

COVID-19 Return To Work Re-Integration Plan

What Will Happen When Returning - Single Point Lesson

Timing

Approx. 10-mins

Description

This Single Point Lesson will describe what will happen when returning to the organization following the shutdown. These actions detail the environment and updated operations so that when employees return to work, they can work together to stop the spread of COVID-19, and remain safe and healthy.

Objective

Provide information and guidance on workplace changes and updated operations to ready the organization for employees when they return to work.

Instructions

This Single Point Lesson will describe what will happen when returning to the plant following the shutdown. These actions detail the workplace changes and updated operations so that when employees return to work, they can work together to stop the spread of COVID-19, and remain safe and healthy.

Developed COVID-19 Return To Work Plan

Nothing is more important than the health and safety of our employees, customers and communities. Therefore, when planning to reopen our facilities and restart production, we followed the guidance from global health experts to do all we can to keep our people healthy.

A goal was established: **Work Together to Stop the Spread of COVID-19 and Maintain Healthy People at Work.**

To achieve this, a plan was developed to detail the actions that needed to be taken and the changes that would have to be made within the production areas to ensure the health and safety of all employees while returning to work.



These plan actions will achieve our goal to keep people safe, stop the spread of COVID-19, and restart our facilities.

Return to Work Messaging

Careful consideration was taken to ensure that employees are made aware of changes that are being implemented when returning to work. We want to make sure that all employees are welcomed back, informed, and know what is expected when operations resume.

Prior to returning to work, employees (both hourly, salaried, part time and volunteer) will receive messages from Town of Hanover Leadership. These messages will consist of a letter, sent to employees at their home address.

The topics communicated in each of these Return to Work Messages will include:

- What Happened While You Were Away
- What We Can Do Together When Returning
- Importance of Working Together to be Safe and Successful

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Employee Self-Assessment at Home

Prior to reporting for work, all employees are requested to complete a home assessment which will help determine if there are any important symptoms that would prevent each employee from returning to work. This survey will be sent to each employees (Hourly, Salaried, Part time, Volunteer) for use prior to each shift.

Employees who are concerned about returning to the workplace due to a medical condition or other factors that render them particularly vulnerable to serious illness if they contract COVID-19 should consult with their physician and HR before returning to work.

Survey questions are meant to assess the ability of an employee to come to work. If you are able to answer “YES” to one or more of the survey questions. If you are able to answer “NO”, select “NO” within the survey; By answering “NO”, you are expected to report to work.

NOTE: Contractors and visitors will follow the current Town of Hanover Facility Visitor Procedure to approval for facility access.

Temperature Scanning Employee Protocol

Upon entering the building, all employees will complete a self-assessment and temperature scan to identify anyone whose temperature exceeds the criterion for return to work.

Scans will be performed using an handheld infrared thermometers. Only employees whose temperature are within the entry limit can access the facility; others will be asked to leave.

NOTE: Privacy notices and signage will be posted for employee protection:



COVID-19 Employee Screening Document

This screening tool is based on the latest COVID-19 case definitions and the Coronavirus disease (COVID-19) situation reports published by World Health Organization. This document should be used to screen employees prior to entering the workplace. Ensuring the health and safety of all staff will ensure that ongoing operations can be maintained.

COVID-19 Screening Guidance

This checklist provides basic information only and should be used with applicable health sector information. It is not intended to take the place of medical advice, diagnosis, or treatment. The screening result is not equivalent to a confirmed diagnosis of COVID-19.

The information is current as of the date effective and may be updated as the situation on COVID-19 continues to evolve.

Once an employee has been screened as positive (answered YES to a question), additional COVID-19 screening instrument questions may discontinue.

Should an employee have any questions or concerns about this form, or their overall health, contact with your supervisor is suggested.

Question 1

Do you have a fever, new onset cough, worsening chronic cough, shortness of breath, or difficulty breathing?

Yes _____ No _____

Question 2

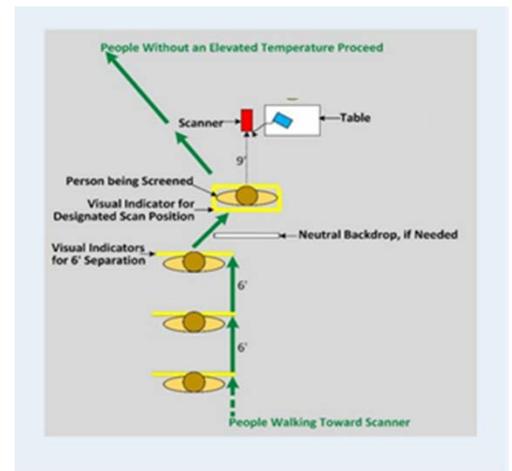
Please record your present temperature _____ degrees Celsius

Question 3

Have you had close contact with anyone with acute respiratory illness or travelled outside of Canada in the past 14 days?

Yes _____ No _____

May 7, 2020



Controlling People Flow

Several measures have been made to control the flow of people entering, while inside, and exiting facilities. These measures are intended to establish social distancing wherever possible and limit person-to-person contact within the facility.

- Designated work areas have been grouped and defined; specific entry and exit points will be used by employees
- Walking routes inside of the facility will be defined and identified

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- Specific restrooms, break areas, etc. will be defined for each departmental group to use (this may differ from locations that you previously used)

Maintaining social distancing while not at the workstation is critical - employees are to enter only through designated entrances and only move within the defined department areas.

Other elements to control people flow include:

- Improved shift-to-shift separation (which may involve utilizing lunch at your desk, or lunch out the door where appropriate, or modifying shift start times to limit person-to-person contact and improve flow in and out of the facility)
- Development and posting SOGs which detail new guidelines and recommendations on social distancing behavior

