

MEMORANDUM

DATE: June 14, 2022

TO: All Employees

FROM: Senior Leadership Team

RE: Important Phase 3 (June 27 - Full Return To Office / FWA) Return To Office Information

As we move to Phase 3 of our return to office in just under two weeks, we wanted to take this opportunity to remind staff that our Phase 3 return to office plan starts on June 27, 2022.

Beginning on June 27th, TRCA offices will be open to the public. This means that TRCA's Head Office at 101 Exchange Avenue and all TRCA Satellite Offices that were open to the public prior to the pandemic will resume regular business operations. With TRCA offices being open to the public, we ask that staff please refresh yourselves with the [Head Office Security Policy](#) that applies to all persons entering a TRCA Office (including Satellite Offices) and the respective staff responsibilities. We will be reverting to normal operations with the Head Office front doors automatically opening and closing during regular office hours and visitors signing in using the iPad at reception. Additionally, the DES Planning counter will be open to the public and DES will be resuming in-person meetings with external stakeholders. Virtual planning services will continue to be offered and encouraged.

As a reminder, 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 to employees upon request.
- Employees continue to 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 province's website as well as linked to TRCA's Staff Hub.
- Masks usage is strongly encouraged, though not a requirement. TRCA will continue to make masks available to employees and visitors at this time.

Scheduling of Staff:

- As per our [May 25, 2022 FWA Policy and Agreement Memorandum to all staff](#), Phase 3 includes shifting, where operationally feasible, to a hybrid workplace model, through our Flexible Work Arrangements (FWA) policy.
- As a reminder, FWA participation is voluntary and at a minimum requires approval of employees' immediate supervisor, which will be based on things like the nature of the position, service delivery etc.
- For those employees currently working remotely (due to COVID and the phased return),

who wish to continue to work remotely past June 27th, in alignment with the FWA policy (allowable up to 50%/month with supervisor approval), are to have their FWA Agreement Form approved in Ceridian by June 27, 2022, to avoid interruption in their remote work.

- For those employees not currently working remotely, who wish to participate in a FWA opportunity, they should connect with their supervisor regarding the opportunity.
- People leaders are to ensure that Phase 3 scheduling continues to take into consideration the benefits of in-person collaboration and ensures teams are working in a collaborative way as a unit.

Other Items to Note:

- All employees MUST reserve their desk prior to arriving on their scheduled days/times, whether you have a dedicated desk or not. Reserving desks allows us to know who is in the building in the event of an emergency, as well as gather data to help inform space optimization strategies.
- The cafeteria is currently examining additional food choices, and updates to the menu will be communicated to all staff in the coming weeks.
- Reminder that quiet rooms should only be utilized for one-hour at a time as in an open workspace environment all staff should have the capability and accessibility to a quiet space for private and confidential work.

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.

We look forward to continuing to welcome back those employees who were working remotely throughout the pandemic. We are excited to see teams leverage the opportunities to collaborate and connect in person again.

If you have any questions, please reach out to your Manager/Supervisor.