

Safely Back to Work Best Practice Protocols

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THE ADECCO GROUP


ManpowerGroup



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Context and objectives

Safely back to work

Prepare your workforce

Examples of safe & next work solutions

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business readinesssafe return to workindustry best practicesservices and insights

home / employers / accelerating business recovery

accelerating business recovery.

The gradual return to work is a tremendous task that will require the cooperation of various stakeholders: employers, public authorities, labour organizations, institutions, and employees, in order to prepare adequately for this new reality in the workplace.

talk to an expert

accelerating business recovery

Although we are still in the midst of managing the COVID-19 pandemic, Canada's provincial governments have started to address the matter of the recovery of economic activity, recently adding sectors to the list of those that were still in operation since the beginning of the pandemic. It is notably the case for residential construction (including this sector's supply chain), garages and mechanical shops, garden centres, plant nurseries and landscaping services, as well as mines, which have resumed their activities while complying with physical distancing measures.

As for businesses from other industry segments, they are starting to think about how to help their employees return to work when they are authorized to reopen their locations. However, they must focus on a key issue: finding the right balance between ensuring their employees' safety, and resuming operations. In this context, what can they do to guarantee a safe work environment?



tips to transition your employees to remote work

Has your company moved to remote operations because of COVID-19? Here are 6 tips to help you transition your employees to work from home.



how to greet colleagues after COVID-19

Returning to work after COVID-19 will be a challenge. Here are best practices to keep employees safe when businesses open again.



best practices to safely return to work

Returning to work after COVID-19 will be a challenge. Here are best practices to keep employees safe when businesses open again.



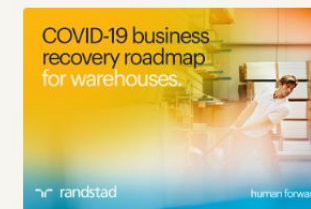
panel discussion prioritizing gender diversity in the era of COVID-19

A panel of innovative experts discuss the impact of COVID-19 on women in the workplace.



online training: supporting your employees mental health during times of crisis

This educational session will help you develop tools and strategies to support employee mental health.



end-to-end COVID-19 business recovery roadmap for warehouses

Need support reopening your warehouse safely? From determining when it's safe to open, to building a health and safety plan, we walk you through each step.



the impact of the COVID-19 pandemic on women

Read our report on the impact of COVID-19 on women and the approaches businesses can take to prioritize diversity and inclusion in times of crisis.



scaling up temporary staffing in a crisis situation

Learn how a company, which operates 3 large call centres, relied on Randstad to quickly scale up their temporary staffing and hire over 200 employees.



responding to a crisis with a trusted partner

Learn how a meal kit production company turned to Randstad for support handling a huge spike in demand for their products during the COVID-19 crisis.

Enabling workers to return to work safely

Disclaimer

This document is a summary of relevant provisions which we believe have been implemented and have not been independently verified. Care should be taken with how the content is to be implemented in each case to ensure that all applicable laws and regulations and (local) government guidance are observed.

