



Staff Report

Report Title: Return to the Workplace Task Force

Prepared By: Michelle Goetz

Department: CAO

Date: Sep. 9, 2020

Report Number: CAO-2020-09-32

File Number: 150-Reports

Attachments: Return to the Workplace Plan

Recommendation:

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CAO-2020-09-32, prepared by Michelle Goetz, Community Development Officer/Executive Assistant.

Background:

In June 2020, the Township of Huron-Kinloss created a Return to the Workplace Task Force to create a plan to ensure the transition back to a full complement of staff in all our facilities was safe and manageable. The mission statement that guided the creation of the plan was:

“To develop a fair, transparent and manageable return to the workplace plan for all Township of Huron-Kinloss staff. And further, to ensure a safe and manageable re-opening of facilities to the public amidst the COVID-19 pandemic.”

The Task Force was made up of the following staff:

Jackie Johnson

Leanne Scott

Mary Rose Walden

Mike Fair

Michelle Goetz

Tracey Howe

Discussion:

The Task Force developed a Terms of Reference to begin the process of creating the plan and from there they met weekly to complete the following:

- Hazard identification
- Controls and mitigation analysis
- Creation of policies and procedures
- Ordered and installed safety supplies and equipment
- Discussed a contingency plan

The plan (attached) was completed and presented to staff on September 1st 2020. At this meeting, training was provided on the following new policies and procedures:

- Appointment Bookings Procedures
- Visitors to Site Policy
- Meetings Procedure
- Customer Service Procedure
- Crossing Guard Procedures

It was noted that the plan is a living document and may need amended or updated as the pandemic evolves.

Financial Impacts:

None.

Strategic Alignment / Link:

The information provided in this report is consistent with and in keeping with the Municipality's Vision & Mission. The recommendations contribute to the goals in achieving an accessible community.

Projects in this report assist staff in achieving the following projects in the 2019-2023 Strategic Plan Action Plan:

A6.1 Communication Plan

Respectfully Submitted By:

Michelle Goetz, Community Development Officer/Executive Assistant

Approved By:

Mary Rose Walden, Chief Administrative Officer