Back-to-work Checklist

We finally have the go-ahead to return to the office!

Now, let's make sure we have all the following elements in place for a safe and fun return for all!

- ☐ Work from Home Policy
- ☐ Reminder of Good Communication Practices
- ☐ OHS While Working from Home (occupational therapy, mental health, etc.)
- ☐ Computer Equipment Reimbursement Policy
- ☐ Privacy and Information Security Policy (general and/or telecommuting)
- ☐ Performance Evaluation Tools Adapted to the Telework Context
- ☐ 1:1 Discussions of the Benefits and Challenges of Telecommuting with your Employees
- ☐ Return Event (party, activity, etc.)
- ☐ Right-to-Disconnect Policy
- ☐ Team Meeting Process (Hybrid Mode)
- ☐ Management of Rooms and Office Space
- ☐ Office Map - Fixed/Mobile Office Locations
- ☐ Cafeteria and/or Coffee Corner Redesign
- ☐ Organizational Chart Update