

## **MEMORANDUM**

**DATE:** February 17, 2022

**TO:** All Employees

**FROM:** Senior Leadership Team

**RE:** Important Return to Office Date Change

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Further to our communications on December 16, 2021, and January 4, 2022, where we delayed our return to office amid the rapid spread of the COVID-19 Omicron variant and shifting government guidelines, we wanted to provide an update on our return to office plan.

Again, 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 March 28, 2022, to April 19, 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.

As COVID-19 continues to be a fluid situation, we will continue to follow the direction from the Province and the Province's Chief Medical Officer of Health and adjust our return to office plans accordingly.

The revised phased return to office plan is as follows:

**Phase 1:** April 19, 2022 – May 23, 2022 (1 day a week)

**Phase 2:** May 24, 2022 - June 26, 2022 (2 days a week)

**Phase 3:** June 27, 2022 – Full return to office and implementation of TRCA's Flexible Work Arrangements Policy.

TRCA's Flexible Work Arrangement Agreement Form and guidelines will be made available in April, so teams can commence planning for the full return to office in June 2022.

We want to take the opportunity to thank all TRCA employees for their steadfast commitment to following TRCA's COVID-19 protocols and doing our part to keep our colleagues and communities safe.

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