Employee Communication
RETURN TO THE WORKPLACE TIPS AND GUIDELINES
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Please share with your teams.

WHAT YOU NEED TO KNOW:

- These tips and guidelines provide information to ease the transition of remote workers back to the physical workplace.
- If you relocated your workstation while working at the office to accommodate physical distancing protocols, please return to your assigned workstation before March 11.
- Take care! Use safe moving practices to prevent injury.
- Remember to bring your security card.

INFORMATION

Return to the Workplace Schedule
- A Return to the Workplace schedule was created to allow for one City Hall floor or City office space to return at one time.
- This helps alleviate congestion in the elevators and parking/unloading spaces and also helps balance necessary resources from Facilities and IET.
- Specific return dates will be communicated to you through your manager and supervisor.
- Have questions or need to move back on an alternate date? Contact your manager to make arrangements.
- When planning your return, avoid peak times in the elevator (8 a.m., coffee time, lunch).

Parking
- Remember, all parking spaces in the parkade and yards are assigned.
- Unsure of what number your assigned stall is (it has been a long time)! Submit a Facilities Cherwell Request to confirm.
- Interested in a parking spot? Submit a Facilities Cherwell Request to have your name added to the waitlist.

Move Safely
- Be sure to use safe lifting practices when loading and unloading your chair, computer equipment and boxes.
- Use the carts provided and make more than one trip to ensure you are not risking injury to yourself or damage to equipment.
- Wear comfortable clothes and shoes on the day of your move.
Unloading at Facilities (other than City Hall)
- You are welcome to use the visitor parking and loading zones close to the doors.
- Once you have completed your move, please move your car for other employees who may be returning in that timeslot.

Unloading at City Hall
- Avoid parking in the loading dock, this area is used for large truck unloading as well as Taxi inspections.
- The public parking meters in the main level of the parkade will be bagged for your temporary use while unloading. You will not require a parking permit to complete your unloading while parked in these stalls.
- Once you have completed your move, please move your car away from the meters to free up space for other employees who may be returning in that timeslot.
- Carts will be available at the north, back entrance to assist you in moving. Please remember to return them for the next employee.
- All employees will be required to move items in through the employee entrance at the west end of the loading dock and then proceed through the security turnstiles.

Chairs
- Return your chair yourself if you can (maybe even recruit help from a fellow employee).
- If you are unable to move it yourself, then business areas can engage Coutts Courier to have it picked up at your house and taken to the office.
- Business areas are asked to reference the COVID project account code along with your usual business area account codes if using the courier.
- If the chair cannot be returned by you and Coutts is also unable to provide this assistance (couriers will not pick up from a multi floor apartment), please submit a Facilities Cherwell Request and we will engage our movers to assist you.

Workstations and Office Spaces
- All computers, monitors, keyboards, and accessories are to be brought back to the workplace when you return.
- Need help reconnecting? Innovation, Energy & Technology (IET) has an online help video on the Virtual Learning Centre page of CityConnect.
- Still need technical assistance? Submit a request to the Online Service Desk.
- Hand sanitizer and disinfecting wipes will be provided at each workstation for your use.
- Start fresh! Your desk may be a little dusty after all this time so give it a wipe before setting up your workstation.
- If you need assistance from Facilities Building Services, please submit a Facilities Cherwell work request.

Looking for more information?
Visit the Returning to the Workplace page of CityConnect for:
- Employee Checklist
- FAQ’s
- Resilience Toolkit
- Mental Health & Wellness information
- Facilities Protocols
- Medical/Family Accommodation process

To see some of these tips in action, watch the video that was created last summer!