Context and objectives

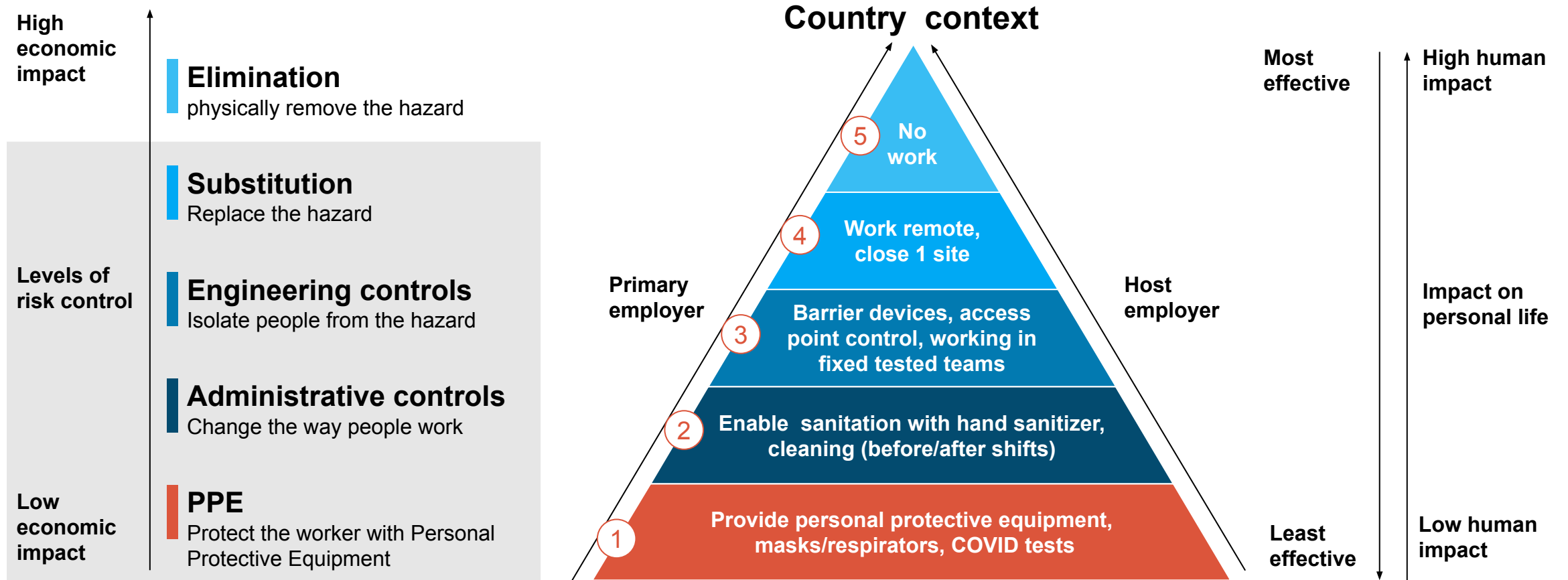
Safely back to work

Prepare your workforce

Examples of safe & next work solutions

Levels of Control to categorize the measurements


Adapted based on NIOSH's (National Institute for Occupational Safety and Health) Hierarchy of Controls

