



# COVID-19 WORKPLACE GUIDELINES

AS OF NOV 1, 2020





*This document provides a framework for office-specific planning, taking into account local requirements, to reduce the risk of COVID-19 transmission.*



	<b>ELEMENT</b>	<b>RECOMMENDATIONS</b>
<b>MANAGE WORKPLACE DENSITY</b>	<b>Phased Return to Work</b>	<ol style="list-style-type: none"> <li>1. Consider bringing back employees in waves.</li> <li>2. Identify which roles are not critical for work to be performed at the regular place of business, and evaluate ongoing working from home for these roles.</li> <li>3. Consider special accommodations (i.e. the last wave) for employees who are part of a vulnerable population, etc.</li> </ol>
	<b>Staggered Work Schedules</b>	<ol style="list-style-type: none"> <li>1. To minimize the flow in high traffic areas (lobbies, elevators, hallways, etc.) stagger employees' start of shift, end of shift and break times.</li> </ol>
	<b>Offices</b>	<ol style="list-style-type: none"> <li>1. Limit the use of shared offices.</li> <li>2. Maximize the use of offices over the use of cubicles.</li> </ol>
	<b>Cubicles</b>	<ol style="list-style-type: none"> <li>1. De-cluster dense areas by limiting access to adjacent workstations (i.e. every second workstation available).</li> </ol>
	<b>Meeting Rooms</b>	<ol style="list-style-type: none"> <li>1. Cordon off or remove chairs to maintain 2 m / 6 ft spacing.</li> <li>2. Post max occupancy signage that reflects revised allowance based on 2 m / 6 ft spacing.</li> <li>3. Utilize video conferencing to minimize the number of occupants in a meeting room.</li> </ol>
<b>EMPLOY ACTIVE SCREENING</b>	<b>Questionnaires</b>	<ol style="list-style-type: none"> <li>1. Employ pre-access questionnaires to screen for individuals deemed high risk (symptoms, recent travel, etc.)</li> </ol>





**EMPLOY ACTIVE SCREENING (CONTINUED)**



	<b>ELEMENT</b>	<b>RECOMMENDATIONS</b>
	<b>Temperature Testing</b>	<ol style="list-style-type: none"> <li>1. To accommodate employee testing, consider augmenting daily questionnaire to allow for self-administered temperature tests from the employees' home.</li> <li>2. For low-traffic offices, employ contact free thermometers to test for elevated body temperatures in visitors.</li> <li>3. For high-traffic offices, consider the use of Infrared Fever Screening Systems to administer temperature testing.</li> </ol>
	<b>Contact Tracing</b>	<ol style="list-style-type: none"> <li>1. Upon an employee testing positive for COVID-19, cooperate with public health authorities to help identify any additional employees, or business partners that the employee may have come in contact with.</li> </ol>
<b>ENHANCE CLEANING EFFORTS</b>	<b>Sanitation Stations</b>	<ol style="list-style-type: none"> <li>1. Place sanitation stations in high traffic areas (i.e. elevators, stairwells, etc.)</li> <li>2. Place sanitation stations near doors that must be opened manually.</li> </ol>
	<b>Common Areas</b>	<ol style="list-style-type: none"> <li>1. Focus cleaning efforts to high traffic areas (elevators, stairwells, reception, etc.)</li> </ol>
	<b>Cleaning Schedules</b>	<ol style="list-style-type: none"> <li>1. Post and maintain cleaning schedules.</li> </ol>
	<b>Cleaning Standard</b>	<ol style="list-style-type: none"> <li>1. Follow the recommended cleaning practices put forth by the local health authority.</li> </ol>
<b>PRACTICE GOOD HYGIENE</b>	<b>Handwashing</b>	<ol style="list-style-type: none"> <li>1. Place signage in washrooms encouraging proper handwashing technique.</li> <li>2. Ensure washrooms have adequate handwashing soap, paper towels, garbage cans at doors, etc.</li> </ol>
	<b>Printers / Copiers</b>	<ol style="list-style-type: none"> <li>1. Provide disinfectant wipes near common use technologies (multiformat printers, copiers, etc.)</li> </ol>





	<b>ELEMENT</b>	<b>RECOMMENDATIONS</b>
<b>PRACTICE GOOD HYGIENE (CONTINUED)</b>	<b>Face Coverings</b>	<ol style="list-style-type: none"> <li>Utilize face coverings/masks while in transit in common area. Wearing of face coverings in meeting rooms where six feet of physical distancing is possible is not mandatory but recommended.</li> </ol>
	<b>Mailroom</b>	<ol style="list-style-type: none"> <li>Reinforce hand washing or use hand sanitizer after accepting deliveries or collecting mail.</li> <li>Sanitize any hard surfaced (metal, plastic, glass, etc.) deliveries with jurisdiction-approved cleanser / disinfectant.</li> </ol>
	<b>Reception</b>	<ol style="list-style-type: none"> <li>Install protective guard (i.e. plexiglass) at point of contact.</li> <li>Implement a contactless drop-off procedure for incoming deliveries.</li> </ol>
<b>CONTROL THE FLOW</b>	<b>Stairwells</b>	<ol style="list-style-type: none"> <li>Limit traffic to one-way flow (i.e. designate one stairwell for going up and one for going down).</li> </ol>
	<b>Elevators</b>	<ol style="list-style-type: none"> <li>Reduce the capacity in elevators to maintain social distancing.</li> <li>Clearly mark revised capacity of elevator.</li> <li>Employ hand sanitizing dispensers in the elevators.</li> </ol>
	<b>Hallways</b>	<ol style="list-style-type: none"> <li>Designate one-way flow in hallways.</li> </ol>
	<b>Lunchrooms / Coffee Stations</b>	<ol style="list-style-type: none"> <li>Space tables and/or cordon off seats to maintain social distancing within lunchrooms.</li> <li>Encourage employees to eat at their workstations.</li> <li>Provide disinfectant wipes near microwaves, coffee machines, vending machines, etc.</li> </ol>
	<b>Markers</b>	<ol style="list-style-type: none"> <li>Provide visible social distancing markers in common areas where individuals tend to queue (reception, washrooms, printers, etc.)</li> </ol>



	ELEMENT	RECOMMENDATIONS
<b>CONTROL THE FLOW</b> (CONTINUED)	<b>Security</b>	<ol style="list-style-type: none"> <li>1. Funnel all building access to single secured / attended access point to facilitate active screening.</li> <li>2. Require visitors to participate in Active Screening.</li> </ol>
	<b>Washrooms</b>	<ol style="list-style-type: none"> <li>1. Allow one user at a time; consider providing a sign or flag of some sort to indicate when the bathroom is occupied.</li> </ol>
	<b>Visitors</b>	<ol style="list-style-type: none"> <li>1. Limit visitors to critical meetings only.</li> <li>2. Require visitors to complete a pre-access questionnaire.</li> <li>3. Supply visitors with a face covering and require them to wear it in common areas.</li> </ol>
<b>OVER COMMUNICATE</b>	<b>Orientation</b>	<ol style="list-style-type: none"> <li>1. Host online orientation for returning employees that outlines the new protocols in place.</li> </ol>
	<b>Signage</b>	<ol style="list-style-type: none"> <li>1. Post signage in common areas to reinforce safety protocols (social distancing, handwashing, face coverings).</li> </ol>



CONSTRUCTION

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