**Newfoundland COVID-19 Safety Plan SAMPLE**

This is a sample of a completed COVID-19 Safety Plan for workplaces in Newfoundland and Labrador. As the pandemic progresses, provincial inspectors are checking in on workplaces to ensure that they have controls in place.

Employers must develop documentation or a plan that reduces the risk of exposure to workers and the general public. The plan must include:

* A risk assessment
* An overview of how the workplace is organized and arranged
* Specific activities carried out by workers
* Control measures implemented
* Communication and training provided to workers, customers, and visitors
* Detail how the employer will monitor compliance with the guidelines

Use this sample to help you complete a COVID-19 Safety Plan for your workplace.

***Note: This is a sample only. Be sure to complete a Safety Plan for your workplace. Consult your local Public Health Unit and provincial requirements when developing your COVID-19 Safety Plan.***

**Below is a helpful link for Business Resources:**

[*https://www.gov.nl.ca/covid-19/business-supports/printable-resources-for-businesses/*](https://www.gov.nl.ca/covid-19/business-supports/printable-resources-for-businesses/)

**Company Details**

Business Name: ABC Company

Date this document was completed: November 20, 2020

Developed by: Jane Smith Position: HR Manager

Others Consulted (i.e. Safety Committee or Representative): Safety Committee, Senior Management

Last Revision Date: November 20, 2020

1. **Step One: Assess the risk at your workplace**
	1. All COVID-19 Risks and Controls are contained in the Organizational Risk Assessment for COVID-19, (see below – Copy of Organizational Risk Assessment Included in Step 2)
	2. This Risk Assessment has been consulted on by our workers, supervisors, and safety committee
	3. The Risk Assessment includes considerations such as demographics of our workforce and clientele, services/work we provide, our workplace’s location etc.
2. **Step Two: Implement measures to reduce risk**
	1. Workers, Supervisors and the Safety Committee have been consulted on controls
	2. Industry specific guidelines have been reviewed from Government of Newfoundland and Labrador ([*https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/*](https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/)*)*
	3. Relevant orders, guidance and notices relevant to our workplace have been consulted
	4. All COVID-19 Risks and Controls are contained in the Organizational Risk Assessment for COVID-19 (see below), including elimination, engineering, administrative and PPE controls.

**ORGANIZATIONAL RISK ASSESSMENT: COVID-19**

This risk assessment will be updated according to new measures as directed by Public Health, World Health Organization or any other persons associated with the development of this assessment.

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| --- | --- | --- | --- | --- | --- |
| **Risks Areas** | **Considerations** | **Risk Rating Before Controls** | **Controls** | **Controls Implemented**  | **Risk Rating After Controls** |
| **Exposure from Employees** | Employees Entering the Workplace | High | * Employees are to self assess for COVID-19 symptoms prior to leaving their home. Self isolation is necessary if there is a risk that the worker has or has been exposed to COVID-19.
* Staff are to shower/bathe prior to leaving home and practice good hygiene habits.
* Staff may choose to wear “street clothes” and shoes to work and change into “work clothes upon arrival. Work clothes and shoes should be placed in a clean bag before leaving home.
* Staff are to go directly from home to work, no stops for coffee, gas etc. If you do stop, sanitize any contact points such as hands, handles, etc. and change gloves, if cold weather.
* Screening of worker entering – i.e. temperature, completion of screening questions, etc.
* Employees to wear masks in the workplace.
* Employees to sanitize hands upon entry to the workplace
 | **Review date:** **November 20, 2020****Initials: JS** | Medium |
| **Exposure from Employees** | Employees Leaving the Workplace | High | * If facilities available, staff can shower prior to leaving work.
* Change into “street” clothing and shoes. Bag “work” clothing and shoes.
* Go directly home, do not stop anywhere. On arrival at home, immediately place “work” clothing in washing machine or containment area and clean hands.
 | **Review date:** **November 20, 2020****Initials: JS** | Low |
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| **Exposure from the Public** (customers/ clients, contractors etc.) | Screening of Persons entering the Workplace | High | * Screen incoming workplace traffic (may include taking temperature tests).
* Screening questions to be answered before entering (either sign posted on the door or, staff member at the entrance asking questions)
* Masks to be worn by all persons entering the building (some exceptions apply)
* If staff are entering client homes, then screening of the client must take place prior to sending staff to the home.
* Depending on the service provided, clients may be asked to leave their home when staff are on site.

