



# New World of Work

**June 8, 2020**

Presented by Sharon Kolodychuk  
of Salopek & Associates

DARN... We came  
all this way  
for NOTHING!



NSA

# 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** → **DOOR #2** → **DOOR #3**

*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



# CRYSTAL MACKEY ...

- Certified NCSO with the ACSA
  - OH&S Certificate from the University of Calgary and Diploma from the University of New Brunswick in OH&S
- Experience creating Emergency Response Plans (ERPs), site-specific safety plans, and Safety Management Programs policies & procedures
- 14 years running safety meetings, and conducting incident investigations and risk management
- Extensive knowledge on disability management and return to work programs
- Additional training includes:
  - Emergency Medical Responder program
  - Health Fundamentals Certificate
  - Radiation Safety Officer



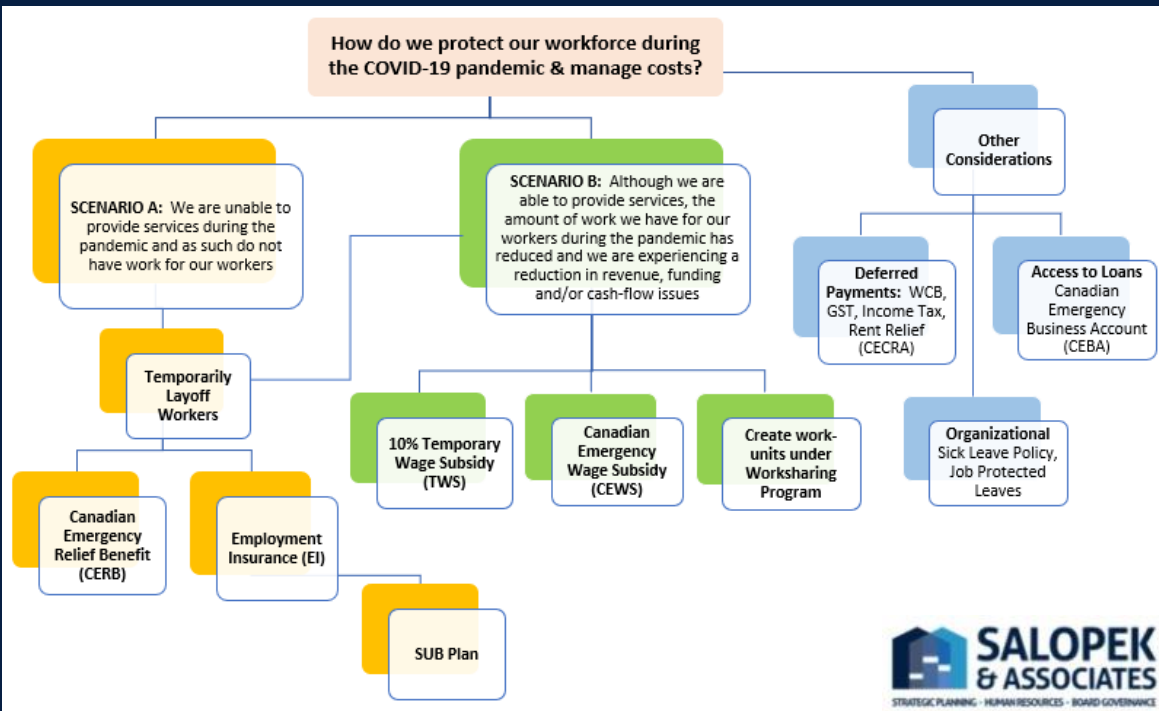
# FOOD FOR THOUGHT ...

