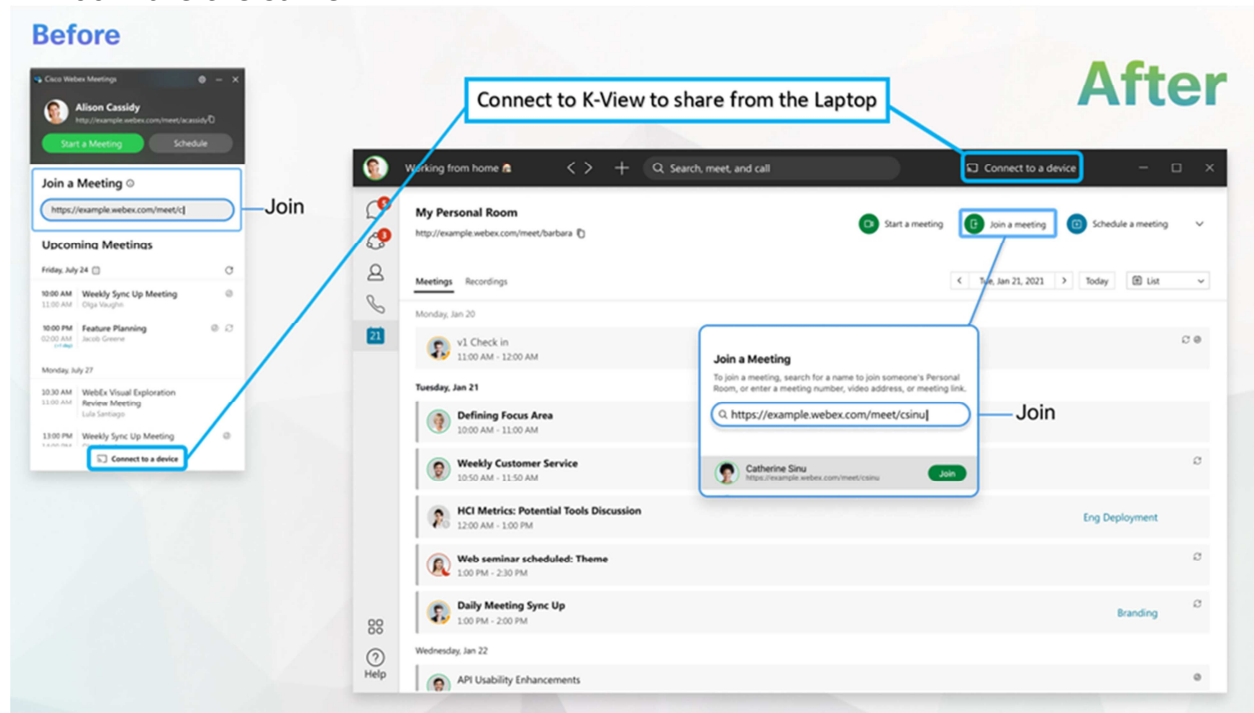
Webex
Give yourself a few extra minutes to reacquaint yourself with using Webex in K-View rooms. The Webex app itself has been upgraded with a new look, added features and a new name, Webex App. All laptops in the K-View rooms and PCs will be updated May 6, 2022.

Common tasks in K-View rooms:
- Connecting the laptop to K-View using "Connect to a Device" can be found at the top right corner of the Webex App
- Joining a K-View meeting and using the features on the tablet in the K-View room are the same

For more tips on using Webex, please refer to the IT Tech Tips section on K-Net.

Security

Badges are required for entry to administrative spaces. Please make sure exterior doors close behind you when entering or leaving the building. Also do not let anyone without a badge follow you into the building. If you need to replace your badge, please contact our security team.

Parking

In order to ensure patients have access to parking, please only park in designated staff parking spots. Need a new parking permit? Complete the form on K-Net.