

The COVID-19 Outbreak – Working from Home Series:

Interim Hybrid Work – Decision Making Checklist

With vaccinations rolling out across the country, employers need to consider their interim hybrid work plan. Use the below considerations for decision making to gauge next steps to stop the spread of COVID-19 and to enable employees to return to work, continue to work from home or otherwise work more flexibly.

Workplace Situation

1. What is the realistic risk posed by COVID-19 to the workplace?
2. Have you requested vaccination status, intent to get vaccinated (and when), or if not intending to get vaccinated (disclosed reason)?
3. Will wearing masks or other PPE and physical distancing in the workplace be sufficient to protect employees without needing to disclose to everyone in the workplace what percentage of workers have been vaccinated?
4. What accommodations would have to be made for protected grounds under human rights legislation, such as medical conditions that create a higher risk factor if exposed to COVID-19, caregiving responsibilities, disability that makes employees high risk for vaccination symptoms, or not vaccinated due to religious beliefs?
5. Did the employee use public transportation to get to work?
6. What proportion of the employees' job could be done remotely?
7. From a wellbeing perspective, do you feel employees need additional support to work remotely?

Remote Work Practicality

1. Did the employee have the necessary physical equipment (desk, chair, supplies) to work from home?
2. Did they have any restrictions around equipment or space that needed to be shared in their household and did they have the necessary confidentiality, privacy, and data protection while working at home?
3. Did they have the necessary technology skills to work from home? Do they have other training needs?
4. Did the employee have access to a reliable and secure internet connection?
5. Is the employee using their own computer and devices for remote work and were they able to access call forwarding to take calls at home or on their mobile?
6. Before COVID-19, was the employee successful working remotely Full-time? Part-time? Occasionally?

To learn more and for assistance, contact Flashrock HR.