***Note:*** *screening question changes may/will occur during the duration of the pandemic outbreak and will be changed following Public Health directives.*  | **Review date:** **November 20, 2020****Initials: JS** | Medium |
| **Exposure from the Public** (customers/clients/ contractors, etc.) | Restricting Entry in the Workplace | High  | * The workplace is **closed** to visitors with accommodation for essential visitors (i.e. for essential maintenance or other activities deemed essential)
* One door entry in and out of building to control traffic and ensure testing and screening is completed of all visitors by staff (if possible, screening questions will take place before arriving at the workplace).
* Truck drivers making deliveries of food, supplies, etc. will be required to notify staff via phone/text or designated check point at the workplace.
 | **Review date:** **November 20, 2020****Initials: JS** | Low |
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| **Exposure from Deliveries** | Handling of products/ materials | High | * PPE (i.e. gloves, masks) should be used when handling products. If reusable gloves are required (i.e. cut resistant, leather, rubber, etc.) then gloves should be washed/sanitized after use.
* Plastic packaging and other waste materials from deliveries are to be disposed of in sealed garbage bags where possible.
* Cardboard and other recyclable material are to be taken out to the disposal bin immediately (they are not to remain in the workplace unless in a designated area).
* Sign off on deliveries is to be electronic wherever possible. If physical sign off is required, employees are to use their own pen. Any share equipment is to be sanitized between uses.
 | **Review date:** **November 20, 2020****Initials: JS** | Low |
| **Exposure from Surface Contact** | Surfaces and other high touch points(door handles, pin pads, kitchen appliances, etc.) | High | * Frequent cleaning/disinfecting of surfaces.
* Use of PPE (gloves) as needed.
 | **Review date:** **November 20, 2020****Initials: JS** | Low |
| **Exposure from Common/Shared Areas** (washrooms, lunchrooms, waiting areas, etc.) | High touch points and shared items/areas.(tables, chairs, refrigerators, microwaves, cutlery, etc.) | High | * Heightened/enhanced cleaning focusing on high touch surfaces using disinfectant.
* Waste disposal containers are available and emptied regularly.
* Staggered breaks to minimize workers in lunch/break areas.
* Communal condiments (salt and pepper, sugar, etc.) removed and individual serving packages ordered, when possible.
* Stagger work areas, desks, lunchroom tables, waiting areas to prevent people from being within 2 metres of each others. (signs, caution tape, or physical removal of table/ desks/chairs may be used.
 | **Review date:** **November 20, 2020****Initials: JS** | Low |
| **Exposure from Waste Disposal** | Potentially contaminated waste/items | High | * Wear disposable gloves for handling trash.
* Increase waste removal frequency to avoid bin overfilling or contaminated items sitting in commonly used areas.
* Plastic packaging and other waste materials from deliveries are to be disposed of in sealed garbage bags where possible.
* Cardboard and other recyclable material are to be taken out to the disposal bin immediately (they are not to remain in the workplace unless in a designated area).
* Contaminated disposable cleaning items (mop heads, cloths, etc.) should be placed in a lined garbage bin before disposing of them with regular waste.
 | **Review date:** **November 20, 2020****Initials: JS** | Low |
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| **Exposure from Person to Person Contact** | Direct contact (when necessary to provide service i.e. First Aid, patient care, etc.) | High | * Appropriate PPE is to be worn (i.e. gloves, masks, gowns).
* Direct contact to be limited whenever non-essential.
* Handwashing prior to and after contact. Do not touch your face, eyes or mouth.
 | **Review date:** **November 20, 2020****Initials: JS** | Medium |
| **Exposure from Person to Person Contact** | Less than 2 metre distance between people(No direct contact) | Medium | * If able to do so, mark walkways and standing points within the workplace, indicating 2 metre distance points.
* If possible physical barriers to be used such as: plastic shields to prevent airborne transference of infection. (i.e. for cashiers, food service areas, reception areas, delivery drop off areas, etc.)
* Stagger work areas, desks, lunchroom tables, waiting areas to prevent people from being within 2 metres of each others. (signs, caution tape, or physical removal of table/ desks/chairs may be used.
* Consider re-arranging workspaces and utilizing alternative spaces of the business (i.e. board rooms, empty spaces, etc.)
 | **Review date:** **November 20, 2020****Initials: JS** | Low |
| **Exposure from Person to Person Contact** | Greater than 2 metre distance between people. | Low | * Screening when possible (before clients entering the workplace or before staff entering client homes or other workplaces).
 | **Review date:** **November 20, 2020****Initials: JS** | Low |
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| **Exposure Due to Ventilation** | Ventilation | High | * The workplace will be well ventilated and ventilation systems are to be monitored and serviced as needed.
 | **Review date:** **November 20, 2020****Initials: JS** | Medium |
| **Exposure Influenced by Geographical Location** | Geographical Location(workplace is in a high-risk area or COVID-19 hotspot) | Medium | * Employers to monitor workplace locations and assess for higher risk areas. Enhanced screening, working from home, restricting entry, partial shut down or other enhanced precautions may be required).
 | **Review date:** **November 20, 2020****Initials: JS** | Low |
|  |
| **Fear/Anxiety (Mental Stress)** | Communication | High | * Information board on dealing with stress, anxiety and fear is available to all persons
* EAP contact information provided and available to all staff.
* Daily staff meeting/huddles between supervisors/managers and staff to discuss precautions and update and opportunities for staff to ask questions or provide feedback/concerns.
 | **Review date:** **November 20, 2020****Initials: JS** | Medium |
| **Illness Due to COVID-19** | Leaves of Absence | High | * Staff who are diagnosed with COVID-19 or are experiencing symptoms of COVID-19 will be granted a leave of absence for at least 14 days.
* Staff who are required to take care of a family member with COVID-19 or who need to take care of their children due to lack of childcare due to COVID-19 will be granted a leave of absence.
 | **Review date:** **November 20, 2020****Initials: JS** | Medium |

