Supervisors' Return to the Workplace Implementation Checklist
March 1-April 4, 2022

Supervisor's Checklist Return to the Workplace		
Item	*Date Completed*	*Comments*
Before staff return to the workplace		
Complete (or update) and implement a Communicable Disease Prevention Plan (CDPP) for your workplace: - Review MyHR for any required changes to your Communicable Disease Prevention Plan - Check for any CDPP or COVID-19 requirements or guidance that may be specific to your ministry		
Complete an inspection of your workplace to ensure that the CDPP protocols are in place. If possible, include your health and safety committee, or health and safety representative If members of the health and safety committee or the health and safety representative are unable to participate meet with them to discuss the CDPP and the inspection results		
If your workplace Joint Occupational Health and Safety Committee or health and safety representative has been inactive during the pandemic ask the past members to restart the committee. The union and/or employer may need to appoint new committee members		
Conduct a COVID-19 orientation with all of your staff; provide all staff with a copy of the CDPP (Note: this may be done virtually)		
Answer any staff questions and resolve any staff issues/concerns about COVID-19, your workplace, and the CDPP		
Identify any accommodation requests from staff who believe they may have a medical condition that precludes them from returning to the workplace		
Review any telework agreements to ensure that your workplace will have enough workstations for all staff on any given day to safely maintain operations. Telework agreements and schedules may need to be adjusted		
Review telework agreements with staff as required for scheduling adjustments		
Consult with your staff about when they would like to return to the workplace, i.e. anytime between March 1 and the April 4 deadline.		
Ensure that all staff have access to your workplace, especially those that may never have been to the workplace previously (I.e., access cards, keys, fobs, alarm codes, etc.)		

Complete the First Aid Assessment Tool to determine if First Aid Attendants(s) are needed and the required level of training and number of attendants		
Confirm that your current First Aid Attendants can provide coverage during all regular work hours. If not, recruit additional First Aid Attendants		
Enroll First Aid Attendants in training as required (i.e., new recruits and those with expired First Aid certification)		
Check or ask the first aid attendants to check the First Aid Kits in your workplace and replace any missing or expired items		
Recruit and train Emergency Wardens *Emergency Wardens Traini*ng (40 mins) is hosted on the Learning System: Emergency Wardens Training ITEM-1859 Once trained, wardens should review the on-site emergency plans for the worksite and building		
Regularly monitor MyHR for any changes that may be required to your workplace Communicable Disease Prevention Plan (CDPP)		
Provide a New Employee Health and Safety Orientation to staff **if they have been out of the workplace for more than six months** (Note: this is in addition to the CDPP/COVID-19 orientation mentioned above)		
After staff have returned to the workplace		
Have staff complete the Ergonomics Workstation Setup Tool to address any ergonomic issues If staff are having ergonomic issue after using the tool arrange for an in house ergonomic assessor to complete an assessment. For assessment of complex work process, specialized equipment, or the staff member has medical condition contact BCPSA Workplace Health and Safety using AskMyHR		
Regularly conduct informal walkaround inspections to ensure that the CDPP protocols are being followed. Provide guidance and correction as necessary, and if required provide further training		
Ask your Joint Occupational Health and Safety Committee to include the CDPP and any other COVID-related protocols in its regular workplace inspections		