Strategies for Effective Return to Work Plans

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BARRISTERS SOLICITORS

Please note: this presentation is being recorded



Outline

- 1. Planning
- 2. Implementing
- 3. Operating



Planning to Return to Work



- Crisis as an opportunity
 - Consider what has worked and what has not worked over the last number of months
 - What are the lessons learned?
 - Practices to keep
 - Practices to change/get rid of





- Develop your roadmap
 - Uncertainty and volatility are standard for the foreseeable future
 - Know your legal requirements



- Develop your roadmap
 - Determine your threshold questions when, who and how
 - Conduct a hazard assessment
 - What are the risks of returning?
 - How do we mitigate these risks?



Projected Needs

- Consider your anticipated needs/demands for services
 - What operations will be limited?
 - What operations will continue?
 - What operations will be closed?
- Determining your workplace needs will help shape your return to work strategy



Evaluating Workforce Needs

- Prior to making any decisions regarding a return to work, be sure to consult your Collective Agreement and/or workplace policies
- Consider your obligations for recall from layoff
- Return from layoffs may need to be staggered and done according to your projected needs



- Can employers require employees to continue working from home?
- Can an employee choose to continue working from home?





Preparing

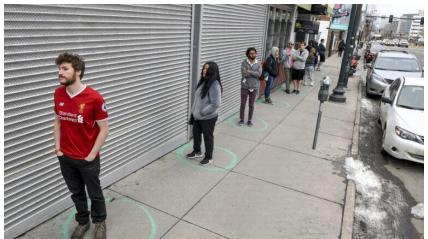
Policies

- Consider Occupational Health and Safety and other workplace policies
 - Do they have to be amended or updated for the current circumstances?
 - Do your policies and procedures address the activities and equipment that your workers are undertaking?
 - What equipment do you need?



Consider your procedures

- What services will you be providing?
- How can your procedures be amended to minimize contact with the public and encourage social distancing?





Preparing

Communication Strategy

- Coordination with Union
- Coordination with managers, department heads and committees
- Communication with Employees
 - Is additional training necessary?
- Communication with public
 - Customers/clients;
 - Suppliers; visitors, etc.





Implementing your Return to Work Plan







Communicating with employees

- Who is your COVID team?
- What resources and supports can you have in place for your employees?
- What equipment are you providing?
- What measures are mandatory?



- Public facing/external workplaces
 - How can you make arrangements to minimize interactions with the public?
 - Barriers (glass)
 - Disinfection and cleaning procedures
 - Signage/traffic coordination





- Internal/Shared spaces
 - Cleaning procedures and schedule
 - Communal spaces (bathrooms and kitchens)
 - Masks Mandatory or recommended
 - Workstation arrangements
 - Staggered shift schedules



- Addressing areas of friction
 - Legal obligations v practical concerns





Family status and issues involving childcare





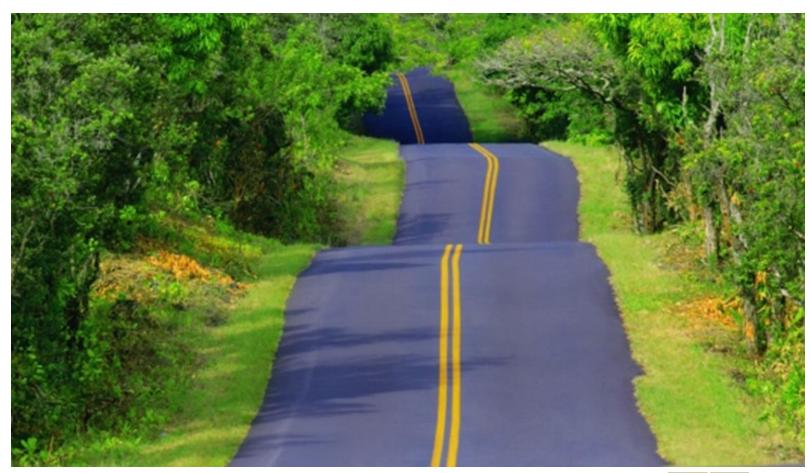
- Employee concerns
 - Different levels of concern regarding infection
 - Vulnerable persons in the household
 - Medical conditions/immune compromised employees



- Changes to conditions of employment
 - Constructive dismissal concerns
 - Permanent or temporary?









Strategy and planning

- Your communication strategy is key
- Have a plan and know when to abandon it
 - Fluid situation requires flexibility and creativity
 - Stay informed of changes and updates from Government and Health authorities
 - Develop response protocols for infections and other incidents, which may include restrictions on workplace access being re-imposed.



- Phased Approach
 - Keep workplace policies and your collective agreement top of mind
 - Know your legal obligations



Feedback and Evaluation

- Provide a secure and confidential feedback system for employees and the public
- Employees should be aware of your efforts to address and improve policies and procedures





- Operations
 - Developing buy in is key
 - Employers AND employees benefit from a safe and healthy workplace
 - Everyone has to do their part





Questions?

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