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| **Other Considerations for General Controls** |
| **Training*** Training for staff on what COVID-19 is, including: signs, symptoms, how it is transmitted,
* Training for staff on use of PPE and general precautions.
* Training for staff on workplace specific cleaning and sanitizing procedures.
* Education
* General Health & Safety training for staff on topics such as: hazard identification, role of Safety Reps/Committees, hazard controls, worker and supervisor roles and responsibilities, workplace violence and harassment and work refusals.
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| **Signage*** Posters, memos, and other COVID-19 information posted throughout the workplace (for example: H&S board, entrances, staff rooms, washrooms, elevators/hallways, common areas, etc.) stressing importance of hand hygiene and physical distancing.
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| **Personal Protective Equipment*** Types of PPE to be worn will be determined based on recommendations by Public Health, WHO and Canada.ca (gloves, masks, face shield, aprons, coverall, etc.).
* PPE’s will be available at all times.
* Daily inventory of all supplies will be completed.
* A system to replenish PPE’s inventory will be put into place.
* Hand sanitizer for hand hygiene available throughout the workplace.
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| **COVID-19 Special Equipment/Supplies (that may be required)*** RF or external digital Temperature Scanner calibrated as per the manufacturer’s recommendations
* Sanitizing products that have a minimum 60% alcohol solution as the active ingredient
* Non-Medical Grade face masks, that cover the nose and mouth and can seal around all face types
* Disposable gloves in sizes for the workers use
* Clear face masks that are work on your head and/or hard hat that are for use when physical distancing measures can not be maintained.
* Clear worker guards put into place to reduce the chance of spit and/or droplets coming between the worker and a customer.
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**Completed By**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*This document is reviewed with employees and the Safety Committee and posted on the H&S Board.

1. **Step Three: Develop policies, procedures and protocols**
	1. The following policies or procedures have been developed and implemented in the workplace to address the following items:
		1. Communicable Disease Prevention Policy (See appendix below)
		2. Guidelines for Positive COVID-19 Diagnosis in the Workplace (See appendix below)
		3. Flexible Work Arrangements Policy (See appendix below)
		4. Virtual Work Arrangements Policy (See appendix below)
		5. Workplace Violence and Harassment Prevention Policy (posted on Health & Safety Board)
		6. COVID-19: Fit for Work Questionnaire (see appendix below)
2. **Step Four: Develop communication plans and training**
	1. Daily meetings with Staff to review COVID-19 questions and communicate updates including updates from Public Health, Government Notices and News Bulletins
	2. Supervisors specifically trained on COVID-19 policies and procedures to ensure they are being implemented and followed by all employees, customers/patrons.
	3. All staff trained on COVID-19 specific policies, including Communicable Disease Prevention Policy which speaks to staying home if ill
	4. Safety Talks on proper PPE (Masks, Gloves, etc.)
	5. Safety Talk on Hand Washing/Sanitizing
	6. Organizational Risk Assessment For COVID-19 created, communicated and posted on the H&S Board.
	7. Signage and posters for COVID-19 procedures (including wearing masks, physical distancing, hand washing/sanitizing, etc.)
	8. COVID-19 Online training:
		1. Personal Protective Equipment for COVID-19
		2. COVID-19 Organizations Considerations
		3. Material Handling – Protect your Employees from COVID-19
		4. COVID-19 The Basics of Protection
		5. Signage and Screening for COVID-19
		6. Protecting Yourself Outside of Work from COVID-19.
3. **Step Five: Monitor your workplace and update your plans as needed**
	1. COVID-19 Controls reviewed monthly, or more often as needed for changes, on the Organization Risk assessment by the Safety Committee and Management.
	2. Employees know to report to supervisor/managers is control isn’t working, or if they need to report an illness – see Communication Disease Prevention Policy
	3. Changes to controls or procedures are communicated to workers during daily/weekly meetings, emailed to virtual (work from home employees) and posted on Health & Safety board.

