

## Workplace Reintegration Timeline Key Messages

- **Temporary Work from Home extended - Effective September 16, all employees who are able to work from home must do so. Employees should only attend the workplace if their physical presence is required for operational effectiveness.**
- Leaders will continue to determine who may be required to attend the worksite for business reasons.
- **Physical Distancing is required on all worksites effective September 16, 2021.** All employees are required to stay at least 2 metres (6 feet) apart, whenever possible, even when masked.
- **Face coverings are required for all employees in all indoor public spaces and workplaces (including City vehicles).** Limited exemptions are when a person is alone at a workstation, separated by a physical barrier, consuming food or drink, or based on a hazard assessment. Pre-shift screening and isolation/quarantine requirements are still in effect.
- Meetings and training should be conducted virtually wherever possible. If a meeting is held, limit the number of attendees to those necessary, allow for 2 metres of spacing wherever possible and follow mandatory masking requirements.

## Expectations for Leaders

- Review and post the latest [COVID-19 update](#) published on Onecity.
- Re-read the [Employee Reorientation to the Workplace](#) to prepare for conversations with your team and encourage your staff to review the document again as well.

## Frequently Asked Questions

### Q: How will People Leaders determine who is required to attend the worksite?

Each area will connect with their teams to discuss their approach for Phase 1 occupancy. The decision-making factors will include: job function requirements and business/customer needs.

These questions will help the business area determine if, and who, should return to the workplace:

- Are employees required in the office to access certain equipment not available remotely?
- Are any employees needed back in the workplace to support service delivery or for other business/customer needs?

### Q: What do I do if an employee feels sick?

If an employee informs you from home that they are feeling unwell, advise them that they are not to report to the workplace and should instead work from home temporarily if they are able to, until they are well enough, or to use sick time until all symptoms have resolved. Please refer to the [COVID-19 Employee Guide](#) for information on time reporting, compensation and leave. If an employee informs you that they are feeling unwell or have symptoms in the workplace, refer to the [Rapid Response procedure](#) (responding to symptomatic individuals in the workplace). It is important to take swift action to help the employee and ensure the safety of others in the workplace.