New World of Work

June 8, 2020

Presented by Sharon Kolodychuk
of Salopek & Associates
Darn... we came all this way for nothing!
TODAY’S AGENDA ...

Do you understand where you are and where you've been in order to plan for where you are going?

➢ How do we move through ...  DOOR #1

Every stage in life is not good or bad, it’s just different. Once we accept how different it is, we are able to ADAPT and PIVOT in a way that will surprise us. You are capable of so much more, you just have to be uncomfortable to realize it and trust in the process.

➢ QUESTIONS ... Let’s talk ... Strategy - Planning - Implementation
ABOUT SALOPEK & ASSOCIATES …

➢ A team of 20 consultants who work across Canada and support organizations with HR, Board Governance & Strategy
➢ Outsourced HR Department for many organizations
➢ In business since 2006 and have supported over 200 organizations in both the profit and non-profit sector
➢ Consultants have designations within the Human Resources profession
➢ Senior Consultants have over 15 years experience and Specialists have received their Masters, PhDs or other advanced designations
Certified CRSP with the Canadian Registered Safety Professionals
• OH&S Certificate from the University of Alberta
Dedicated H&S professional with over 8 years of experience in OH&S Management, Risk Management, Regulatory Compliance, Process Improvement, OH&S training and Incident Investigation
Known as a true Safety Leader who inspires others to also be Safety Leaders
Extensive knowledge on Disability Management and Return to Work programs
Focus on providing outstanding client care and implementing programs to minimize and eliminate risks, and create sustainability
In an era of uncertainty and physical distancing, we have an extraordinary opportunity to listen, engage with our teams and build the collective resilience of our organizations.

Empathy begins with acknowledging how COVID-19 is changing all of us, in our personal and professional lives.

The IDEA Council
How do we protect our workforce during the COVID-19 pandemic & manage costs?

**SCENARIO A:** We are unable to provide services during the pandemic and as such do not have work for our workers

- Temporarily Layoff Workers
  - Canadian Emergency Relief Benefit (CERB)
  - Employment Insurance (EI)
  - SUB Plan

**SCENARIO B:** Although we are able to provide services, the amount of work we have for our workers during the pandemic has reduced and we are experiencing a reduction in revenue, funding and/or cash-flow issues

- 10% Temporary Wage Subsidy (TWS)
- Canadian Emergency Wage Subsidy (CEWS)
- Create work-units under Worksharing Program

**Deferred Payments:** WCB, GST, Income Tax, Rent Relief (CECRA)

**Access to Loans:** Canadian Emergency Business Account (CEBA)

**Other Considerations:**
- Organizational Sick Leave Policy, Job Protected Leaves
WHAT’S BEHIND DOOR NUMBER...
ANALYZE to STRATEGIZE
Reflecting Back to Look Forward

➢ Analyze learnings
  ▪ Consider ... the Virtual Workplace
    • What DID and DIDN’T work?
    • What is our minimum threshold for viability?
    • What do we want to START, STOP and CONTINUE doing or CHANGE?
  ▪ Consider ... delivery of our services
    • Historical
    • Redefined
  ▪ Consider ... increased impact of Occupational Health & Safety

In the new remote world how do colleague interactions and teams function effectively? How do leaders re-envision the meaning of work and adjust expectations accordingly?
WHAT’S BEHIND DOOR NUMBER...
PLAN to ADAPT
Workplaces Will Look Different

➢ Adaptability & Flexibility
  ▪ Policies, procedures and practices
    • Illness vs Injury vs ‘regular’ Sickness
    • Work from Home ... remote work will continue
  ▪ Communicate ... Communicate ... Communicate
    • Maintain the “humanness”
    • Work together with staff to openly discuss what a safe workplace will look like
    • Self-care
  ▪ What aspects of your “world of work” change as you plan a return to the workplace?

Considerations for a successful “return to the workplace” ... inclusive leadership will help organizations weather the storm and cultivate a strong sense of belonging.
WHAT’S BEHIND DOOR NUMBER...
IMPLEMENT to SUCCEED

Try - Test - Tweak

➢ How do we implement our plan and over what timeframe?
  ▪ Align your organization with the plan
    • “Working on it”
➢ Check-in ... regularly and frequently
  ▪ Ensure you are following the OHS guidelines and actively providing ongoing updates
  ▪ Constantly review and adjust response for workplace hazards in view of COVID-19

Stay calm, be flexible and work to develop an operating plan that can survive another potential outbreak and that will carry you forward. Leaders have the chance to be advocates of change by directly assessing the concerns of their workforce, and then using this information to cultivate a strong sense of belonging.
TOOLS and TIME BUNDLE ...

