

Managing Your People in a Remote/Hybrid World

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Roadmap

- 1) What Are Businesses Up To?
- 2) Staying Remote - Key Considerations
- 3) Going Hybrid
- 4) Vaccination Policies
- 5) Q & A

1) What Are Businesses Up To?



Flex Examples - Offices

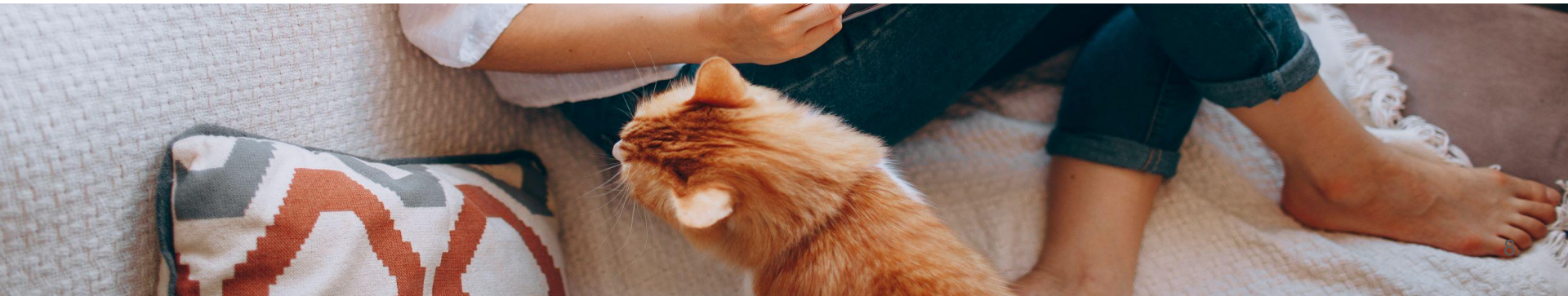
- **Large Global Employer:** By mid-fall, Monday - Wednesday in-person; Thursday -Friday is choose your own adventure
- **Mid-Size Employer:** WFH continues; occasional team meet ups and in-person meetings happening (monthly/quarterly); vaccination required for in-person attendance with alternative video attendance
- **Small- Employer:** Rotating cohorts of WFH and in-office work; vaccination required for in-office work

In-Person Work Examples:

- Large financial institution: Full return to the office by November; policy requiring vaccination by October 31, 2021; No regular hybrid model; employees' choice of 10 days to WFH in 2021; employer will re-evaluate in 2022
- Airline: mandatory vaccination; rapid antigen testing not an acceptable alternative to vaccination



2) Staying Remote



Staying Remote - Key Considerations

- **Employee Management**
- **Employee Engagement**

Staying Remote - Key Considerations

- **Policy Considerations - IT requirements, confidentiality, hours of work, permanent vs. temporary**
- **You want to work from where??!**
Employees leaving the jurisdiction

3) Going Hybrid



In-office Covid Considerations

- Covid Safety Plan
- Mandatory Screening (workers and visitors)
 - Screen, record, save contact information for contact tracing

Going Hybrid

- **Employee engagement**
- **Anti-Discriminatory Policies**
- **Equitable access to opportunities for those in and out of the office**
- **Vaccination exemptions, family obligations requiring accommodation**

Key COVID-19 Resources

- <https://www.ontario.ca/page/reopening-ontario>
- Guide to developing Covid-19 Workplace Safety Plan:
<https://www.ontario.ca/page/guide-developing-your-covid-19-workplace-safety-plan>
- Screening Signage:
https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/COVID_19_bus_orgs_question_signage.pdf

Key COVID-19 Resources

- <https://www.ontario.ca/page/covid-19-workplace-health-safety#section-2> (Covid-19 and workplace health & safety)
- <https://www.publichealthontario.ca/> (general info)
- <https://www.kflaph.ca/en/index.aspx> (general info)
- <https://www.simcoemuskokahealth.org/Topics/COVID-19> (operating your business safely)

4) Vaccines Policies



What About Mandatory Vaccine Policies?

- Are they allowed?
 - Yes but...Is the policy required to keep employees and/or customers safe?
 - This analysis must be based on:
 - (1) evidence demonstrating a serious risk of infection in the workplace;
 - (2) that the vaccine or PPE will be effective in stopping the spread; and
 - (3) the policy must achieve a balance between workplace safety, employee privacy, and human rights laws.

Vaccination Policy - Should You Have One?

- **Require vaccination for in-person work**
- **Human Rights exemptions**
 - **Disability**
 - **Religion (creed)**
- **Alternatives to vaccination - antigen testing? Extra PPE?**
- **Vaccine Exemption Request Form?**

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Takeaways

- What do employees want?
- Use clear policies to set expectations
- OMG The Office Is Open!!! Toolkit
<https://springlaw.ca/product/the-office-is-open/>
- [SpringLaw YouTube Channel](#)

OMG

THE OFFICE IS OPEN!!!



<https://springlaw.ca/product/the-office-is-open/>

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10 Templates

- Bringing People Back to the Office Checklist
- Mandatory Covid-19 Vaccine Policy & Vaccine Exemption Form
- Workplace Policies Checklist
- Workplace Compliance Checklist
- Should I Hire Checklist
- IDEL Update Letter to Employees
- Remote Working Policy Checklist
- Layoff Notice Template
- Layoff Recall Notice Template
- Exit Interview Checklist

6 Workplace Guides

- The Office is Reopening FAQs
- Hiring
- Employment Contracts
- Layoffs
- Firing
- Termination Letters & Releases

4 Core Legal Docs

- Employment Contract
- Employee Handbook
- Termination Letter
- Release for Employees Upon an Exit



Questions?

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