

MEMORANDUM

DATE: December 16, 2021

TO: All Employees

FROM: Senior Leadership Team

RE: Important Return to Office Date Change

Acting with an abundance of caution, and in concert with the actions of a number of our municipal partners and the Province, TRCA has decided to postpone the initiation of our Phase 1 return to office originally scheduled for January 24, 2022, until at least March 28, 2022. This timing has been established in alignment with our municipal partners. As a result, employees who have been working remotely throughout the pandemic and are still able to, are to continue to work remotely.

Our team has been closely monitoring the announcements by the Province's Chief Medical Officer of Health related to COVID-19 and the spread of the Omicron variant. We are concerned with the rapid transmission of this variant and as a result are taking a precautionary approach. The rapid spread highlights the importance of strict adherence to TRCA's COVID-19 safety protocols and Incident Management System (IMS) procedures in our daily operations. More information on our protocols and IMS procedures can be found on the [Staff Hub](#).

At this point in time, we strongly urge you to obtain booster vaccinations when you are eligible, and continue to adhere to physical distancing, hygiene and other public health measures in your daily activities and work, so that you and your families, colleagues and friends can stay healthy and safe.

We will continue to monitor for enhanced health and safety measures and restrictions established by the Province's Chief Medical Officer of Health related to COVID-19. As information becomes available, we will ensure we communicate and continue to be aligned provincial recommendations.

Preparations and plans will continue for TRCA's delayed Phase 1 and 2 return to work in March, therefore we ask that all divisions still complete their return to work spreadsheets by end of day on December 17, 2021, as planned.

If you have any questions, please reach out to your supervisor, or please contact Human Resources via email at hr@trca.ca.