

MEMORANDUM

DATE: May 12, 2022

TO: All Employees

FROM: Senior Leadership Team

RE: Important Phase 2 (May 24 – June 24) Return To Office Information

As we move to Phase 2 of our return to office on May 24, 2022, we wanted to take this opportunity to remind staff that affected employees are required to return to the office 2 days per week. We also wanted to extend our thanks to our staff including field staff and staff working outdoors and at facilities across our jurisdiction who have successfully delivered TRCA services, programs and projects for our communities and partners throughout the entirety of the pandemic.

The intention of Phase 2, which spans May 24 – June 24, 2022, is to build on Phase 1 reintegration with the lens of recapturing the benefits of in-person collaboration; that is, fostering more connected communications and collaboration, establishing more meaningful relationships, and creating an enhanced work culture, among others.

During Phase 2, TRCA offices 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 in Phase 3.

The following Health and Safety Measures continue to stay 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 upon request.
- Employees will be expected to conduct their own self-screening using the province's 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 province's [website](#) as well as linked to TRCA's [Staff Hub](#).
- Masks will no longer be required to be worn, though they are strongly encouraged.

Updates and Reminders Regarding Desk Booking and Room bookings:

- Since April's update, the PARM team has implemented the following updates to Nexodus:
 - A new visitors/touch down desk functionality is now visible and accessible to staff that are not permanently assigned to Head Office to afford them the opportunity to occasionally work and book a desk at Head Office;
 - Staff can now book the specific time they will be occupying a desk, as opposed to the previous three fixed time slots; and
 - Staff can now cancel their desk booking under 30 minutes prior to a reservation.

- Dedicated desks will continue to be examined to ensure they meet the criteria approved by PARM and HR.
- Quiet rooms will remain unbookable and are being utilized for short-term conversations and are also available to staff who are not assigned to head office but occasionally require use of a room at Head Office.
- As a reminder, all employees MUST reserve their desk prior to arriving on their scheduled days, whether you have a dedicated desk or not. Reserving desks will allow us to know who is in the building in the event of an emergency evacuation.

Scheduling of Staff:

- People leaders are to ensure that Phase 2 scheduling of staff takes into consideration the benefits of in-person collaboration and ensures teams are working in a collaborative way as a unit.
- People Leaders are responsible for determining who is eligible for on-site work and creating a schedule taking into account in-person collaboration for returning staff to the workplace.
- It is particularly important as we shift back to the office to refocus on staff interactions and relationship building, creating development, and learning opportunities, all things that were a challenge during COVID. This will help to get employees excited about returning to the office and requires intentional scheduling of your teams to enable this to happen.
- 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 remain open and is serving continental items.
- Each Division's mail continues to 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.
- Staff at satellite offices should contact their respective Facility Managers for any unique needs or requirements. Facility Managers can reach out to PARM for any clarifications.
- Please continue to integrate your IT items back to the office and work with ITRM to identify desks where equipment can be consolidated, as well as solutions to your divisional IT needs.

Preparing for Phase 3 June 27, 2022 – Full Return To Office and implementation of TRCA's Flexible Work Arrangements Policy:

- We will be shifting to a hybrid workplace model through our Flexible Work Arrangements (FWA) policy in Phase 3 of our return to office.
- The policy provides employees, where practical, the opportunity to request a flexible work arrangement of remote work up to 50% per month. It also provides flex time opportunities with the potential of start times outside of standard office hours subject to approval.
- As a reminder, FWA participation is voluntary and will at a minimum require approval of employees' immediate supervisor, which will be based on things like the nature of the position, service delivery etc.
- The FWA approval form will be shared with employees on May 25, 2022, via formal approval being facilitated in Ceridian Dayforce.
- Manager Tactical Calls will be scheduled for May 25 and May 26 to support all People Leaders in the process of reviewing FWA Forms, reviewing FWA requests in Ceridian Dayforce and the implementation of the FWA policy.

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

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