

COVID-19 RE-ENTRY CHECKLIST

MAY 2020

DEDICATION TO CLIENT SERVICE

We anticipate further announcements and guidance from government authorities to safety protocol changes due to COVID-19, and we have prepared a checklist to help you navigate through opening your business to your staff and the public. As the situation continues to evolve, please reach out to your Gillons advisor at any point with your questions or concerns.

EMPLOYEE

CERB (Canadian Emergency Response Benefit)

Review impacts to employees who may have been negatively impacted by unemployment compensation.

Layoffs and downsizing

Guard against disparate impact

Review Federal/Provincial Law for laying off employees.

Develop plans to protect employees medical information while ensuring the health and safety of overall workforce

Confirm security of location where private and protected information is stored on and off site

PHASE 1

DATE WHO COMPLETED

PHASE 2

DATE WHO COMPLETED

PHASE 3

DATE WHO COMPLETED

PHASE 4

DATE WHO COMPLETED

COVID-19 RE-ENTRY CHECKLIST

MAY 2020

PHASE 1

PHASE 2

PHASE 3

PHASE 4

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

EMPLOYEE

Review Pension Plans

Impacts to Pension/RRSP plans will come under scrutiny

Review and update employee safety plans

Sanitation policies in the workplace

If use of mask and/or ventilators are required, provide proper education and training per CDC, Public Health Agency of Canada and provincial and local public health agencies.

Review reporting and work release protocols

Review, update and communicate clear policies for salaried and hourly employees, time tracking and overtime

COVID-19 RE-ENTRY CHECKLIST

MAY 2020

PHASE 1

PHASE 2

PHASE 3

PHASE 4

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

EMPLOYEE

Communicate break, lunch and hour expectations

Determine time tracking changes that may be needed for remote workers

Review Sick Leave policies (consistent with public health guidelines and should not serve as a significant deterrant to employees calling in sick) and Paid Time off Policies

Communicate overtime request/approval plan

Financial assistance and training for employees

Investment Councillors for assistance with retirement planning

COVID-19 RE-ENTRY CHECKLIST

MAY 2020

PHASE 1

PHASE 2

PHASE 3

PHASE 4

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

EMPLOYEE

Budgeting assistance
 counseling

What financial fears or
 concerns can you reduce
 or eliminate to allow
 increased productivity

Wellness plan review and
 updates

Mental health resources

On-site or telehealth
 access for mental health
 resources

List of resources to access
 for improved mental
 health and wellbeing:

Employee Assistance
 Program Hotline

Wellness Together
 Canada - ca.portal.gs/
 866-585-0445 -
 resources, e-courses,
 free counselling

COVID-19 RE-ENTRY CHECKLIST

MAY 2020

PHASE 1

PHASE 2

PHASE 3

PHASE 4

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

EMPLOYEE

E-couch (a self help interactive program with modules for depression, generalized anxiety & worry, social anxiety, relationship breakdown, loss and grief).www.ecouch.anu.edu.au

Canada Suicide Prevention Service (CSPS) 1-833-456-4566, available 24/7, bilingual service

The Lifeline Canada Foundation - thelifelinecanada.ca - a cross-Canada directory of Mental Health/Crisis Services

COVID-19 RE-ENTRY CHECKLIST

MAY 2020

PHASE 1

PHASE 2

PHASE 3

PHASE 4

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

EMPLOYEE

Education on mental health benefits available on employer plan

Posted reminders of resources and health checks

E-mail tag lines to report concerns or link to resources

Mindfulness training, newsletters, blogs, etc.

Calmness apps

Training of managers and employee volunteers on Mental Health First Aid.
www.mhfa.ca

Provide calm spaces for self care/Recharge Room

COVID-19 RE-ENTRY CHECKLIST

MAY 2020

PHASE 1

PHASE 2

PHASE 3

PHASE 4

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

EMPLOYEE

Physical health resources

Exercise reminders and access to space/time for physical activity

Ergonomics training and review of workspaces

Sleep tips and reminders

Personal hygiene reminder signage

Dietary tips

Water challenges and reminders

Remote Workforce

Review remote workforce plan

Ordering of supplies procedure

COVID-19 RE-ENTRY CHECKLIST

MAY 2020

PHASE 1

PHASE 2

PHASE 3

PHASE 4

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

EMPLOYEE

- Technology equipment inventory and use policy
 - Policy for providing internet and cell services
 - Internet and data security procedures and protocols
 - Remote access, retrieval and wipe capability for company data
 - Video meeting access and policies
- Plan for employee check in to proactively understand needs for support/assistance
- Virtual ergonomic check of home office set up
- Virtual ergonomic check of home office set up

COVID-19 RE-ENTRY CHECKLIST

MAY 2020

PHASE 1

PHASE 2

PHASE 3

PHASE 4

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

EMPLOYEE

Inventory and decisions/policy on any longer term furniture, equipment, supply needs

Productivity KPI's, measures and communication plan

Physical and mental wellness checks and resources

Ideas for regular connection/collaboration with in-office colleagues for productivity, engagement and culture

In Office Workforce

Social distancing rules for the office

Social distancing rules for the office

COVID-19 RE-ENTRY CHECKLIST

MAY 2020

PHASE 1

PHASE 2

PHASE 3

PHASE 4

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

EMPLOYEE

Rules for entering office...

what is your policy

Mandatory self report of symptoms or vulnerabilities per The Public Health Agency of Canada/provincial and local public health guidelines

Temperature checks prior to entry: required, encouraged, optional, other

Masks: required, encouraged, optional, other

Gloves: required, encouraged, optional, other

Testing: required, encouraged, optional, other

COVID-19 RE-ENTRY CHECKLIST

MAY 2020

PHASE 1

PHASE 2

PHASE 3

PHASE 4

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

EMPLOYEE

Rules for testing, contact tracing and reporting if someone is positive

Make sure it is compliant with current privacy laws and HR regulatory guidance

Rules for reporting, responding to concerns and sending employees home when necessary without fear of losing job

Ideas for in-office employees to maintain connection/collaboration with remote workers to maintain productivity, engagement and culture

Rules for former break rooms, conference rooms and other social communing areas

COVID-19 RE-ENTRY CHECKLIST

MAY 2020

PHASE 1

PHASE 2

PHASE 3

PHASE 4

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

EMPLOYEE

Sanitation requirements

Staged work and break hours

Traveling Workforce

Decide if the travel is necessary/essential or if it could be accomplished in another way

Between offices

Policies for travel and re-entry into office

To/from client/vendor locations local

Policy to ensure your employees adhere to safest standards of yours vs. other place visiting (use The Public Health Agency of Canada/provincial and local public health guidelines as minimum required)

COVID-19 RE-ENTRY CHECKLIST

MAY 2020

PHASE 1

PHASE 2

PHASE 3

PHASE 4

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

EMPLOYEE

Make sure any visitors understand your expectations

Interprovince/National travel

Review the Government of Canada travel health notices before planning/undertaking any travel.

Know the Phase/open/close status of other provinces visiting or passing through

Review travel policies and costs of travel plan changes

Review travel insurance plans

International Travel

Review the Government of Canada travel health notices before planning/undertaking any travel.

COVID-19 RE-ENTRY CHECKLIST

MAY 2020

PHASE 1

PHASE 2

PHASE 3

PHASE 4

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

DATE WHO COMPLETED

EMPLOYEE

Review and decide/follow
 Federal/Provincial policy for
 any quarantine requirements
 before return to office

International medical plans
 and access

Policy for closed travel or stay
 in place orders

Policy for repatriation

Review travel policies and
 costs of travel plan changes

Review travel insurance plans