

Stages Within Phase 2 of Plan To Safely Return To Onsite Work Activities



STAGE I

Stage I: Emergency Orders have been lifted locally****

- Head of Office would send a communication to the staff, advising that although we are aware of the removal of Emergency Orders, we will take the next 3-4 weeks to determine what our return to office plans look like and will keep them posted. (Group Executives associated with that office would be copied on that message).
 - A ‘Risk Assessment’ and ‘Facilities Assessment’ would be completed within 2 weeks of the Emergency Orders being removed.
 - In reviewing those assessments, an appropriate timeline on ‘office re-opening’ would be established with the Local office executive and key SMT members associated with that office.
 - Our people would be advised of the date 2 weeks prior to the re-opening.
 - Employee training would occur 1 week prior to the re-opening.
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STAGE II

Stage II: Office Re-opening

- Office is open to a socially distanced population that would include a minimum of 2-3 days in the office. Commuting in off hours, if appropriate.
 - During the first month of the office re-opening, to assist our people in adjusting to the new environment, protocols, family plans, etc., our people will have the flexibility to remain working remotely. Each employee will work with their Manager to establish an appropriate work from home plan, if required.
 - All work schedules need to include the local office manager so we can ensure the appropriate social distancing protocols within the office can be maintained per their training, and that cleaning regimes are completed.
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STAGE III

Stage III: Office open, social distance in place (4 weeks after office reopening)

- Staggered schedule in place and ‘Work from Home’ arrangements will be required in order to maintain social distancing within the office.
 - Commuting in off hours would continue, until such time as it is deemed safe via guidance from the Local office leader.
 - Any changes to these schedules would be communicated with 2 weeks’ notice.
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