

COVID-19 WORKPLACE GUIDELINES



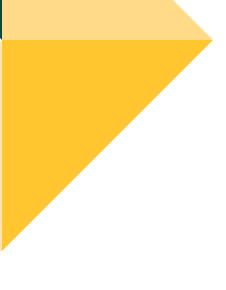


ELEMENT

RECOMMENDATIONS

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

		RECOMMENDATIONS
MANAGE WORKPLACE DENSITY	Phased Return to Work	1.Consider bringing back employees in waves. 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. 3. Consider special accommodations (i.e. the last wave) for employees who are part of a vulnerable population, etc.
	Staggered Work Schedules	To minimize the flow in high traffic areas (lobbies, elevators, hallways, etc.) stagger employees' start of shift, end of shift and break times.
	Offices	Limit the use of shared offices. Maximize the use of offices over the use of cubicles.
	Cubicles	De-cluster dense areas by limiting access to adjacent workstations (i.e. every second workstation available).
	Meeting Rooms	1. Cordon off or remove chairs to maintain 2 m / 6 ft spacing. 2. Post max occupancy signage that reflects revised allowance based on 2 m / 6 ft spacing. 3. Utilize video conferencing to minimize the number of occupants in a meeting room.
EMPLOY ACTIVE SCREENING	Questionnaires	Employ pre-access questionnaires to screen for individuals deemed high risk (symptoms, recent travel, etc.)













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EMPLOY ACTIVE SCREENING (CONTINUED)	Temperature Testing	1. To accommodate employee testing, consider augmenting daily questionnaire to allow for self-administered temperature tests from the employees' home. 2. For low-traffic offices, employ contact free thermometers to test for elevated body temperatures in visitors. 3. For high-traffic offices, consider the use of Infrared Fever Screening Systems to administer temperature testing.
	Contact Tracing	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.
ENHANCE CLEANING EFFORTS	Sanitation Stations	Place sanitation stations in high traffic areas (i.e. elevators, stairwells, etc.) Place sanitation stations near doors that must be opened manually.
	Common Areas	Focus cleaning efforts to high traffic areas (elevators, stairwells, reception, etc.)
	Cleaning Schedules	1. Post and maintain cleaning schedules.
	Cleaning Standard	Follow the recommended cleaning practices put forth by the local health authority.
PRACTICE GOOD HYGIENE	Handwashing	1. Place signage in washrooms encouraging proper handwashing technique. 2. Ensure washrooms have adequate handwashing soap, paper towels, garbage cans at doors, etc.
	Printers / Copiers	Provide disinfectant wipes near common use technologies (multiformat printers, copiers, etc.)







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PRACTICE GOOD HYGIENE (CONTINUED)	Face Coverings	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.
	Mailroom	1. Reinforce hand washing or use hand sanitizer after accepting deliveries or collecting mail. 2. Sanitize any hard surfaced (metal, plastic, glass, etc.) deliveries with jurisdiction-approved cleanser / disinfectant.
	Reception	1. Install protective guard (i.e. plexiglass) at point of contact. 2. Implement a contactless drop-off procedure for incoming deliveries.
CONTROL THE FLOW	Stairwells	Limit traffic to one-way flow (i.e. designate one stairwell for going up and one for going down).
	Elevators	1. Reduce the capacity in elevators to maintain social distancing. 2. Clearly mark revised capacity of elevator. 3. Employ hand sanitizing dispensers in the elevators.
	Hallways	1. Designate one-way flow in hallways.
	Lunchrooms / Coffee Stations	1. Space tables and/or cordon off seats to maintain social distancing within lunchrooms. 2. Encourage employees to eat at their workstations. 3. Provide disinfectant wipes near microwaves, coffee machines, vending machines, etc.
	Markers	Provide visible social distancing markers in common areas where individuals tend to queue (reception, washrooms, printers, etc.)









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CONTROL THE FLOW (CONTINUED)	Security	1. Funnel all building access to single secured / attended access point to facilitate active screening. 2. Require visitors to participate in Active Screening.
	Washrooms	Allow one user at a time; consider providing a sign or flag of some sort to indicate when the bathroom is occupied.
	Visitors	1. Limit visitors to critical meetings only. 2. Require visitors to complete a preaccess questionnaire. 3. Supply visitors with a face covering and require them to wear it in common areas.
OVER COMMUNICATE	Orientation	Host online orientation for returning employees that outlines the new protocols in place.
	Signage	Post signage in common areas to reinforce safety protocols (social distancing, handwashing, face coverings).



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