**Appendix**

**COMMUNICABLE DISEASE PREVENTION POLICY**

**Purpose**

This policy provides guidance for employees and employers for the prevention and reduction of communicable disease transmission.

**Policy**

ABC COMPANY strives to provide a safe and healthy workplace for all employees and recognizes the importance of preventing communicable disease. This policy addresses best practices, options and strategies for prevention.

**Scope**

The Communicable Disease Prevention policy applies to all management and employees.

**Definitions:**

**Communicable disease:** An infectious disease that is contagious and that can be transmitted either directly or indirectly from one source to another. Can lead to small, isolated outbreaks or full-scale pandemics.

**Epidemic:**Refers to an increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area.

**Outbreak:** Carries the same definition of epidemic but is often used for a more limited geographic area.

**Pandemic**: Refers to an epidemic that has spread over several countries or continents, usually affecting a large number of people.

**Physical distancing:** Keeping a distance of greater than about 2 metres from another individual whether or not they are demonstrating any symptoms (coughing, fever, etc.).

**Responsibilities**

**Employer**

* Take every reasonable precaution in the circumstances for the protection of employees.
* Conduct a Risk Assessment to identify possible exposure and health risks to your employees, and controls needs to reduce the risks.
* Provide resources and a work environment that promotes use of respiratory hygiene and hand hygiene. For example, provide tissues, no-touch waste containers, hand soap, and hand sanitizers, etc.
* Provide hand washing facilities and extra sanitizing gels in key places at the workplace (lunchrooms, washrooms, entrances, exits). Consider installing automatic flushing devices in toilets and/or automatic soap and paper towel dispensers.
* Ensure cleanliness of work surfaces including doorknobs, hand railings as well as shared telephones, keyboards, computer mouse, etc.
* Provide workers with up-to-date training on risk factors and proper procedures including respiratory hygiene and hand hygiene, and information on where supplies are kept.
* Have signage in the workplace promoting healthy hygiene habits, such as how to effectively cover coughs and sneezes, and wash hands at appropriate times.
* Encourage employees to stay home when they are sick.
* Increase the distance between workstations, if possible.
* Encourages flexible work arrangements such as telecommuting or flexible work hours to reduce the number of your employees who must be at work at one time or in one specific location.
* Consider social distancing strategies (e.g., postponing office training or meetings) to control the spread.

**Supervisors/Managers**

* Take every reasonable precaution in the circumstances for the protection of employees.
* Support and actively promote ABC COMPANY’s commitment to controlling the spread of communicable disease and to protect employees.
* Participate in hazard recognition, assessment, control and evaluation processes.
* Ensure employees are aware of the procedures related to communicable diseases prevention.
* Maintain training records.
* Ensure employees use best practices for prevention.
* Encourage employees to stay home when they are sick.

**Employees**

* Limit sharing of equipment (for example, pens, phones) with co-workers and clients.
* Ensure hard surfaces of work area are cleaned with regular household cleaner at least daily or when changing workstations.
* Wash hands thoroughly and frequently (i.e. after using the washroom, before eating, and after touching common surfaces such as doorknobs, railings, telephones, etc.).
* Avoid touching eyes, mouth or nose to prevent virus from entering the body more easily.
* Follow personal hygiene steps such as cough etiquette to help slow the spread of the virus.
* Report any symptoms to supervisor.
* Avoid coming to work when sick.
* Participate in training and educational programs related to communicable disease prevention, as determined by the employer.
* Exercise best practices at all times.

