

Transitioning Back Into The Workplace

A Guide for Employees

Common Thoughts

How will I find childcare? When will I feel comfortable to travel on transit again? I am feeling anxious! I am really looking forward to returning to the office, I miss the people and my work space.



Have an open and honest discussion with your Manager about your current personal circumstances and options for your planned return to work.

I am feeling worried because there is so much unknown – I wish I knew more about what exactly returning to work will look like. Will I have to wear a mask at all times? Will my temperature be taken?



Do your research & plan ahead. Visit the [IMAX Our People](#) site for resources and guidance on what our return to work processes look like.

All of these processes and rules feel a bit extreme. Is this all really necessary? I am glad IMAX is prepared and has so many processes in place.



Phase back into the workplace in the safest and most productive way possible by **following our policies and procedures for approved return to work, and completing the training assigned to you in our [Learning Management System](#).**

Work is definitely not the same as it used to be, but I am enjoying seeing my coworkers and getting back into a routine that works for me. How long will all of this last?



Be socially responsible by following local guidelines to stay healthy & safe, and adhere to IMAX safety protocols.

Things may not be back to normal entirely, but we are getting there!



Feel confident & safe as you transition into another phase of working through these unprecedented times.

A Checklist To Help You Prepare

- Visualize what an ideal return to work process would look like for you in your personal situation – discuss your options with your Manager.
- If you are interested in seeing your group's Business Continuity Plan, Business Impact Assessment, or Recovery Strategy Plan connect with your Manager.
- Review return to work policies & procedures available to you on the [Our People](#) site so you are informed and educated. You will find information specific to various work locations with Paths of Travel, expected arrival procedures, and guidelines on Social Distancing in the office.
- Review the [Frequently Asked Questions](#) on the site to see if any of your unanswered queries might be there.
- Ensure you know the symptoms of COVID-19 and the process for reporting any illness to your Manager & HR.
- Reach out to your HR Business Partner with any unanswered concerns you might have – We are here to support you during this transition.