

POST PANDEMIC BUSINESS RESUMPTION CHECKLIST

This guidance document is a self-assessment tool intended for [Businesses Operating Through the Pandemic](#) and includes links to credible resources and valuable information to assist you where you have identified gaps.

Businesses Operating Through the Pandemic

1. Assemble a Team

- Establish a post pandemic business resumption team and chain of command comprised of members from various lines of business
- Consult with your JHSC, senior leadership, union leaders, human resources department and a health & safety professional (internal or external) to update pandemic plan to reflect resumption activities
- Monitor the new normal i.e. new directives from government or public health organization, Scale back measures, vaccinations etc. and plan accordingly
- Continue to track or monitor alerts from credible organizations such as the [Public Health Agency of Canada](#), the [Ontario Ministry of Health](#) and the [World Health Organization](#)

2. Risk Assessment, Policy and Procedures

- Complete a current state assessment i.e. determine the number of staff members impacted by pandemic, staff ready to return to work, staff members needing additional time off due to sickness or personal issues related to pandemic
- Conduct Scenario planning for return to work of staff impacted by pandemic, i.e. screening process, chance of resurgence of virus etc.
- Review the [risk-informed decision](#) making guidelines for workplaces and businesses during pandemic
- Monitor and plan to support the fatigue or mental stress amongst operating staff
- Continue to evaluate all high risk positions (high possibility of exposure or vulnerability) and monitor work plans and controls in place
- In case of staff shortage or illness, review critical positions and the need to upskill staff or cross functional training
- Regularly review succession plan, short term contract staff needs, fulfill critical positions etc., if staff impacted by pandemic
- Continue to enforce [social distancing](#) in workplace and other prevention measures such as staggered entry and exit, rotating shifts and break times, remote meetings etc.
- Continue to implement the [cleaning guidelines](#) and process for cleaning and disinfecting all public areas and workspaces

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2. Risk Assessment, Policy and Procedures

- Reinforce the return to work protocols. i.e. all staff screening, visitor screening, **Self-assessments**, flexible hours, etc.
- Establish return to work plans or work from home plan for staff at home due to sickness or taking care of someone who might be sick
- Establish return to work plans or work from home plan for staff at home due to school or daycare closure
- Continue to monitor and evaluate all infection control procedures such as hygiene practices and cleaning practices are in place at all external venues and public work locations
- Update all pandemic policies and procedures to include Travel, infection control, sick leave etc. to reflect resumption measures
- Develop contingency plan for potential resurgence of virus. i.e. reinstate the pandemic planning team and protocols

3. Communication

- Communicate the resumption phase activities with staff and any additional measures or changes to current procedures
- Establish contact with key vendors, suppliers and business partners to ensure they have operating capacity post pandemic and plan accordingly
- Update social media and corporate website with messages related to resumption plan

4. Business process

- Make plans (in consultation with unions and Senior management) for shifting staff from less critical jobs to more critical areas in the event of a staff shortage, or surging demands for some products or services
- Develop contingency plans for staff shortage when employees are caretakers of family or friends still recovering
- Monitor impact of pandemic response and resumption measures on business plans, market strategy, corporate and staff performance, and take action in every division to revise and communicate any changes
- Determine and develop any work related training needs for staff members resulting from being away from work
- Determine new services or new ways of doing business which might be needed during resumption phase or as the new way or working

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5. Health & Safety/Employee Wellness

- Complete screening for any staff returning to work after illness or time off, prior to their return to work
- Reinforce infection reduction/control procedures with staff (hand washing, cough/cold etiquette, physical distancing, post signage etc.)
- Manage distribution and stock of PPE amongst staff, if needed
- Provide mental health support for counseling needs and stress management via current benefit provider or utilizing mental health resources provided by credible sources:
[Mental health resources](#)
[Preparing for employee resistance to coming back to work](#)
[Anticipating changes to daily practices](#)
[Self-Care and Resilience Guide](#)
[WSPS COVID-19 Mental Health Resources](#)
- Communicate HR policy/process to address needs of staff members who might need extended time off due to impact of pandemic i.e. mental health support and compensation, temporary staffing
- Provide resources for managers on coping strategies and supporting staff's mental health during pandemic
- Monitor and maintain all records of illness or incidents as it relates to pandemic i.e. sick days, hazard reports, incident reports, HR records etc.
- Evaluate the effectiveness of pandemic planning activities, business continuity and emergency planning i.e. lessons learned, success stories, gaps etc.

For additional [pandemic resources](#) such as job aids, business resources please visit www.wspss.ca.

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