**Safety Committee/Safety Representative**

* Review communicable disease prevention program and training needs annually.
* When necessary, make recommendations in writing to management.

**PROCEDURE**

**Practise Hand Hygiene**

Clean your hands frequently with soap and water or with an alcohol-based hand sanitizer (60-90% alcohol), especially after you use the washroom, cough, sneeze, or blow your nose.

**Hand washing procedure**

* Wet hands.
* Apply soap.
* Lather for 20 seconds. Rub between fingers, back of hands, fingertips, under nails.
* Rinse well under warm running water.
* Dry hands well with paper towels or hot-air blower.
* Turn taps off with paper towel, if available.

**Hand sanitizing procedure**

* Apply sanitizer (60-90% alcohol-based).
* Rub hands together.
* Work the sanitizer between fingers, the back of hands, fingertips, under nails.
* Keep rubbing hands until they are dry.

**Cover your cough procedure**

* Cover your mouth and nose with a tissue when you cough, sneeze or blow your nose.
* Put your used tissues into the waste basket.
* If you don’t have a tissue, cough or sneeze into your sleeve, not in your hands.
* Wash your hands with soap and water or use hand sanitizer (60-90% alcohol-based).

**Avoid Touching Eyes, Mouth and Nose**

Virus spreads when the infected respiratory secretions from the mouth or nose of one person come into contact with the mucous membranes (mouth, nose or eyes) of another person. Without even realizing it, you may touch the infected nose and mouth secretions of someone (e.g., by shaking hands). If you go on to touch your mouth, nose or eyes, the virus may enter your body causing infection.

**Stay Home If You Are Sick**

It should be made clear that employees must not come into work when they have symptoms of a virus. If employees develop symptoms while at work, they should immediately leave the workplace.

**Cleaning Workplaces**

Infected staff may contaminate their surroundings with respiratory secretions from their nose and mouth. Surfaces that are touched frequently (e.g., doorknobs, computer terminals, washroom faucets or other shared equipment) should be cleaned more often than usual during an outbreak, if possible.

**Social Distancing in the Workplace**

Social distancing means reducing or avoiding contact with other people as much as possible. Some workplace strategies to achieve this may include:

* Minimizing contact with others by using stairs instead of crowded elevators.
* cancelling nonessential face to-face meetings and using teleconferencing, e-mails, and faxes instead
* staying one metre (three feet) away from others when a meeting is necessary
* avoiding shaking hands, hugging, or kissing people
* bringing lunch and eating at your desk or away from others.

**Evaluation**

* The communicable disease prevention policy will be evaluated annually in consultation with the Safety Committee.

**Guidelines for Positive COVID-19 Diagnosis in the Workplace**

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|  **Employee Instructions** |
| * If a test positive employee comes into work, send them home immediately. This should be determined at screening.
* If the employee is only experiencing symptoms (even mild ones) but does not have a diagnosis while at work, direct them to report to first aid, direct them to take the online self-assessment [www.canada.ca](http://www.canada.ca) or call their provincial telehealth/health link. If subsequently they test positive for COVID-19 they are required to inform the workplace and the workplace will make appropriate notifications and necessary precautions.
* The employee will be directed to self-isolate for at least 14 days since the onset of symptom AND until symptoms are gone – whichever is longer. Or as guided by their doctor or public health unit.
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| **Actions at the Workplace** |
| * Manager to contact the employee to confirm the following (as applicable):
	+ When they first started experiencing symptoms?
	+ Where they believe they may have contract it (i.e. at the workplace, from a family member, out in public, etc.)?
	+ Who they worked with or came in contact with at the workplace?
	+ Where they following proper safety precautions?
	+ What equipment/tools did they use?
	+ Which customers did they deliver to or provide service/care to?
	+ Any other pertinent information that can help the workplace limit the spread and control the risks.
* Consult your local Public Health Department for guidance on specific steps for your workplace.
* Consider if a temporary or partial shut down is needed.
* Deep cleaning of all areas the employee work or equipment/tools/products the employee touched should take place immediately. Consider the following:
	+ Desks/office space or workstation of the employee
	+ Lunchrooms/washrooms or other shared employee spaces
	+ Company vehicles, forklifts or other machinery that the employee used
	+ Tools, equipment or products that the employee handled
	+ All high touch point (i.e. light switches, door handles, countertops, etc.)
* Notify the union, safety committee and provincial offer as required.
* Determine which employees at the workplace need to be notified (all, only certain departments, only employees with direct contact, etc.)
* Determine if other employees need to be sent home to self-isolate or need to be tested.
* Determine if customers, contractors, visitor, etc. need to be notified.
* If it is likely that COVID-19 was contracted at the workplace, complete the appropriate provincial compensation board forms for workplace illness reporting.
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| **Messaging when someone in the workplace has been diagnosed with COVID-19** |
| * Notify affected employees of the positive COVID-19 case (leaving out the person’s name unless there is a demonstrated need to identify the person based on public health official’s advice).
* Remind all employees of the safety precautions being taken to prevent the spread of COVID-19.
* Communicate to all employee the importance of immediate reporting if they are experiencing symptoms or have come in contact with an affected person.
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**Flexible Work Arrangements**