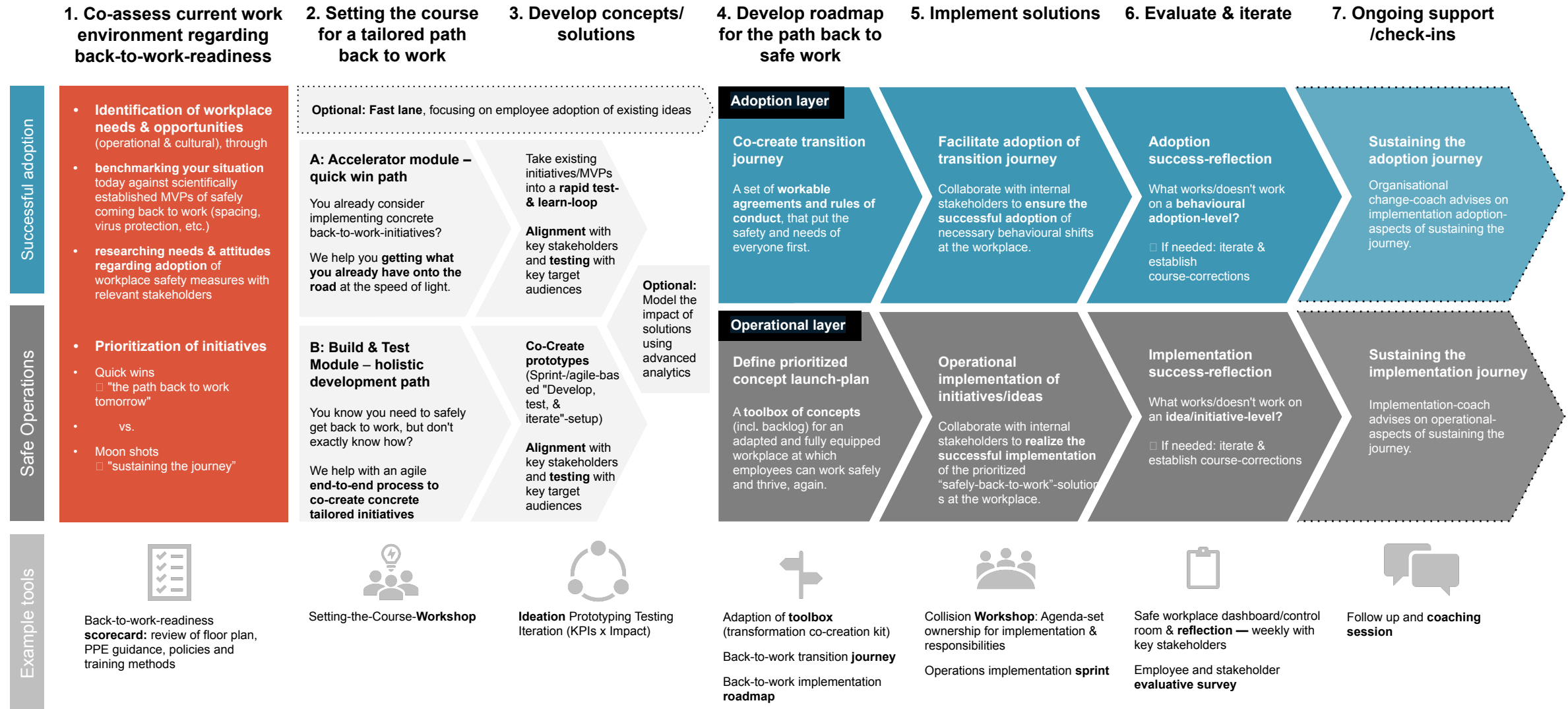


Share sector/ country practices: achieving acceptable levels of risk as well as limiting economic impact

Approach for getting Safely Back to Work

Approach for getting Safely Back to Work

 Focus of this document



Implementing a “Safely Back to Work” Action plan

Highly Visible Workspace Cleaning

Confirmation of cleaning is displayed confirming cleanliness of workspace

Illustrative

Local governmental rules and decisions should always be followed carefully

LAST CLEANED

	6am	10am	1pm	3pm
2020 04 03	Joana A.	Joana A.	Martin P.	Martin P.
2020 04 04	Isabel			
2020 04 05				
2020 04 06				
2020 04 07				
2020 04 08				

Factory

Office

Concept Description

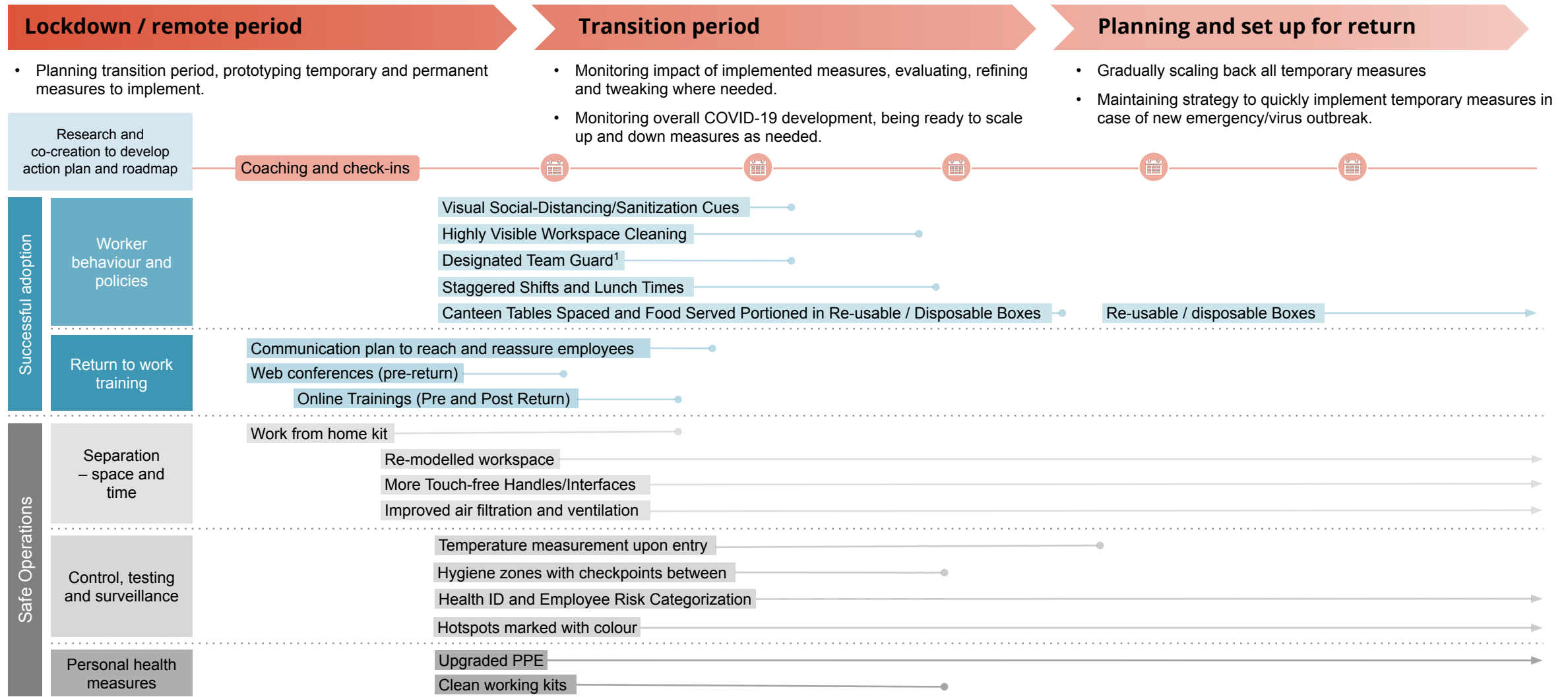
Cleaners should update a 'confirmation of cleaning' list or display in a highly prominent location upon completion of cleaning.

