

Return to Work Action Plan Discussion Guide

Use this discussion guide to ensure that all employees are aware of and understand crucial components of the post-coronavirus Return to Work Action Plan.

Return to Work Timeline

Comments / Questions

1) Return to work steps	
2) Corporate cleaning prior to reopening	
3) When employees will be permitted to return to work in the office	
4) New administrative workplace protocols to preserve safety (eg telework procedures, office modifications and staggered schedules)	
5) Work-from-home expectations	
6) Business-related travel expectations	
7) Personal travel expectations	

Workplace Protocols

Comments / Questions

8) Employee screening protocols: <ul style="list-style-type: none"> Reasoning behind screening Non-discriminatory screening process Confidential storage of screening results Process to be followed if screening reveals an employee is exhibiting COVID-19 symptoms 	
9) COVID-19 exposure or confirmed illness protocols: <ul style="list-style-type: none"> Process for reporting exposure Process for reporting confirmed illness Self-quarantining expectations Considerations to be satisfied before an employee who had COVID-19 can return to work Reporting transparency expectations 	
10) Social distancing protocols: <ul style="list-style-type: none"> Explanation of social distancing Guidelines for social distancing Measures [C_Officialname] is taking to ensure employees can practise social distancing 	

Workplace Protocols**Comments / Questions**

- 11)** General employee health and safety protocols:
- Employee hygiene expectations (eg frequent handwashing, covering coughs and sneezes, and not touching face)
 - Measures taken to provide ample cleaning supplies and keep the office clean
 - Expectations for wearing proper face coverings at work
 - Cleaning and disinfecting expectations for employees
 - Other office procedures:
 - Delivery procedures
 - No-visitor policy
 - Vending and catering services
 - Employee mental health initiatives

Individual Requests**Comments / Questions**

- 12)** Employee concerns

For additional information, please refer to the Return to Work Action Plan.