**Purpose**

The purpose of this policy is to outline the guidelines for employees with flexible work arrangements.

**Scope**

This policy applies only to employees who have successfully completed their probationary period and who have an approved, written Flexible Work Arrangement Agreement, or in the case of a closure due to inclement weather.

**Definitions**

**Compressed Work Week:** Working the same number of weekly hours but compressed into fewer days (i.e. 4 - 10 hour days instead of 5 - 8 hour days).

**Flextime:** Altering start or finish times for the workday.

**Job Sharing:** An arrangement in which two employees equally share one full time position, and both employees must be able to perform the duties of the job being shared.

**Reduced Work Week:** An arrangement where a full-time employee works less than regular full-time hours with a consequent reduction in compensation and benefits.

**Work from Home:** The ability for the employee to work from home to complete some of their duties (this done not include not full-time virtual work).

**Policy**

ABC COMPANY may allow employees to have flexible work arrangements in order to help balance personal and family priorities, such as childcare, elder care, education, temporary non-occupational injury or illness etc.  Flexible work arrangements are a privilege and not a guarantee or entitlement. Not all positions are eligible for flexible work arrangements. All flexible work arrangements must be approved and signed off by Senior Management. Flexible work arrangements will only be made when it is possible and practical to do so without compromising the efficiency and effectiveness ABC COMPANY's business activities and the work performance of the employee. Employees must have demonstrated excellent work performance and attendance in order to be considered for flexible work arrangements.

An employee who wishes to request a flexible work arrangement must submit a request in writing to Senior Management.

Types of flexible work arrangements include:

* Compressed Work Week
* Flextime
* Job Sharing
* Reduced Work Week
* Work from home

Senior Management will review the request for the flexible work arrangement and determine if the request is possible, practical and beneficial to both the employer and the employee. Senior Management may take up to 30 days to review and assess the request. Senior Management will sign off on the Request for Flexible Work Arrangements Form either accepting or denying the request. Senior Management will then provide a copy of the signed request back to the employee. If the request is accepted, Senior Management will work with the employee to complete the Flexible Work Arrangement Agreement. Both parties must sign off on this agreement before the arrangement may begin.

 All flexible work arrangements will conform with all applicable employment laws. Therefore, employees cannot skip mandatory breaks or work excess hours as outlined in the legislation. Overtime hours must be approved by the employee’s manager in advance.

Job share requests must be submitted by both employees who are requesting to share their position.

Employees are expected to carry out their job duties effectively and efficiently. Flexible work arrangements will be reviewed within the first 3 months of implementation and at least annually after that to ensure the efficiency and effectiveness of the arrangement. If there are performance issues with the employee, the flexible work arrangement may be terminated.

Flexible work arrangements cannot be structured such that the employee receives a higher level of compensation than they would have normally earned with their regular work agreement (i.e. arranging schedules for extra overtime or premium pay for working on holidays, etc.). Compensation and benefits will be adjusted as needed when there is a reduction in work hours. This may include any vacation time/pay or holiday pay that may be affected by the change in the employee's hours worked.

Employees will be still be required to follow all ABC COMPANY policies, procedures and rules for the workplace and will be held accountable for their performance and their actions.

Senior Management has the right to suspend or discontinue all approved flexible work arrangements for any reason by providing at least 2 weeks' notice to the employees.

**Virtual Work Arrangements**

**Purpose**

The purpose of this policy is to outline the guidelines and responsibilities for virtual work agreements.

**Scope**

This policy applies to all employees who have been authorized by Senior Management to work virtually.