Impact

- Instills confidence in workers that the workspace is clean and well maintained.

Example of the journey to implement a “Safely Back to Work” Action plan

Illustrative example



1. To ensure any new hygiene standards are maintained and to provide workers with a voice in maintaining these standards

Context and objectives

Safely back to work

Prepare your workforce

Examples of safe & next work solutions

Prepare your workforce

- communicate before opening
- communicate regularly
- develop digital training tools
- mitigate employee anxiety
- assess employees' risk level
- prepare for extenuating circumstances
- establish external communication policies
- safely commuting to work

Context and objectives

Safely back to work

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Examples of safe & next work solutions

Designated Team Guard

A team member who ensures new standards are being followed

Illustrative

Local governmental rules and decisions should always be followed carefully



Factory

Office

Concept Description

To ensure any new hygiene standards are maintained and to provide workers with a voice in maintaining these standards, a Team Guard could be appointed.

Impact

- This Team Guard would be responsible for ensuring their team have what they need in terms of knowledge and equipment to maintain personal and workplace hygiene.

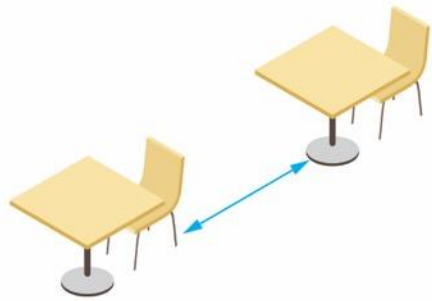
Canteen Tables Spaced and Food Served Portioned in Reusable / Disposable Boxes

Serving pre-packed food in reusable boxes

Illustrative

Local governmental rules and decisions should always be followed carefully

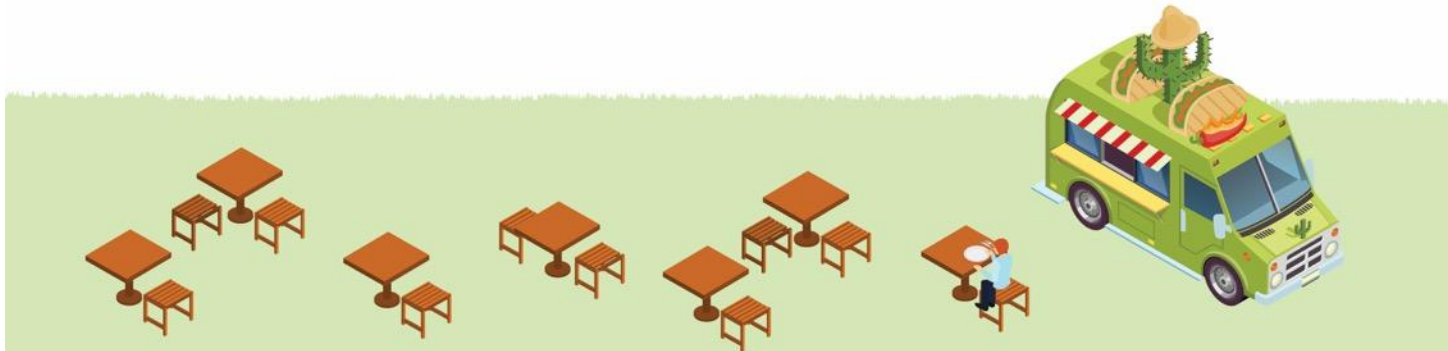
01 Canteen tables spaced



02 Pre-portioned reusable / disposable boxes



03 Food trucks in summer season



Factory

Office

Concept Description

Replace self-service style lunches from canteen with catered, portioned food in re-usable / disposable boxes. This could take the form of food trucks during summer months to get the workforce into fresh air.

Canteen tables could ensure spacing between employees so no-one sits directly beside or in front of the worker. (via checker-board arrangement). Strict cleaning procedures need to be in place.

Impact

- May help to reduce queues and physical contact between workers

Clean Working Kits

Each employee has a personal kit of cleaning essentials i.e. alcogel, wipes...

Illustrative

Local governmental rules and decisions should always be followed carefully



Factory

Office

Concept Description

Each employee could be issued with a personal “Clean Working Kit” which would include items such as alcogel, sanitary wipes and PPE disposal bags.

Impact

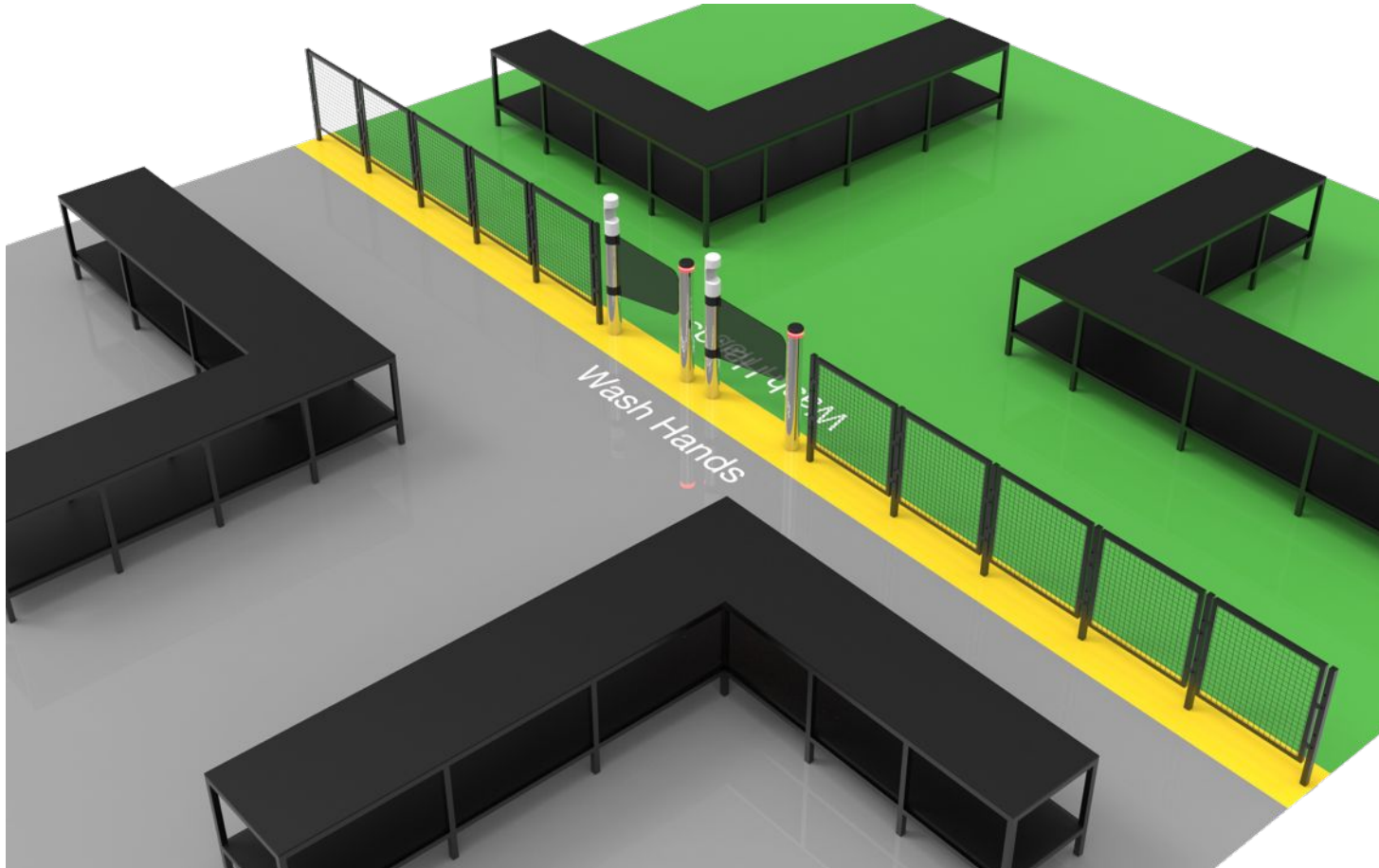
- This could help to ensure each employee has the tools they need to maintain good personal and workplace hygiene.

Hygiene Zones with Checkpoints Between

Workspace separated into zones with mandatory sanitization between each

Illustrative

Local governmental rules and decisions should always be followed carefully



Factory

Concept Description

The workplace could be separated into various zones with mandatory sanitization between each and recording of who is moving between each zone.

Impact

- Increases the frequency with which workers must wash hands/change PPE.
- Provides an indicator of which zones are most at risk of infection and enables contact tracing

Online Trainings (Pre and Post Return)

Online learning courses providing latest info. to prepare workers for return

Illustrative

Local governmental rules and decisions should always be followed carefully



Factory

Office

Concept Description

These online training sessions may form a part of a larger series preparing the worker to return to the site. Beginning in their home and continuing for a time after return

Impact

- Can be deployed within the workers home (pre-return) or on-site (post-return)
- Can be tailored to match workers preferred learning style
- Can be gamified to provide learning incentives
- Can provide continuity across the pre and post return horizons

Re-modeling/Re-tooling of the workplace

Ensuring greater spacing between employees/functions/cubes

Illustrative

Local governmental rules and decisions should always be followed carefully



Office

Concept Description

Lines, offices and cubes could be redesigned or re-tooled to provide for greater spacing between employees and reduce the risk of contamination between functions.

Impact

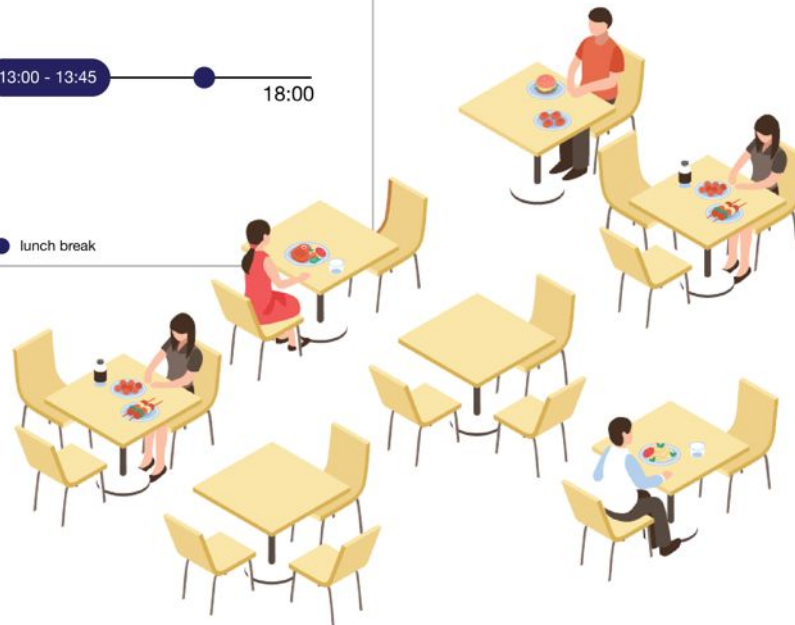
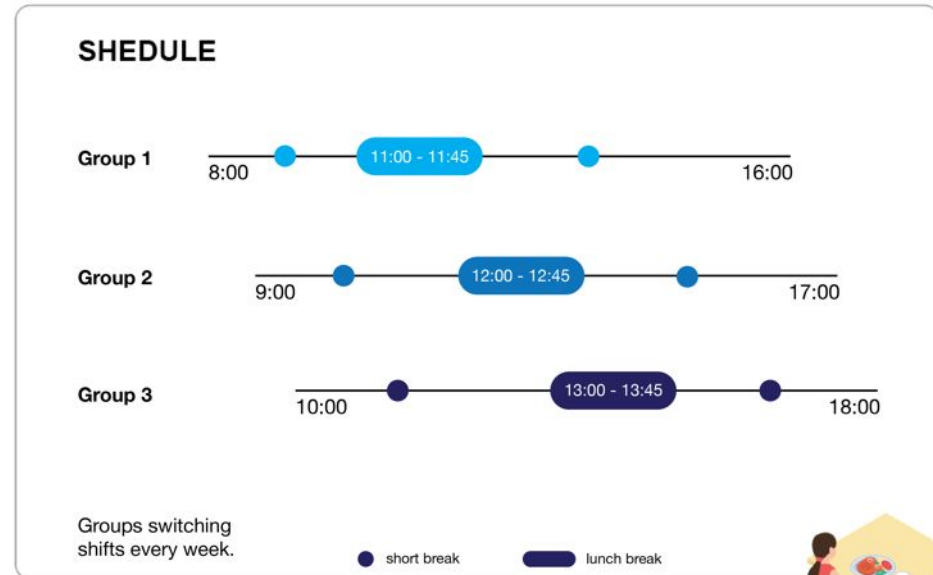
- This may help to reduce the spread of any infection
- May also provide compartmentalisation of the organisation in the event of a wider spread allowing the maintenance of some company functions.

