



COVID-19 Safety Plan

Assessed risks at our workplace

- