

Return to Work Process for Onsite Activities

Assuming;

- Local Legislation allows for work to resume onsite or the work is deemed “Essential worker” status or Emergency orders have been removed **AND**;
- Business Unit Executive identifies need to return to onsite work

Action	Responsible	Due
Kick off Meeting with Business Function Leader - Review Process, Discuss timing, Survey to be completed by Business	Director, WSBC	2 weeks prior to return to office
Review and update BIA (Business Impact Assessment) and BC Strategy	Department Lead with Director, WSBC	ongoing
Update Recovery portion of BCP for Pandemic – “Action Plan” <i>*this will identify activities that need to return to onsite/can continue offsite.</i>	Dept Lead w/WSBC Support from HR as required	ongoing
Complete Resumption of Onsite Questionnaire Complete Department Questionnaire • <u>RTW Questionnaire</u>	Business Unit Leader	2 days following Kick off
Department Safety Assessment <i>*Additional PPE Requirements? Additional SOPs required for resumption of onsite activities?</i> <i>Additional Training</i>	Director WSBC with involvement of Department Lead & their team	Within 1 week of receiving questionnaire
Conduct Return to Work Assessment for the space • Complete Department Area/Location Risk Assessment • Update Location Specific Guide as required/create new one specific to area/location	Facilities with Department Lead with Safety and Business Unit Lead & HRBP	Within 1 week of receiving questionnaire
Prepare Space	Facilities Lead	5 days before return
Identify and additional communication requirements • Update Microsite etc., Policy, Awareness Tools	HRBP, Safety, HR Comms	Following Work Assessment Meeting
Issue Training	Facilities/Safety	3 work days before arrival
Prep meeting with department managers • Illness Reporting Process • Team Meeting agenda and their role	HRBP Lead with Facilities/Safety	3 work days before arrival
Hold Readiness meeting with team returning to work • Review Location Specific Plan <ul style="list-style-type: none"> ○ Floor plans issued, Path of Travel, Emergency Procedures/Locations, Review PPE, Breaks/Refreshments etc 	HRBP with Facilities, Safety and Department Lead with whole team	1-2 work days before arrival
Update Health Survey and Schedule Notifications	Facilities Lead	Day of return
Confirm Training Completed	Facilities Lead	Day of return