









## Horaire de travail et présence physique au bureau municipal

**AVEZ-VOUS UNE POLITIQUE CLAIRE  
CONCERNANT LE TÉLÉTRAVAIL ET ADAPTÉE  
À LA SITUATION ACTUELLE?**

oui

non

**PRÉVOIR UN HORAIRE DE PRÉSENCE SUR  
LES LIEUX DU TRAVAIL SI LA PRÉSENCE EST  
NÉCESSAIRE. IL FAUT DIMINUER NON SEULEMENT  
LA DENSITÉ DE GENS AU MÊME ENDROIT, MAIS  
ÉGALEMENT LE CROISEMENT DE CEUX-CI.**

- Équipe A et B
- Tenir compte de l'espace disponible et de la disposition des postes de travail
- Éviter les aires communes (salles de repas, salles de conférences)
- Prévoir des temps de pauses en alternance

oui

non

## Que faire avec les employés de plus de 60 ans ou immunodéprimés

Pour diverses raisons, certains employés ne seront pas en mesure de se rendre sur les lieux du travail.

<b>QUI EST EN MESURE DE FAIRE DU TÉLÉTRAVAIL?</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>QUELLES TÂCHES NE PEUVENT ÊTRE EFFECTUÉES EN TÉLÉTRAVAIL?</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>QUELLES TÂCHES DOIVENT ÊTRE REDISTRIBUÉES?</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>QUELLE EST LA STRATÉGIE DE REMPLACEMENT À COURT, MOYEN ET LONG TERME?</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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## Adapter son style de gestion en tant que gestionnaire

<b>ÊTRE UN MODÈLE CONCERNANT LE RESPECT DES RÈGLES DE DISTANCIATION SOCIALE ET AUTRES MESURES PRISES DANS VOTRE ORGANISATION</b>	oui <input type="checkbox"/>	non <input type="checkbox"/>
<b>COMMUNIQUER LES RÈGLES À RESPECTER LA PLUS CLAIREMENT POSSIBLE</b>	oui <input type="checkbox"/>	non <input type="checkbox"/>
<b>DISCUTER EN ÉQUIPE DES MESURES À PRENDRE</b>	oui <input type="checkbox"/>	non <input type="checkbox"/>
<b>ADOPTER UN COMPORTEMENT EXPRIMANT LA CONFIANCE AFIN DE RASSURER LES EMPLOYÉS</b>	oui <input type="checkbox"/>	non <input type="checkbox"/>
<b>CONSERVER UNE SOUPLESSE DANS VOS DIRECTIVES DE RETOUR AU TRAVAIL POUR LES SITUATIONS PARTICULIÈRES</b>	oui <input type="checkbox"/>	non <input type="checkbox"/>
<b>FAIRE PREUVE DE PATIENCE ET DE COMPRÉHENSION ENVERS LES EMPLOYÉS, EN GARDANT À L'ESPRIT QUE TOUS NE RÉAGIRONT PAS DE LA MÊME FAÇON FACE AU RETOUR AU TRAVAIL</b>	oui <input type="checkbox"/>	non <input type="checkbox"/>





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FÉDÉRATION  
QUÉBÉCOISE DES  
MUNICIPALITÉS

# COVID - 19

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