



COVID-19 OFFICE SAFETY PLAN

WORKPLACE OPERATIONS

Where possible, employees will:

- Be given the option to work remotely to reduce risk of exposure (subject to operational requirements)
- Avoid meetings or gatherings where physical distance cannot be maintained.
- Wear a mask in hallways and general areas
- Hold meetings by teleconference or video conference, or email instead of in person.

Team members will wash or sanitize their hands as follows:

- upon arrival to the office
- Before and after breaks, including washroom breaks,
- after handling materials delivered to the office, such as mail,
- before and after handling common equipment or supplies, or
- before and after touching any surfaces in the boardroom or kitchen.

Employees will, where possible, not share items such as staplers, pens, pencils etc. When necessary to do so, items must be sanitized before being used by another person.

Deliveries will be arranged to be dropped off at front door or picked up at courier depot.

WORKSTATIONS

- If office attendance is required, we will position workers in a location that allows them to put more distance between themselves and their co-workers or customers.
- We will arrange workstations at least 2 meters apart and away from communal pathways.
- Install plexiglass shield at the reception desk
- Sanitizer will be available at each workstation and office.

COMMUNAL SPACES

We will:

- Limit the number of employees allowed in the lunchroom to a maximum of 3 persons at one time - 2 people at opposite ends of the large table and 1 at the round table – maintaining social distancing at all times.
- If unable to maintain social distancing, use of mask is suggested.
- Wash hands before using kitchen or kitchen appliances.
- Discontinue the use of communal dishes and use of the dishwasher.
- Require employees to bring their own dishes and utensils.

- Encourage workers to eat outside or at their desk.
- Refrain from providing and consuming communal foods and beverages, including using the coffee machine.
- When using kitchen appliances, ensure that employee sprays and wipes down after each and every use.
- Allow communal doors to remain open throughout the workday to reduce contact with door handles. The door beside Board Room 3 leading to table officer offices needs to remain closed for security reasons.
- Offices on the south side of the building will use the interior washroom. Offices on the north side of the building will use the washrooms in the hallway. Guests will use the hallway washrooms.
- Limit the amount of people at the copier to 1 person at a time.
- Require the copier to be wiped down after each use (signage to be posted)
- Limit the number of people allowed into Board Room 2 to a maximum of 6 people.
- Limit the number of people using the elevators to 2 at a time.
- The front (west) staircase shall be considered the “up” staircase and the back (east) staircase the “down” staircase (with signage)

OUTSIDE VISITORS & CONTACT TRACING

- Hand sanitizer will be available at all entrances with signage encouraging use
- Limit the amount of in person meetings with members and, where possible, hold meetings by teleconference, video conference, or email instead.
- Table Officers will give members a contact number to call upon arrival and will meet the member at the door and direct them to meeting space.
- Table Officers will indicate on their calendars when they are present in the office to facilitate contact tracing.
- Table Officers will record the names and phone numbers of any and all members they meet with in office, and record them in their personal calendar for the purpose of contact tracing.

CLEANING AND HYGIENE

- All common surfaces, including counters, tables, door handles, light switches, fridge handle, faucet, microwave, photocopier, kitchen handles, garbage/organic lids, and coffee/tea machine will be disinfected at the end of each business day using disinfectant spray and paper towels.
- The boardroom tables, door handle, and any chairs used by occupants will be wiped down with sanitizing wipes or disinfectant spray after boardroom use. Who will do this cleaning will be discussed.
- A bin of materials will be placed in each common room of pens, staplers, etc. These are to be switched out with a clean bin after each use.
- The office will be professionally cleaned DAILY, including sanitization of all common areas and surfaces.

FACILITIES

- Sanitizer to be available at all entrances, including washrooms
- Masks to be available at reception

SIGNAGE

- Signage will be posted at all entrances prohibiting access to anyone with symptoms of COVID-19.
- Distancing markers will be put in place in the reception area
- Signage will be posted at reception to encourage use of hand sanitizer after entry.
- Signage will be posted in the kitchen with instructions for effective handwashing and reminding team members wipe down their area and wash their hands after use.
- Post notice of maximum 2 persons at a time in elevator
- Distancing markers to be placed in front of elevator
- Signs indicating that the front (west) staircase to be used to ascend and the back (east) staircase to be used to descend.
- Signage at front give walk in members the option to call for entry.

If new areas of concern are identified, this plan will be updated. Team members are encouraged to bring forward any concerns or suggestions as they arise to Matt Westphal or Carolyn Saxby.