Checklist: Return-To-Work

While it's unclear how long COVID-19 will continue to impact organizations, many employers are looking toward the future of employees returning to work and planning how their future workplace will operate. The appropriate return-to-work plan for a workplace will vary, as every organization has been uniquely impacted by COVID-19. In preparation for asking employees to come back to work, it's imperative that employers thoughtfully construct a return-to-work plan and consider best practices for a safe and efficient return to the office. To aid in getting started, employers can review topics on this checklist, which addresses COVID-19-related workplace topics compiled from the Public Health Agency of Canada and highlights general return-to-work topics.

Policies and Preparedness	Yes	No	N/A
Is your organization monitoring ongoing federal, provincial and local workplace guidelines?	☐	☐	☐
Is your organization aware of any and all local public health or other orders related to COVID-19 that may affect your business or workplace policies?	☐	☐	☐
Has your organization reviewed relevant return-to-work policies? These could include: • Paid time off (PTO) • Sick leave • Remote work • Travel • Masks and social distancing	☐	☐	☐
Has your organization reviewed employee benefits to holistically support employees' well-being? These could include: • Flexible scheduling options • Telemedicine access • Mental health resources • Financial wellness resources	☐	☐	☐
Is your organization compliant with all updated Canadian Centre for Occupational Health and Safety (CCOHS) regulations?	☐	☐	☐
Does your organization have a planned response in place in the event of an employee testing positive for COVID-19?	☐	☐	☐
Does your organization have a preparedness plan for any future partial or full closings of the workplace?	☐	☐	☐

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COVID-19 Vaccine Considerations	Yes	No	N/A
Has your organization planned for how vaccinations will impact efforts to reopen the workplace?	☐	☐	☐
Has your organization created a voluntary or mandatory COVID-19 vaccine policy?	☐	☐	☐
If applicable, has your workplace developed a policy for employees who have a medical, religious or other exemption from receiving the vaccine?	☐	☐	☐
Has your organization determined whether your workplace will offer on-site vaccinations?	☐	☐	☐
If offering vaccinations on-site, has your organization planned for the logistics of vaccine distribution?	☐	☐	☐
If not offering vaccinations on-site, has your organization determined alternative sites where employees can receive vaccines?	☐	☐	☐

On-site Workplace Considerations	Yes	No	N/A
Has your organization planned for how vaccinations will impact the workplace's reopening (e.g., social distancing or mask-wearing)?	☐	☐	☐
Are current health and safety protocols posted in multiple areas of the workplace?	☐	☐	☐
Are employees encouraged to wash their hands regularly or use hand sanitizer?	☐	☐	☐
Are employees expected to wear face coverings or masks in the workplace?	☐	☐	☐
Are employees expected to socially distance?	☐	☐	☐
Has your workplace layout been set up to encourage social distancing and discourage congestion?	☐	☐	☐
Are employees expected to work alternative hours or schedules? These could include: • Staggered shifts • Staggered meal and rest breaks • Compressed workweeks or flexible start and stop times	☐	☐	☐
Do your facilities have high-functioning air filters and ventilation systems?	☐	☐	☐
Have frequent routine cleaning and disinfecting schedules been established?	☐	☐	☐

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Remote Workplace Considerations	Yes	No	N/A
Has your organization considered the long-term feasibility and logistics of remote or hybrid work in your workplace?	☐	☐	☐
Does your organization have established standards for both on-site and remote employees?	☐	☐	☐
Have remote work expectations for employees been established? • Telecommuting policy • Technology specifications • Remote work expectations • Hybrid work expectations • Working hour expectations • Communication expectations • Cybersecurity expectations • Work responsibilities expectations	☐	☐	☐
Has your employee handbook been updated with remote and hybrid work guidelines?	☐	☐	☐
Does your organization have a plan for keeping remote employees engaged?	☐	☐	☐
Does your organization have a process for remote employees to request additional equipment should they need it?	☐	☐	☐
If applicable, has your organization established a process for onboarding remote employees?	☐	☐	☐

Visitor Considerations	Yes	No	N/A
Does your organization have any current health and safety protocol expectations for on-site or in-person visitor, customer or vendor contact? • Social distancing guidance • Handshaking and other greeting guidance • Telephone or videoconferencing versus in-person meetings	☐	☐	☐
Does your organization have any current health and safety protocols or expectations for visitors posted in multiple areas of the workplace?	☐	☐	☐

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Employee Communications	Yes	No	N/A
Has your organization shared general information about the COVID-19 vaccines with employees? • Overview of available vaccines and their differences • Number of doses required for vaccination • Facts and myths about the vaccine • How vaccines work • Benefits of vaccines • Efficacy and safety of vaccines • Possible side effects of vaccines	☐	☐	☐
Is your organization sharing any updates with employees on an ongoing basis?	☐	☐	☐
Has your organization established two-way communications with employees and specified a point of contact for employees who have questions, comments or concerns?	☐	☐	☐
Are employees being referred to a primary channel of communications for COVID-19-related updates?	☐	☐	☐
Have employees received communications regarding expectations for working on-site (e.g., hand-washing, proper social distancing or mask-wearing)?	☐	☐	☐
Does your organization have a plan for regular communication with remote employees? • Frequent and consistent manager check-ins • Teamwide communication • General employee communication	☐	☐	☐
Has your organization shared health and wellness resources with employees?	☐	☐	☐
Have employees received information on relevant return-to-work existing and updated policies?	☐	☐	☐

The details of each employer's return-to-work plan will look different, so use this checklist as a guide to understand and plan for key issues. When developing or updating policies, employers should seek advice from local legal counsel. For more resources on COVID-19-related topics or return-to-work planning, contact Lloyd Sadd Insurance Brokers Ltd today.