Staggered Shifts and Lunch Times

Employee shifts and breaks can be staggered to prevent queues and crowds

Illustrative

Local governmental rules and decisions should always be followed carefully



Factory

Concept Description

Easy and clear instruction about work shifts and breaks could be provided (e.g., where employees should sit and for how long they can be in the breakroom/canteen)

Impact

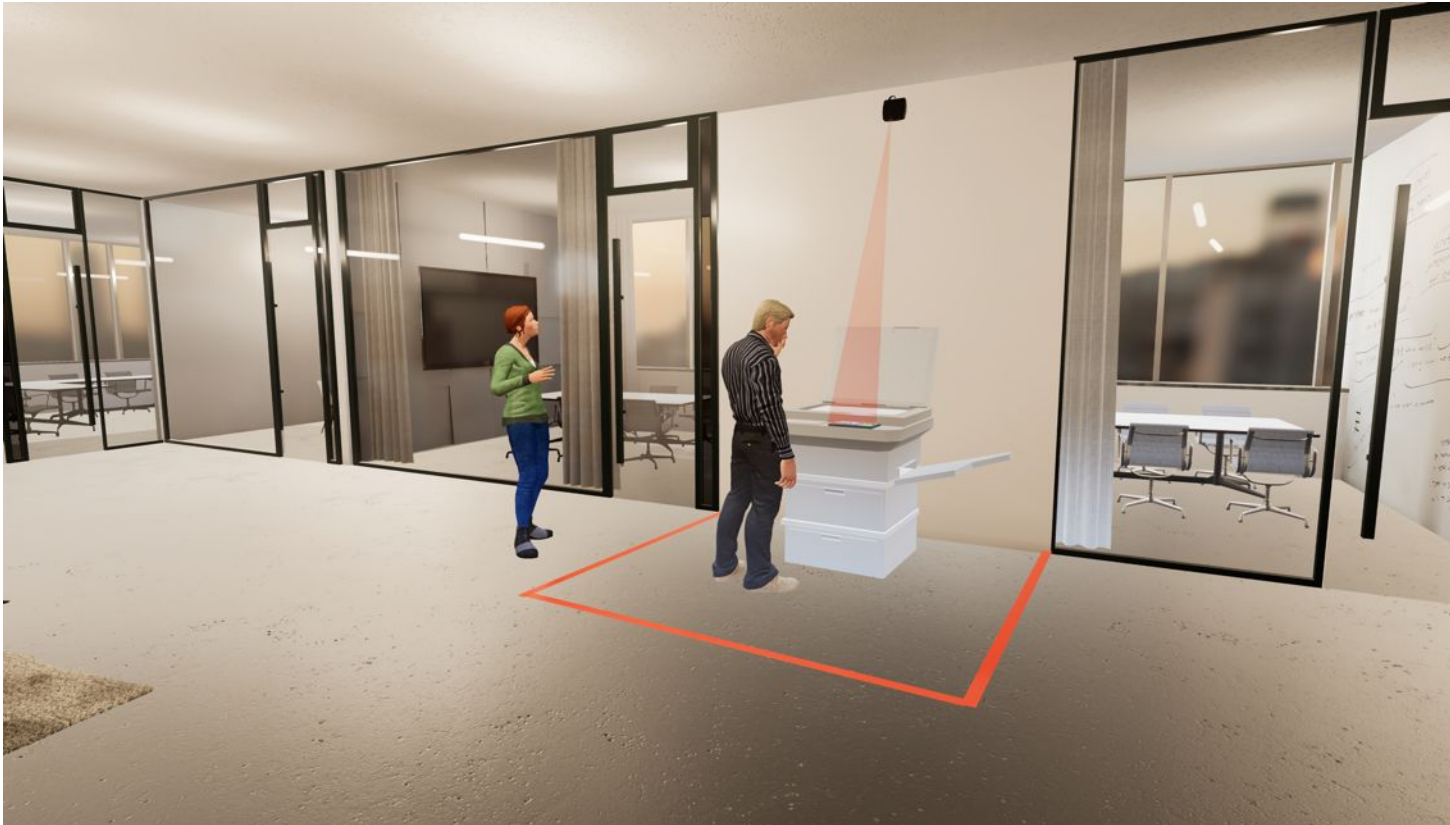
- Can help reduce queues and crowds, especially relevant if screening measures are introduced requiring more time to pass through.
- Could make it easier for workers to maintain social distance.

