

MEMORANDUM

DATE: April 6, 2022

TO: All Employees

FROM: Senior Leadership Team

RE: Important Phase 1 (April 19 – May 23) Return To Office Information

After two years of office closures, we are excited that our Phase 1 return to office is just under two weeks away. As a reminder, TRCA's 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.

With Ontario cautiously and gradually easing public health and workplace safety measures, TRCA is once again pivoting to align with provincial health policy and revising a variety of the previous building operational strategies.

Upon the re-opening of our offices on April 19, 2022, employees will return to the office 1 day per week in Phase 1, which spans April 19 – May 23, 2022. The objective for Phase 1 is to have those employees who have been working remotely during the pandemic to reintegrate back to the office in a limited capacity.

During Phase 1, TRCA offices that are not currently open to the public will continue to be closed to the public. This will ensure employees have an opportunity to focus on their reintegration and becoming acquainted with the office health and safety protocols prior to welcoming back the public to our offices.

The following Health and Safety Measures are in place:

- Enhanced cleaning of our offices/sites/facilities.
- Encouraging hand hygiene and respiratory etiquette, such as coughing into your sleeve, handwashing etc.
- Masks, cleaning supplies and hand sanitizer will continue to be accessible to employees upon request.
- Employees will be expected to conduct their own self-screening using the provinces screening questions prior to coming to our offices/sites/facilities. Employees are expected to follow the screening direction and advise their supervisor if they are required to self-isolate, who shall advise their Health and Safety Specialist. Screening questions have changed with the lifting of restrictions and can be found on the provinces [website](#) as well as linked to TRCA's [Staff Hub](#).

- Masks will no longer be required to be worn, though they are strongly encouraged at this time. TRCA will continue to make masks available to TRCA employees at this time.

LMS Mandatory Return to Office Training Module:

- An updated Return-to-Office Training module has been incorporated into TRCA's Learning Management System to reflect the recent changes in restrictions.

Desk Booking and Room bookings:

- Capacity limits for certain locations within the office (e.g. boardrooms, elevators, washrooms etc.) will no longer be restricted.
- Divisional neighbourhoods at 101 Exchange will remain as prior to the pandemic (i.e. no floor plan change).
- Satellite office floor plans also remain unchanged.
- Dedicated desks have been allocated to staff who meet specific criteria approved by PARM and HR.
- Unless a dedicated desk has been allocated to you, desks are now required to be booked for use in your neighbourhood through our new desk-booking software called Nexodus. The link to the software and instructions on how to book a workstation can be found in the top right of the Staff Hub [home page](#).
- Clean desk policy will be in effect for all dedicated and non-dedicated desks. Please refresh yourself with the desk decluttering guide on the [Staff Hub](#).
- Boardrooms will be available to all employees using Outlook for room bookings.
- Quiet rooms will be available to all employees for short-term private conversations.

Scheduling of Staff:

- People leaders have identified staff onsite based on staffing requirements and operational needs.
- People Leaders are responsible for determining who is eligible for on-site work and create a schedule for returning staff to the workplace.
- We understand that divisions and business units will have varying needs, therefore should you have any questions about scheduling, please speak with your immediate supervisor.

Other items to note:

- The Cafeteria at 101 Exchange will be open and serving continental items.
- Departmental mail will now be left in mail slots in front of the receiving area (the North, first-floor hallway) and staff are expected to process their own mail.
- Employees should plan to work as light as possible onsite during the transition back to the office. Employees should discuss their technology needs, including requests for additional equipment or returning technology equipment gradually back to their primary workspace, directly with their immediate supervisor in advance of the commencement of Phase 1.
- Staff at satellite offices please contact your respective Facility Managers for any unique needs or requirements. Facility Managers can reach out to PARM for any clarifications.

As a reminder, return to office [FAQ's](#) are available on our dedicated [Staff Hub](#) page.

As many of us prepare to transition back to the office, although it can be an exciting time, it is also one that can cause anxiousness for some employees. TRCA has a number of resources and tools available to support you in your transition back to office.

Please visit the [Staff Hub – HR Page](#) for access to the resources and tools. For confidential support, TRCA's Employee Assistance Program (EAP) provided by ComPsych is available 24/7, to contact EAP you can call them by phone: Call: 844.814.2415 TDD: 877.373.4763, or go online: guidanceresources.com Web ID: CAEAP. More information about EAP is located on the HR Page of the Staff Hub.

Although we are eager to return to the office, we appreciate that the ongoing pandemic is a fluid situation and 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, if required. Over the last two years, there has been no COVID community spread at TRCA, which is a testament to your commitment to following TRCA's COVID-19 protocols and everyone doing their part to keep our colleagues and communities safe.

If you have any questions, please reach out to your Manager/Supervisor. We thank you for your continued support.