

PLANNING FOR EASING OF COVID-19 RESTRICTIONS

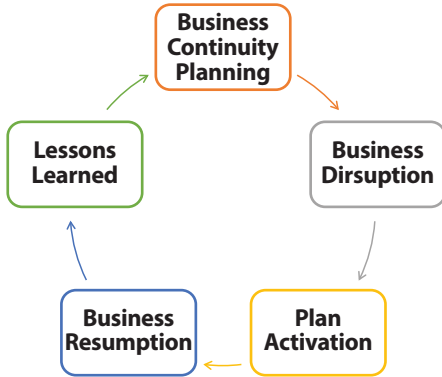
This document provides an overview of the plan to respond to the easing of COVID-19 restrictions and their impact on Health Canada (HC) programs and services. This plan will be implemented gradually, focussing on the criticality of work, employee concerns and expectations, and the context of our work settings. The way we deliver business will not be the way it was before COVID-19.

Key Principles

- Our top priority is the health, safety and wellness of employees.
- We will follow public health instructions to limit the spread of the coronavirus.
- We will continue to deliver the programs and services that the Government of Canada and Canadians rely on.

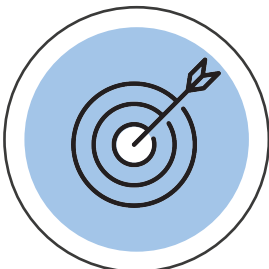
Considerations

- Easing of restrictions will follow a gradual approach, will be flexible and will align with public health guidelines.
- We will enhance capacity and maintain flexibility to align to operational priorities.
- Engagement and communication with managers, employees, clients and stakeholders will be essential throughout this process.
- This plan is evergreen and will be adjusted based on the evolving impact of COVID-19.



Preparing the Workforce

- Managers and employees will be supported in **working remotely or on-site**.
- Employee input will be reflected in plans to balance operational requirements with wellness.
- Employees will be provided with:
 - Clear information and training materials on the gradual return to workplaces and to support ongoing remote work;
 - Access to **Employee Assistance Program (EAP)** services and other wellness supports.
- Managers will be supported by Labour Relations (LR) to apply **flexibility** where appropriate.



Supporting the Work (on-site and remote)

- Work will be evaluated on how critical the service is as per the departmental mandate and service delivery commitments;
- Management will ensure adequate workforce to support priorities;
- Work will be assessed for remote versus on-site capabilities and requirements;
- **Employees who are on-site and those working remotely will receive equivalent support;**
- Management will engage employees and bargaining agents in re-imagining the workplaces of the future.



Preparing the Workplace

- Only employees whose work must be done on-site will be required to return to the workplace; in managing this return, the organization will:
 - Take phased gradual approach;
 - Follow guidance from public health (federal, provincial and local);
 - Ensure that **physical distancing (2 metres) measures** are incorporated in the use of the workplace;
 - Implement enhanced cleaning protocols; and
 - Continuously monitor occupancy levels and occupational health and safety on-site and adjust as necessary.
- **Plans will be developed and implemented in consultation with management, stakeholders and OHS committees.**

Enabling Supports

- Ongoing Employee Engagement
- Workplace Wellness Service Centre
- LR Guidance and Support
- Updated OHS Tools and Guidance
- Ombudsman, Integrity and Resolution Office



- Network Capacity
- Collaborative Tools
- Access to equipment required to perform duties

- Diversity
- Inclusion
- Accessibility
- SGBA+
- Official Languages
- Family Situation
- Type of work

- Appropriate Signage
- Collaboration with PSPC and property management
- Workplace-Specific Plans
- Supplies to support public health measures (e.g. hand sanitizer and non-medical masks, etc.)

Resources

- Government-wide resources (canada.ca/en/government/publicservice/covid-19), e.g.:
- [Information for Government of Canada employees: Coronavirus disease \(COVID-19\); Mental health and COVID-19 for public servants: Protect your mental health; Employee Assistance Program](#)
- Departmental resources (mysource.hc-sc.gc.ca/eng/ss/government-initiatives/covid-19-information-employees), e.g.:
- [Questions and Answers; Managing Occupational Health and Safety \(OHS\) in the context of COVID-19: A guide for managers and supervisors; Working Remotely](#)