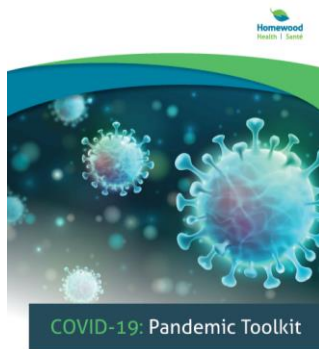


# COVID-19 Wellness Resources

## MANAGER'S CHECKLIST | SUPPORT STAFF RETURNING TO WORK

**Thank you for your leadership.** Staff returning to work after isolation and recovering from COVID-19 may need some additional support. Below is an introduction to a new COVID-19 Pandemic Toolkit for managers by Homewood Health and a manager's checklist to support you, support your returning staff. A [Returning to Work Package](#) of wellness resources was created to support staff returning to work after COVID-19-related isolation. Please e-mail [workplacewellness@cw.bc.ca](mailto:workplacewellness@cw.bc.ca) if you have any questions or would like more information.



Homewood Health recently released a COVID-19 Pandemic Toolkit for [managers](#) (and a separate one for [employees](#)). The toolkit includes e-courses, information and articles on topics like crisis management, facilitating resilience, creating a healthy workplace and managing workplace change.

## MANAGER'S CHECKLIST

- Check-in** with staff *before* they return to work (see p. 2)
- Communicate** any major changes in the workplace
- Ask** how you can support them with things like communicating their experience to others or stigma
- Schedule** regular check-ins during the first couple weeks
- Maintain** your own health, safety and wellbeing
- Know** where staff can get more support and resources, such as [Workplace Wellness – Coping during COVID-19](#)
- Provide** consistent and up-to-date information
- Get backup.** Request a 'Coping with COVID-19 Team Session' by emailing [workplacewellness@cw.bc.ca](mailto:workplacewellness@cw.bc.ca)

## MANAGER'S CHECKLIST | SUPPORT STAFF RETURNING TO WORK

### Manager and Staff Initial Check-in Conversation

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The intent of this conversation is to help prepare staff to return to work after self-isolation. It is meant to be a supportive conversation. Below are guiding principles and suggestions to have this conversation in a safe way and to help reduce any stress associated with return to work.

#### **Practical considerations**

- Schedule this conversation with your staff in advance.
- Let them know that the agenda is to discuss their successful transition back to work.

#### **Guiding Principle #1: *Understanding what concerns (practical and emotional) the individual might be experiencing in anticipation of returning to work.***

- I want to help make your transition back to work as smooth as possible.
- I am wondering about what kind of concerns you have as you have been thinking about returning to work?
- Are there any practical or specific things that I can do to make this easier?
- Is there any information you would like me to share with the team (other staff members)?
- Are there any changes in how you will get to work?
- Are there any changes in your current situation at home that could make it difficult to return to work? (e.g. child care, spouse not at home, sick family members)
- Do you have any safety concerns (e.g. risk of infection, social distancing) about returning to work?

#### **Guiding Principle #2: *Preparing staff by sharing information about any updates/changes in the work environment.***

- Do you have any questions about what you are expected to do when you return?
- Share with staff of any changes to the physical work environment
- Share with staff of any new safety practices related to PPE, physical distancing, etc.
- Share with staff any changes in duties, work assignments, work flow or processes
- Share with staff the available workplace wellness resources (put link in for the return to work package)

#### **Guiding Principle #3: *Understanding what support staff may need when they return to work***

- I am really happy that you are returning to work and I also appreciate that it may take some time to adjust.
- How would you like me to check-in with you when you come back to work (e.g. how often and the best way to do this – by phone, in person).
- If you are experiencing any difficulties that we haven't thought about, I would like to hear about them as soon as possible so we can find solutions. What would be the best way for you to let me know?