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*





# WHAT'S BEHIND DOOR NUMBER...





# ANALYZE to STRATEGIZE

## Reflecting Back to Look Forward

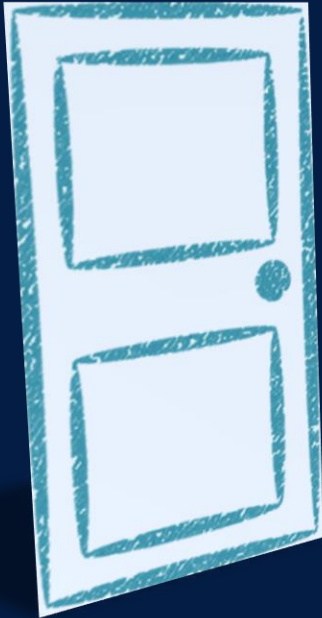
- Analyze learnings
  - Consider ... the Virtual Workplace
    - What DID and DIDN'T work?
    - What is our minimum threshold for viability?
    - What do we want to START, STOP and CONTINUE doing or CHANGE?
  - Consider ... delivery of our services
    - Historical
    - Redefined
  - Consider ...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

*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...

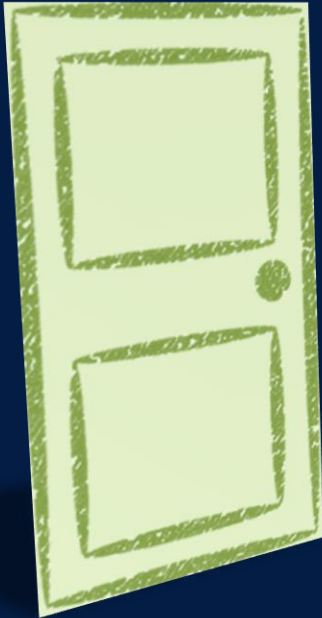


# IMPLEMENT to SUCCEED

## 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.

#### Step 1: DEVELOP A PLANNING COMMITTEE

**Create a Committee - Engage managers and employees in aspects of planning. Bring in Subject Matter Experts (Financial, Legal, Human Resources, OH&S, Information Technology, as examples) when required to assess impact on:**

- Service offering and how the pandemic is impacting the business
- Processes that will need to be changed or adapted to continue to remain operational


#### Comments/Status

Create a Committee:



## 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:

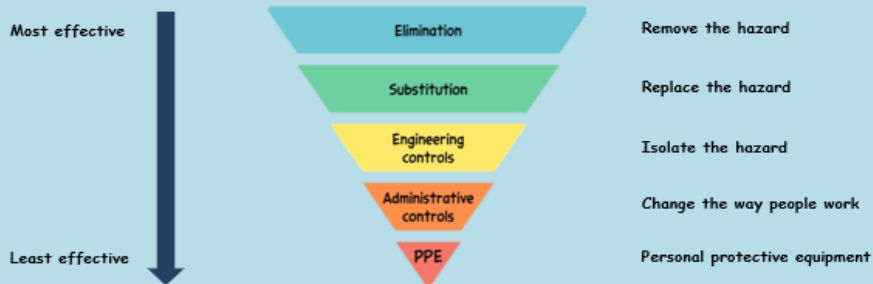
STRATEGIZE to ANALYZE	PLAN to ADAPT Action	IMPLEMENT to SUCCEED What and Why
What should we <b>START</b> doing?	➤ What should we have in place to <b>improve</b> our organization?	<ul style="list-style-type: none"> <li>• Things that are not being done but should be done</li> <li>• Things to begin doing to get better results</li> <li>• Things to try to achieve better results and improve processes</li> <li>• Things that have a positive impact on the way the team operates</li> </ul>
1. 		



### 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.



*"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.

INSERT LOGO HERE

## COVID-19 Health Screening Assessment & Consent Form

**First and Last Name**

Click or tap here to enter text.

**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

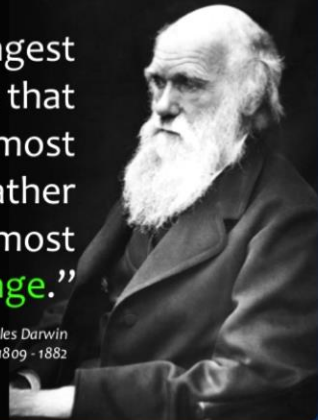
**Have you or any of your recent acquaintances tested positive for COVID-19 or any other diseases in the last 14 days?**

# QUESTIONS

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“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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