

# Return to the workplace



## Health and safety considerations while building your return to the workplace plan.

Under the occupational health and safety (OH&S) legislation and as an employer, you must protect the health and safety of your team members. You are required to implement preventative measures to ensure workers are not exposed to health and safety risks while working. Having a clear and documented plan in place for reopening is necessary to ensure a smooth transition back to work. Some things to consider.

### 1 Assess

Conduct a hazard assessment while building a return to work plan to ensure safety and compliance:

- Office building (with elevators)
- Single-level building (street-level entrance)
- Manufacturing
- Warehouse
- Remote location

### 2 Accommodate

Employers should consider and develop policies for the following situations:

- Employees with childcare issues or caring for a sick relative
- Higher-risk employees: older adults, people with weakened immune systems, and people with medical conditions (heart disease, hypertension, diabetes, cancer, etc.)
- Employees concerned about workplace safety

### 3 Reopen safely

The safest way to keep employees from contracting or spreading COVID-19 is to eliminate or reduce physical contact between employees with:

- Distancing practices
- Cleaning protocols
- PPE
- Hours of operation
- Common spaces
- Physical meetings
- Deliveries

### 4 Look ahead

The way we work might change completely over the next decade and employers needs to be prepared to:

- Commit to organizational transitions
- Facilitate remote/digital work environment
- Strengthen a culture of inclusion
- Be authentic and learn from your employees
- Be prepared for increased work-from-home demand
- Update or change your travel and time off policies