



Hamilton

INFORMATION REPORT

TO:	Mayor and Members General Issues Committee
COMMITTEE DATE:	September 22, 2021
SUBJECT/REPORT NO:	Return to Workplace Strategy (PED21181) (City Wide)
WARD(S) AFFECTED:	City Wide
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SIGNATURE:	

COUNCIL DIRECTION

Not Applicable.

INFORMATION

The City of Hamilton’s Return to Workplace Strategy:

The primary responsibility of the Emergency Operations Centre (EOC) Management Team is to provide for the overall management and co-ordination of emergency response activities and consequence management. As we look ahead toward our recovery from the COVID-19 pandemic, the City is planning for how and where its employees will work. While some staff may continue working from home, there are some staff who will return to their office locations either full or part-time, many of whom have not been into the office since March 2020.

As such, at the direction of the EOC Director, a Return to Workplace Working Group was formed as part of the Recovery Unit of the EOC response structure. Their direction was to create a strategy and plan for safely returning City staff to the office when the time is deemed appropriate.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

The strategy for those staff returning to the workplace is included in the “Hamilton@Work” document, attached as Appendix “A” to Report PED21181, which was approved by the EOC on September 10, 2021. This document outlines the plan for a gradual, safe and measured return of City staff to municipal facilities.

The strategy for returning staff to the workplace has three main areas of consideration to ensure a safe and successful return. They are as follows:

- **Health and Safety:** As we begin to bring more people back into our facilities, our policies and procedures around cleaning, physical distancing, hand hygiene, health screening, personal protective equipment and communication are essential as we remain focused on ensuring we limit the spread of COVID-19 in our workspaces.
- **Information Technology:** Supporting our workforce with the technology they need to be successful at work is essential for success. This includes everything from ensuring equipment that was taken home at the start of the pandemic is returned and reconnected properly, that our network can continue to support our workforce, and that we are able to provide the technology required to maintain open communication between those working in the office and those working from home.
- **Facilities:** Ensuring our facilities are clean and have the appropriate signage and floor markings for staff to be able to maintain physical distancing and feel safe at work is essential. We are also conducting air filtration system preparations where required and will ensure the appropriate equipment and furniture is ready for staff upon their return.

The return of staff will be phased, gradual, safe and measured. The return strategy will be prioritized by building (including by floor, if relevant) as it provides for the coordination of resources to ensure the space is ready, and that support is available for locations with a larger number of staff returning. In prioritizing the locations that will reopen first, the team is looking at a number of considerations including those buildings that offer essential public services, buildings with public counters, buildings with spaces that are booked by the public, facilities that were already open or partially open, and more.

This strategy does not include specific dates for returning staff to the workplace. To determine return dates, SLT will take advice from our local Medical Officer of Health and will review the COVID-19 situation and variants of concern in our community. Return dates will be shared with staff and the public with at least four weeks’ notice.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PED21181: Hamilton@Work: COVID-19 Recovery – Future Work Models and Return to Workplace Strategy