

2021 -  
2022

# Five Good Ideas®<sup>®</sup>

## about creating a successful hybrid workplace



**P.A. Neena Gupta**  
**Partner, Gowling WLG (Canada) LLP**

Tuesday, September 28, 2021 - 1:00 to 1:45 p.m.

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COVID-19 forced employers and employees to adapt to a virtual workplace. More than one and a half years into the pandemic, many employees don't want to go back to the old ways of working, and employers are looking to find ways to create a hybrid workplace where their staff can work in the office as well as from home. Neena Gupta, partner, Gowling WLG, will present five good ideas about some of the legal, compliance, and HR issues you need to consider to make your hybrid workplace a true success.



**P.A. Neena Gupta** is a partner at Gowling WLG (Canada) LLP where she has a broad employment and human rights practice. She is also co-chair of the firm's Diversity and Inclusion Council. She has been repeatedly recognized by Lexpert® and Best Lawyers® for her excellence in employment and human right law. She was awarded one of the 2017 Zenith Awards recognizing Women in the Legal Profession and the Queen Elizabeth II's Golden Jubilee Awards for her service to the legal profession. She has taught at the Faculties of Law at both Queen's University, Kingston and the University of Toronto.

Neena serves on the board of BioTalent Canada, an industry not-for-profit addressing the skills and labour shortages in the bioscience industries in Canada, the Literary Review of Canada and the United Way of Waterloo Region. She has also served on the boards of several corporations – both publicly-traded and private. She is a popular and informative speaker on a variety of topics and is a published author on matters relating to employment contracts, wrongful dismissals, human rights, and investigating harassment.

Neena is the mother to a wonderful son and is the “grandmother” to a 500-kilo horse, whom she considers her “fur grandchild.” She’s an expert at shovelling manure and calming nervous animals – skills that are directly transferable to her day job.

### Five Good Ideas

1. Survey your people
2. Review your physical workspace
3. Review your employee's remote workspace
4. Decide on your vaccination policy
5. Draft your remote workplace policy

### Bonus ideas

6. Re-SURVEY the workplace
7. Invest in mental health
8. Reconsider pay

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# Five Good Ideas®

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### Resources

#### Examples of surveys

- WorkTango, <https://worktango.com/covid-19-remote-work-free-survey-templates-offer/>
- SurveyMonkey, <https://www.surveymonkey.com/mp/coronavirus-return-to-work-survey-template/>
- SnapSurveys, <https://www.sapsurveys.com/blog/15-questions-returning-work-survey-covid-19/>

Sue Bingham, "To Make Hybrid Work, Solicit Employees' Input," *Harvard Business Review* (July 29, 2021), <https://hbr.org/2021/07/to-make-hybrid-work-solicit-employees-input>

Public Health Ontario, "Heating, Ventilation and Air Conditioning (HVAC) Systems in Buildings and COVID-19," <https://www.publichealthontario.ca/-/media/documents/ncov/ipac/2020/09/covid-19-hvac-systems-in-buildings.pdf?la=en>

Canadian Centre for Occupational Health & Safety, "Telework / Remote Work / Working From Home," (fact sheet), <https://www.ccohs.ca/oshanswers/hsprograms/telework.html>

City of Toronto news release, "Toronto Medical Officer of Health strongly recommending Toronto employers institute COVID-19 vaccination policy and support workplace vaccination," <https://www.toronto.ca/news/toronto-medical-officer-of-health-strongly-recommending-toronto-employers-institute-covid-19-vaccination-policy-and-support-workplace-vaccination/>

KPMG, "Work from home... work from office... or both? - A Hybrid Workplace guide to successfully build and manage a flexible future of work," [https://home.kpmg/ca/en/home/insights/2021/07/work-from-home-work-from-office-or-both.html?cid=ggl-cpc\\_ggl\\_ca\\_2021\\_hybrid-workforce](https://home.kpmg/ca/en/home/insights/2021/07/work-from-home-work-from-office-or-both.html?cid=ggl-cpc_ggl_ca_2021_hybrid-workforce)

Communitech, "Get back to work[space]!" <https://www.communitech.ca/start-and-grow/your-company/hybridwork/>

Government of Ontario resource: <https://www.dropbox.com/s/vjaw6ajmdj8y8ku/Vaccine%20Education%20Video.mp4?dl=0>

Government of Canada resources: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/awareness-resources.html?vaccination#covid-awareness-table>

#### Gowling WLG

- COVID-19 Insights, <https://gowlingwlg.com/en/topics/covid-19-how-will-coronavirus-impact-your-business/canadian-resources/>
- Insights: Mandatory Vaccinations, <https://gowlingwlg.com/en/insights-resources/articles/2020/workplaces-vaccination-policies-to-mandate-or-not/>





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