Visual Social-distancing/Sanitization Cues

Providing quick checks/reminders to maintain distancing and hygiene

Illustrative

Local governmental rules and decisions should always be followed carefully



1. E.g., paper tissues could be provided to press photocopier buttons

Office

Concept Description

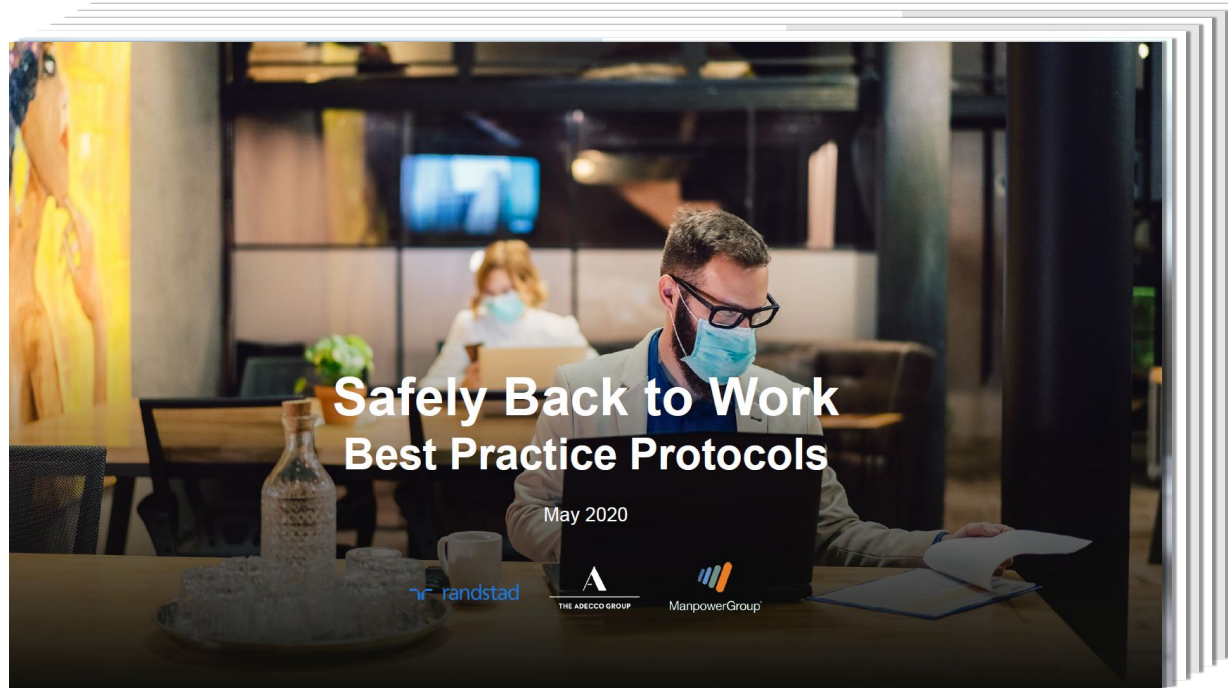
Visual cues such as markings or projections on the floors, walls and interfaces could indicate to workers of safe distances and provide reminders as to when they should change PPE¹ or wash their hands as they go through the working environment.

Impact

- May Increase the frequency with which employees wash their hands
- Increases employee awareness of hygiene

Extended version

Manufacturing | Food services | Office



Examples of safe & work solutions

Industry best practices

Checklist of 100 measures to implement for your business

Thank you.

Christine Beaudry

Director, Safety and Risk Management

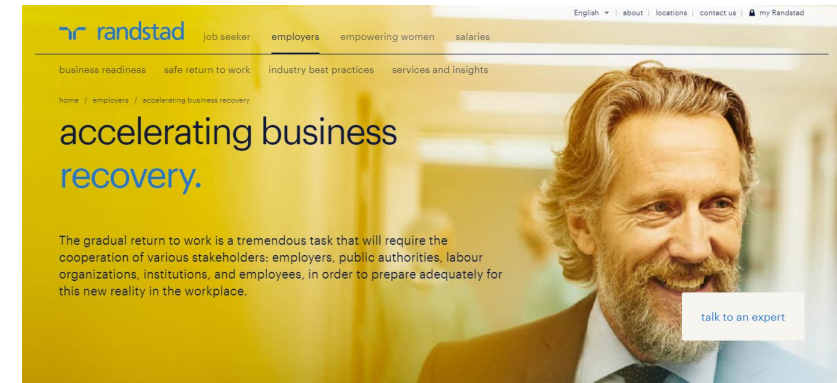
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accelerating business recovery

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