

Return to Work After COVID-19 HR Checklist for BC Employers

Please note this checklist was created in reference to Worksafe BC's resource on COVID-19 and returning to safe operation - Phase 2.



Mitigate Workplace Risks

- Follow Worksafe BC's requirements and develop a [COVID-19 Safety Plan](#) that details the policies, procedures, and guidelines that your organization has implemented or adjusted in order to reduce the risk of COVID-19.
- Conduct a deep clean of all workspaces before employees return.
- Establish cleaning responsibilities with your building and cleaning staff (if applicable) and determine how often areas will be cleaned.
- Establish protocols to maintain a distance of at least 2 metres (6 feet) between employees.
- Determine how employees can maintain physical distance in communal areas such as the break room and kitchen.
- If employees are unable to maintain physical distance, consider implementing barriers such as plexiglass.
- Determine whether PPE such as masks are required for your organization, and when and how employees should use them.
- Post signage at office main entrance to state occupancy limits and clarify who is restricted from entering the workplace. Consider [CFIB's "We are Open" poster](#).
- Provide posters to highlight workplace best practices, such as handwashing practices, wiping down workstation, sneezing and coughing into tissues.
- Establish protocols to clarify when employees are expected to wash their hands (eg.. upon arrival to the workplace). Ensure handwashing facilities are easily accessible for all workers.
- Provide products to promote employee hygiene such as hand sanitizer, disinfectant wipes, tissues, and masks.
- Implement protocols and restrictions around the use of communal equipment and office supplies such as printers, shredders, coffee makers and kitchen /breakroom dishware and cutlery.



Provide Mental Health Support

- Ensure employees are aware of supports including mental health leave and resources such as Employee Assistance Programs.
- Communicate the return to work plan with each employee individually and determine their ability/willingness to return to onsite work.
- If an employee feels unsafe returning to work, implement a return to work strategy to transition them from remote working back to working on-site.
- If any employees are unable to return to work, determine supports available as per government programs and guidelines.



Encourage Engagement & Productivity

- Show appreciation to your team for their patience, dedication, and continued understanding.
- Transition employees back into their routines as smoothly as possible and provide support if an employee is struggling with their productivity while back in the office.
- Discuss objectives and goals with employees individually to ensure they have sufficient direction to return to their job.



Remain Adaptive & Resilient

- Frequently check Worksafe BC for any updates regarding safe work practices.
- Ensure supervisors properly understand updates to policies and procedures and can communicate said changes to employees.
- Ask your employees if physical distancing and return to work efforts accurately reflect their job requirements, and if not, listen to their recommendations on adjustments. Understand that employees may need time to adjust back into the revised office routine.
- Update emergency contact information for employees to ensure information is recent and accurate.
- Provide employees with recommendations for safe alternative methods of commuting into the office if they are uncomfortable taking public transit.
- Communicate with employees on what travel will be considered essential for their role, if required.