**Definitions**

**Designated Positions:** means positions pre-determined by Senior Management to be suitable for potential virtual work.

**Designated Workspace:** means a designated home office space, that is separate from other shared spaces (i.e. cannot be at the employee's kitchen table or in the living room).

**Ineligible Positions:** mean positions pre-determined by Senior Management to not be suitable for potential virtual work (i.e. positions that require specific equipment, positions that require face to face interaction with client/co-workers, etc.)

**Virtual Work:** means the performance of the employee's job duties at their home in a designated workspace.

**Policy**

ABC COMPANY may allow employees to have virtual work arrangements. Virtual work arrangements are a privilege and not a guarantee or entitlement. Not all positions are eligible for virtual work arrangements. All virtual work arrangements must be approved and signed off by Senior Management. Virtual work arrangements will only be made when it is possible and practical to do so without compromising the efficiency and effectiveness ABC COMPANY's business activities and the work performance of the employee. Employees must have demonstrated excellent work performance and attendance in order to be considered for virtual work arrangements. Employees must have an approved Virtual Work Arrangement Agreement before beginning virtual work. This agreement must be signed by both the employee and Senior Management. Employees must speak with Senior Management if they would like to be considered for a virtual work arrangement.

Senior Management will determine which positions will be designated as potential virtual positions and which positions are ineligible for virtual work. Employees may not request a virtual work agreement if they work in an ineligible position. If a position has not yet been determined to be a designated position or an ineligible position, Senior Management will make that determination upon request.

Virtual employees are required to have a designated workspace at their home to limit distractions, minimize the potential for equipment damage, and to maintain confidentially of company information. Designated workspaces are subject to inspection by ABC COMPANY supervisors/managers. All inspections will be scheduled in advance. Designated workspaces must comply with all applicable health and safety legislation. Others who may be present in the house during the employee's working hours must be notified that you are not to be disturbed during working hours unless it is an emergency.  Non-employees are not authorized to use any ABC COMPANY owned equipment. Any security breaches of ABC COMPANY information must be reported immediately to the employee's supervisor/manager or Senior Management. Employees are required to make appropriate arrangements for dependants (child, elderly or other) and manage their personal responsibilities in a way that allows for the successful completion of their job duties. Employees are not permitted to attend to personal matters while on work time. Cell phone use and other personal matters must only be done on authorized breaks. Designated workspaces must be kept clean and tidy.

Virtual employees are expected to carry out their job duties effectively and efficiently. Employees are required to maintain communication with their supervisor/manager, and clients or others as needed. Virtual work arrangements will be reviewed within the first 3 months of implementation and at least annually after that to ensure the efficiency and effectiveness of the arrangement. If there are performance issues with the employee, the virtual work arrangement may be terminated. Employees will be still be required to follow all ABC COMPANY policies, procedures and rules for the workplace and will be held accountable for their performance and their actions.

Virtual employees must have established work hours. If an employee cannot work their established hours or complete their shift due to illness or personal emergency, they must notify their supervisor/manager as soon as possible. All virtual employees must still work the same total number of hours worked by their employment contract.   All virtual work arrangements will conform with all applicable employment laws. Therefore employees cannot skip mandatory breaks or work excess hours as outlined in the legislation. All overtime must be approved by the employee’s manager in advance.

Virtual employees may require equipment in order to perform their job duties. This may include, but is not limited to: computers, phone, tablets, desks, chairs, etc. The Virtual Work Arrangement Agreement will outline who will be responsible for providing the necessary equipment. Employees are only permitted to use ABC COMPANY equipment for work purposes. Personal use of ABC COMPANY equipment is prohibited unless specified in the Virtual Work Arrangement Agreement. Any ABC COMPANY owned equipment that the employee has at home to perform their job duties remains ABC COMPANY property and is subject to inspection or return. If the employee resigns or is terminated from ABC COMPANY, all ABC COMPANY equipment must be returned to ABC COMPANY on or before the last day of work, unless alternative arrangements are made as part of the termination notice.

Virtual employees will be required to attend meetings or be present at the workplace from time to time. The employee's supervisor/manager will notify the employee at least 24 hour in advance of when they will be required to be at the workplace.

If a work-related injury occurs in the employee's designated workspace and in the course of employment, the employee must report the injury to their supervisor/manager immediately.

Violations of this policy are subject to discipline as per the Company's discipline policy, up to and including termination of employment.

