

# GUIDANCE IN RESPONSE TO THE EASING OF COVID-19 RESTRICTIONS

## FROM THE OFFICE OF THE CHIEF HUMAN RESOURCE OFFICER

### OBJECTIVE

Ensure effective delivery of programs and services to Canadians during the **gradual, safe, and sustainable** easing of COVID-19 restrictions, while supporting the physical and mental health of federal public servants.

### PRINCIPLES

Health, safety & wellness of public servants

Align with Public Health Instruction

Maintenance of programs & services to Canadians

### KEY DECISIONS & ACTIONS

- ▶ Appoint an OPI in your organization to lead the development of a plan to address the gradual and sustainable easing of workplace restrictions
- ▶ Prioritize efforts to resume services to Canadians and support to government priorities, through telework, technology and further re-opening of workspaces
- ▶ Define ways to maximize remote work and increase productivity for all workers
- ▶ Implement the appropriate measures to minimize the risk of transmission (e.g. physical distancing, PPE, work schedules, protective barriers, etc.)
- ▶ Continue to monitor COVID-19 cases through the enterprise application

### ROLES

#### PHAC

Provide evidence-based public health guidance

#### HC

Provide occupational health guidance to government departments

#### OCHRO

Provide guidance on the development and implementation of workplace plans and the management of the workforce

#### PSPC

Provide guidance on the workspace and manage procurement

#### SSC

Provide key IT infrastructure for the federal public service

#### CUSTODIAL DEPARTMENTS

Manage custodial worksites in accordance with guidance

#### DEPUTY HEADS

Develop, implement and monitor return to workplace plans for their organizations

#### MANAGERS

Maintain two-way communications with employees to assess needs and address concerns

#### EMPLOYEES

Respect instructions and make use of the tools and advice to preserve their safety and that of others'

### KEEP IN MIND

- ▶ Adapt your pace based on geography, function, physical space and individual employee circumstances
- ▶ Test your plan from the perspective of the workforce, the workplace, the work and the stakeholders
- ▶ Align with Public Health instructions
- ▶ Protect employees' physical and psychological safety
- ▶ Comply with collective agreements provisions
- ▶ Inform and consult bargaining agents and the department's OHS committees
- ▶ Optimize operational capacity and flexibility, allocating resources by service criticality
- ▶ Leverage recent IT investments and digital skills to optimize productivity for remote and onsite work
- ▶ Continue to ensure the proper and secure handling of all documents including in remote locations
- ▶ Provide equivalent support to employees working onsite and remotely
- ▶ Incorporate wellness, accessibility, inclusion and diversity, (e.g. GBA+ to understand and address employee experiences)
- ▶ Gather best practices and lessons learned to maximize opportunities to modernize the public service and adapt to the future of work
- ▶ Determine how best to align to local economic activity as it increases across Canada
- ▶ Plans must align to the First Ministers' April 2020 Joint Statement, with due consideration for provincial and territorial decisions

### TAKEAWAYS



Ensure mental and physical safety



Maximize working remotely



Be inclusive



Deliver programs and services



Support productivity

This is a companion piece to the published OCHRO, HC and PSPC guidelines



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