

SAMPLE POLICY

SAFE RETURN TO WORK POLICY

[DATE]

Purpose

At [SOCIETY NAME] the health, safety and wellbeing of our employees is a high priority. This policy offers guidance and outlines practices for the safe return to the workplace following a public health emergency arising from a communicable disease. The intent is to offer practical approaches to maintaining a safe and healthy environment in which [SOCIETY NAME] employees work.

Employees are expected to follow the procedures and guidelines outlined in this policy in order to help prevent an outbreak and transmission of communicable disease in the workplace.

Scope

This policy applies to all staff in all work locations but specifically to those who are located at [SOCIETY NAME head office]. The policy applies to any and all circumstances where the employee travels to other workplaces to conduct Society business.

Timing

This policy and the practices outlined begin on [date] in line with provincial health directives and will remain in place until the threat of the public health emergency is declared by public health officials to be officially over and all related health and safety restrictions are formally lifted. [Society name] will continue to monitor public health guidance and may alter this policy as conditions permit.

Graduated Return to Work

Starting [date], [SOCIETY NAME] will begin a process of bringing employees back to the workplace on a graduated basis. Those employees whose work requires that they attend the office in person to perform their duties will be required to return to the office on a fulltime basis.

Remote Work: [SOCIETY NAME] will continue to permit teleworking arrangements subject to the [SOCIETY NAME] Telework Policy. Remote work arrangements reduce the number of staff in attendance at the office at any one time allowing for safety protocols associated with physical distancing.

Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the potential for contracting and spread of communicable disease. These arrangements, which must be approved by the immediate supervisor,

SAMPLE POLICY

can be done on a full or partial day/week schedule as appropriate. A schedule will be created to stagger in-person attendance at the office and thereby ensure a core staff complement is in attendance during business hours.

Alternating Days: To limit the number of individuals and interactions, departments have the option to schedule partial staffing on alternating days. Such schedules will help enable physical distancing.

Staggered Reporting/Departing Times: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet physical distancing requirements and will reduce congestion on transit during peak travel times.

Attending the Office

Symptoms and Self-monitoring

Every day before entering the workplace, employees must conduct symptom monitoring to check for symptoms related to the communicable disease before reporting to their work location.

The disease symptoms include:

Itemize symptoms per BCCDC information

- 1.
- 2.
- 3.
- 4.
- 5.

If symptoms begin to show, employees are advised to not come to the workplace. Employees must contact their supervisor and get tested. If an employee tests negative, they may report to the assigned work location. If positive, they must stay home and seek medical attention.

An employee who tests positive may not return to the workplace until they test negative for the virus. Proof of negative test results is required before entering the workplace from sick leave.

On-site Monitoring

[SOCIETY NAME] will conduct on-site monitoring of all staff and visitors to the office. Upon entry individuals will be required to undergo a temperature check and log their attendance after affirming negative responses to the following questions:

1. Are you currently experiencing any the following symptoms?
 - o Itemize symptoms

SAMPLE POLICY

2. Is anyone you live with currently experiencing any new symptoms and/or waiting for test results after experiencing symptoms?
3. In the last 14 days, have you been identified as a “close contact” of someone who currently has [virus name]?
4. In the last 14 days, have you or anyone you live with travelled outside of Canada?
5. Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?

Vaccinations (where available)

[VIRUS NAME] is a significant public health emergency that has caused serious adverse impacts on the health and welfare of all British Columbians. [SOCIETY NAME] staff are encouraged to get vaccinated against the virus.

Employees may use up to 3 hours of paid time-off to attend vaccination appointments. In these instances, proof of vaccination must be provided to the employee's immediate supervisor.

While [SOCIETY NAME] respects the rights of individuals to make a personal choice, unless the employee has a valid, verifiable reason for not getting vaccinated e.g. medical issue or religious practice, non-vaccinated staff may be prohibited from participating in [SOCIETY NAME] meetings and events until such time as the public health emergency is officially declared over and restrictions are formally lifted.

On-Site Health & Safety Protocols

As a precaution the following health & safety measures should continue for the foreseeable future.

Employees must:

- Clean hands often with an alcohol-based hand sanitizer or wash hands with soap and water for at least 20 seconds. Hand sanitizers have been provided throughout the office.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Cover the mouth and nose with a tissue or cough or sneeze into an upper sleeve/elbow
- Routinely clean all frequently touched surfaces such as cell phones, workstations, countertops, and doorknobs with the cleaning agents that are usually used in these areas, following the directions on the label of the cleaning agent.

Staff are instructed to adhere to all posted signage regarding:

- Occupancy limits
- Temperature checks upon entry
- Daily health check-in and entry log
- Instructions for handwashing at all sinks
- Reminders about maintaining physical distance

SAMPLE POLICY

Meetings

Convening in groups increases the risk of viral transmission.

- Meetings should be held in whole or in part using online collaboration tools like Zoom. In-person meetings are limited to restrictions public health.
- Remove or rearrange chairs and tables in meeting rooms to ensure physical distancing between attendees.
- Surfaces should be wiped down prior to and after the meeting.
- All attendees should wear a mask or face covering while sharing space in a common room.
- While on-site, employees are encouraged to communicate with each other by email, instant message, telephone or other available technology rather than face-to-face.

Travel and Off-site Meetings

Employees are restricted from travel to attend off-site meetings under the following circumstances:

- If the employee is experiencing symptoms of the communicable disease
- If the employee has been exposed to others who have the communicable disease within the last 5 days
- If there is a known outbreak in the community or at the workplace that is their intended destination

Conditions for Not Reporting to the Workplace

For the health and safety of all coworkers, it is essential that an employee does not report to work if they suspect that they have the virus. This policy outlines the steps that should be taken in the following circumstances:

1. **Suspected Exposure:** If an employee suspects that they have been exposed to a person who has the virus even if the employee is asymptomatic (i.e. no signs of fever, cough, respiratory issues, etc.), they must be tested immediately, notify their supervisor and not report to work until a negative test result is returned. Where possible, the supervisor will arrange for an employee to work remotely.
2. **Symptoms at Work:** If an employee experiences symptoms while at work, they must maintain 2 m (6 ft.) distance from others, notify their supervisor, go home immediately, and test negative before returning to the office.
3. **Confirmed Case:** If an employee has a confirmed case of the virus, they must contact their supervisor by phone or email. An employee will not be allowed to report to work until they test negative for the virus.

If sick, the employee may use available paid sick leave.

SAMPLE POLICY

Privacy of Personal Information

An employee's private information is protected. [SOCIETY NAME] will not collect, store or disclose any personal data that is not needed beyond its intended immediate use. Any and all information gathered for the purposes of administering this policy will be held in strict confidence and will only be used to satisfy the requirements set out in the safety protocols.

For example, where an employee has a confirmed case of the virus, all co-workers will be informed of their possible exposure to the virus in the workplace but the source will remain anonymous to protect the employee's privacy.

Accommodation

Employees who require an accommodation must advise their supervisor who will connect them with [SOCIETY NAME]'s HR advisor to confidentially discuss their needs and work with the supervisor to make suitable arrangements to the extent possible.

For further information, contact [Name and position: Email Address Phone #]