➢ Planning through COVID-19 and Beyond Template
  • Proper planning involves a process – this tool will establish a framework for your planning process

➢ Stop – Start – Continue – Change Worksheets
  • Based on the outcome of this exercise, your Planning Committee will be in a better position to develop a Roadmap and Action Plans

➢ OH&S Checklist – Returning to the Workplace during and post COVID-19
  • Safe work practices requires assessing the risks then implementing the hierarchy of controls

➢ COVID-19 Health Screening Assessment & Consent Form

➢ 1 hour of consulting time to fully customize and/or discuss using the tools

$185 (+ GST) for the bundle and consulting time
Planning through COVID-19 and Beyond

Planning and Adapting are CRITICAL before, during and after a Pandemic

Continually assessing the IMPACT on your organization and your people will help you make changes that are important to remaining open and viable as a business. Proper planning involves a Process and this tool will establish a Framework for your planning process. The template is meant as a working document that can be customized for the specific circumstances of your organization and regularly updated to help your organization stay on track amidst the everyday changing phases of a pandemic.

<table>
<thead>
<tr>
<th>Step 1: DEVELOP A PLANNING COMMITTEE</th>
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<tbody>
<tr>
<td>Create a Committee - Engage managers and employees in aspects of planning. Bring in Subject Matter Experts (Financial, Legal, Human Resources, OH&amp;S, Information Technology, as examples) when required to assess impact on:</td>
</tr>
<tr>
<td>- Service offering and how the pandemic is impacting the business</td>
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<tr>
<td>- Processes that will need to be changed or adapted to continue to remain operational</td>
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<tr>
<th>Comments/Status</th>
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<tbody>
<tr>
<td>Create a Committee:</td>
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<td><img src="image-url" alt="Committee Creation" /></td>
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**S-S-C-C WORKSHEET**

Using the **START – STOP – CONTINUE – CHANGE** worksheet, record the **TOP 3 to 5 ideas** in each of the following four areas:

<table>
<thead>
<tr>
<th>STRATEGIZE to ANALYZE</th>
<th>PLAN to ADAPT Action</th>
<th>IMPLEMENT to SUCCEED What and Why</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What should we START doing?</strong></td>
<td>➢ <strong>What should we have in place to <strong>improve</strong> our organization?</strong></td>
<td>• Things that are not being done but should be done</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Things to begin doing to get better results</td>
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<td></td>
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<td>• Things to try to achieve better results and improve processes</td>
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<td>• Things that have a positive impact on the way the team operates</td>
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OH&S Checklist - Returning to the Workplace during and post COVID-19

The implementation of safe work practices to limit exposure to COVID-19 at work requires first assessing the risks, and then implementing the hierarchy of controls:

- **Elimination and Substitution** – the preferred way to abate hazards
- **Engineering controls** – physical barriers: sneeze shields, add-on barriers to cubicles, etc.
- **Administrative controls** – physical distancing, hand hygiene, work from home, staggered shifts, etc.
- **Personal Protective Equipment (PPE)** – masks, gloves, face shields, etc.

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Most effective

Elimination
Substitution
Engineering controls
Administrative controls
PPE

Least effective

Remove the hazard
Replace the hazard
Isolate the hazard
Change the way people work
Personal protective equipment
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"Hierarchy of Controls": U.S. National Institute of Occupational Safety and Health

This means putting in place control measures to first eliminate the risk and if this is not possible, minimize worker exposure. Start first with collective measures and, if necessary, supplement them with individual measures such as PPE.
COVID-19 Health Screening Assessment & Consent Form

First and Last Name

Have you or anyone in your household, traveled in the last 14 days?

☐ Yes
☐ No

Have you, or anyone in your household, been tested for COVID-19 and are awaiting the results?

☐ Yes
☐ No

Have you or any of your recent acquaintances tested positive for COVID-19 or any other diseases in the last 14 days?
“It is not the strongest of the species that survive, nor the most intelligent, but rather the one most adaptable to change.”

- Charles Darwin
1809 - 1882
Reach Out …

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