

SAFER: Safe Actions for Employee Return



Days: 0.5

Prerequisites: None.

Audience: This class is beneficial to everyone.

Description: The core objective of SAFER is establishing sustainable safe operations for employers and workers as they navigate what the world of work looks like as a result of the COVID-19 pandemic.

Course Objectives: This half-day workshop teaches participants to:

- Identify and implement best practices for promoting a safe physical environment for workers.
- Develop procedures for monitoring and promoting the medical health of the workforce, ensuring appropriate physical distancing, and encouraging overall good hygiene and infection control practices.
- Implement practices that address the anxieties and uncertainties that employees may face while returning to the workplace.
- Create and deliver effective, timely and frequent communication necessary to create the shared sense of safety and security among a workforce and ease the process of returning to work.
- Implement protocols that can be adjusted based on external needs and shifts in policy, medical guidance and overall levels of community risk.
- How to create an action plan for a systematic approach to reopening the office.

OUTLINE:

LESSON 1: COURSE OVERVIEW

- You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

LESSON 2: PREPARING THE PHYSICAL WORKPLACE

- To begin the workshop, we will discuss major considerations every organization should evaluate before issuing a return-to-work order such as preparing the physical space and creating physical distancing protocols.

LESSON 3: MEDICAL HEALTH CONSIDERATIONS

- During this session, we will examine ways to prioritize the physical health of all employees by ensuring appropriate physical distancing and encouraging overall good

hygiene and infection control practices.

LESSON 4: STRESS, EMOTIONAL AND MENTAL HEALTH

- Next, participants will explore how mental health distress and mental health conditions may continue to impact employees' return to work, and their ability to safely focus on the job at hand. Topics include: Resources for Leadership and Supervisors, Human Resources involvement, and Education and Awareness about how to protect themselves from the impact of excess stress.

LESSON 5: POLICIES AND PROCEDURES AND THE MANAGEMENT OF CHANGES

- This session will discuss cross-functional partnership at the leadership level to help ensure the

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workforce is physically and psychologically prepared to return.

LESSON 6: EFFECTIVE COMMUNICATION

- During this session, we will explore how the right communication tactics can exhibit enhanced caring from leadership and help employees practice better awareness of their surroundings for physical distancing and more.

LESSON 7: EXTERNAL CONSIDERATIONS

- Next, participants will consider how organizations can set themselves up

for continued safe operations without needing to create new protocols in response to external influences.

LESSON 8: CREATING THE ACTION PLAN

- Participants will create a template for an action plan that can be used as a site-specific or company-wide action plan for monitoring and adjusting operations in response to health risk mitigation

LESSON 9: WORKSHOP WRAP-UP

- At the end of the course, students will have an opportunity to ask questions and fill out an action plan.