Employee Communication
REMOTE WORKERS RETURN TO THE WORKPLACE
March 2, 2022

Please share with your teams.

WHAT YOU NEED TO KNOW:

- As public health orders have lifted and our province and city learn to live with COVID-19, employees currently working remotely will gradually return to the physical workplace by Monday, March 28, 2022.
- Our workplace is safe. 94 per cent of employees have disclosed that they are fully vaccinated, enhanced cleaning continues, masks are strongly encouraged and if you feel ill, stay home.
- Having everyone back in the workplace will help us reconnect as One City - One Team.
- We know that some employees are interested in working remotely or in a hybrid model, and the Flexible Work Location Arrangement Policy will be finalized and rolled out this spring, with an implementation this fall.

INFORMATION

A return to the workplace will be safe, gradual and measured. Each department will implement a plan that is Director-led to accommodate department needs unique to their operational requirements. Directors and Managers will share specific dates and details directly with their teams.

To help employees prepare for a return to the workplace, please refer to the resources on CityConnect: Employee Checklist, Return to the Workplace FAQ’s, Return to the Workplace Resiliency Toolkit.

QUESTIONS AND ANSWERS

Can I return to the office sooner?
Speak with your leader to determine the next steps of your return to the workplace.

I am productive at home, why can’t I continue in this arrangement?
Those employees who could work remotely, began doing so in response to public health orders associated with the pandemic. That situation will be different than how we want to function as an organization moving forward. As an organization we need to determine how we will work while living with COVID-19. Bringing employees back to the workplace will provide everyone an opportunity to examine what that might look like.
Can I choose my own return to work date?
Speak with your leader to determine how your department is returning. A planful and progressive method of returning all employees will ensure the least amount of disruption to everyone. A schedule for all floors of City Hall and City facilities has dates outlined for a coordinated approach, your manager will share those details.

Where do I get help if I’m struggling to return to the workplace?
We know that returning to the workplace after spending months working remotely during a pandemic may be difficult for some employees. The Return to the Workplace Resiliency Toolkit is a great resource for everyone.

Our Employee and Family Assistance Provider is available 24/7 to support you with concerns or crisis. The confidential number is 1.866.757.6620.