



COVID-19 Reintegration Employer Checklist

Recalling Laid Off Employees

Question	Yes	No
Is all employee contact information accurate?	<input type="checkbox"/>	<input type="checkbox"/>
Have all employment agreements, workplace policies or applicable collective agreements been reviewed for any specific recall procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Have the statutory requirements for recall notices been met? For example, in Alberta a recall notice must be in writing, be served on the employee and state the employee must return to work within 7 days of service.	<input type="checkbox"/>	<input type="checkbox"/>
Are written recall notices prepared?	<input type="checkbox"/>	<input type="checkbox"/>
If so, do the recall notices: <ul style="list-style-type: none">• Confirm the return to work date;• Advise as to any salary or role changes;• Set out the consequences of a failure or unjustified refusal to return to work;• Inform of any screening measures in place;• Attach any new policies;• Reference new health and safety practices to address COVID-19;• Provide a contact person to field questions; and• Advise the employee that they are required to inform the federal government of their recall, and that income they receive upon being recalled may impact their ability to continue to receive CERB or EI?	<input type="checkbox"/>	<input type="checkbox"/>

Ensuring a Safe and Healthy Workplace

Question	Yes	No
Has a review of the public health requirements for business operations in the applicable jurisdiction(s) (<i>i.e.</i> sanitization, physical distancing, hand-washing, etc.) been conducted? Have you reviewed your policy or legislative requirements to determine the involvement of the Joint Health and Safety Committee, if any?	<input type="checkbox"/>	<input type="checkbox"/>
If so, have necessary measures to reduce the risk of transmission of COVID-19 been implemented in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Has the business developed and communicated a COVID-19 risk mitigation policy?	<input type="checkbox"/>	<input type="checkbox"/>

Ensuring a Safe and Healthy Workplace

Has the business considered whether policies and procedures relating to physical distancing, staffing rotations, flexible scheduling, remote working, illness and mental health, hygiene measures, PPE, and screening are necessary?	<input type="checkbox"/>	<input type="checkbox"/>
What training and supervision on new policies exists?	<input type="checkbox"/>	<input type="checkbox"/>
Have strategies and alterations regarding the physical workplace and pinch points such as elevators, secured entrances, elevator banks, locker rooms, lunch rooms and other common areas been considered?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an established protocol regarding reducing or eliminating in-person meetings / informal gatherings?	<input type="checkbox"/>	<input type="checkbox"/>
Has a workplace screening process been deemed necessary, and if so, established and communicated to employees and/or visitors?	<input type="checkbox"/>	<input type="checkbox"/>
Does a policy exist regarding non-essential business or personal travel?	<input type="checkbox"/>	<input type="checkbox"/>
Is there sufficient stock of hygiene and sanitization supplies (gloves, hand sanitizer and sanitizer stations, tissues, covered garbage cans, wipes), and facilities to ensure preventative guidelines can be followed?	<input type="checkbox"/>	<input type="checkbox"/>
Is PPE required in the workplace? If so, have occupational health and safety requirements been met in your jurisdiction? For example, in Alberta all employers must conduct hazard assessments to identify existing and potential hazards related to COVID-19 and where elimination of such hazards is not possible or reasonable, must attempt to control the hazards. Where respiratory PPE is determined to be required, employers must implement a Code of Practice.	<input type="checkbox"/>	<input type="checkbox"/>

Responding to Employee Concerns Regarding COVID-19

Question	Yes	No
Has a process for fielding and responding to employee concerns been developed?	<input type="checkbox"/>	<input type="checkbox"/>
Is the business prepared to address the types of employee concerns that may be raised (<i>i.e.</i> high-risk individuals, public transit concerns, childcare requirements, elder care requirements, discomfort with a physical return to work)?	<input type="checkbox"/>	<input type="checkbox"/>
Are employer communications addressing these concerns developed?	<input type="checkbox"/>	<input type="checkbox"/>
Is the business equipped to respond to a work refusal in your jurisdiction(s) pursuant to applicable occupational health and safety legislation?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a policy and procedure to manage an employee who tests positive for COVID-19 or develops COVID-19 symptoms (<i>i.e.</i> isolation, contact tracing and tracking, notification, sanitation, and communication)?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an awareness within the business of the various statutory leaves and accommodation requirements in the applicable jurisdiction(s)?	<input type="checkbox"/>	<input type="checkbox"/>

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