


# \*First Steps To Ensuring A Safe Return To Onsite Work Activities

## A Guide for People Managers

Transitioning our people back into their respective workplaces and schedules, will take time and caution. Our collective goal is to return using a **phased approach**, to ensure we keep our people and our workplaces as safe as possible. As a Manager it is important that you follow these steps when determining who, when and how your team will return to their workplace.



**Connect with your direct Manager to discuss resumption of work onsite for you and your direct reports and what that might look like.**

**All return to work requests** need to come from Business Leaders & Executives, through to their HR Business Partner.

Requests must consider:

- What do local legislation requirements indicate?
- What are the business needs?
- Can we do so safely?

**Once the Business Leader, Business Executive & HR Business Partner agree on business need and timing, complete the provided assessment document.**

Each business area planning to return will go through the **Assessment for Essential Work or Phased Re-Open Plan** to determine timing and specific details for how & when they will return.

HR, Legal, Facilities & Workplace Health & Safety will then ensure anyone approved to return to the office has a plan and follows the processes implemented.

**Lead with humility - communicate consistently and take responsibility for guiding your people safely through this transition.**

Personal circumstances, anxieties & stress about the unknown will be forefront at this time. It is important that you show empathy and understanding and work through these anxieties and concerns with your people.

Your **HR Business Partner is here to support you and your team** and guide you through this transition back into the workplace.

We have various Management Training programs and resources available such as Communicating & Connecting With Your Team, Leading with EQ, Active Listening, & Leading through Change to help you navigate. Contact [learn@imax.com](mailto:learn@imax.com) for information.