People First HR Services

Return to work checklist

Use this checklist as a planning tool to help ensure your return to work plan is organized and well structured.

○ Identify key planning stakeholders and their responsibilities

○ Identify information sources and assign accountability to monitor changing government and health regulations

○ Identify the employee status changes that require action

○ Research current legislation and guidelines including information provided by provincial organizations including: Health and Safety, Human Rights, Employment Standards, Workers' Compensation, or insurance, and funding or loan options.

○ Review human resources policies and practices and modify where necessary:
  • Employee leave policies
  • Employee benefits plan updates and changes
  • Procedures around layoffs and accommodations,
  • Policies for working from home, workplace health and safety, sick leave and absence policies (including isolation requirements)

○ Collaborate with the health and safety committee or a representative to undertake facility risk assessment

○ Draft a plan to address:
  • Physical distancing using both time and space where appropriate
  • Hygiene and disinfection processes
  • Availability and use of PPE according to risk assessment
  • Screening and workplace entry measures
  • Accountability for adhering to the plan

○ Modify facilities and furniture as required to accommodate distancing, and post signage to support your plan

○ Communicate the plan to employees, encourage them to share their concerns and accommodation requests

○ Provide written recall from layoff notice and/or return to work site notice

○ Address and resolve accommodation requirements for individual employees

○ Provide training on health and safety practices, policy changes, and response protocols

We've got you covered

If you're looking for more information on returning your team to work safely, our **Return to Work Toolkit** contains:
  • A step-by-step guide of best practices for employees returning to work
  • Definitions of, and eligibility for federal support programs
  • Templated versions of:
    • A COVID-19 health and safety recall policy
    • A return to work letter
    • A work from home policy
  • FAQs, and more

Purchase our Return to Work Toolkit online for access to credible expertise and tools to help you navigate bringing your employees back to work. For more information, contact us by email at info@peoplefirsthr.com, or by phone at 1-866-940-3950.

peoplefirsthr.com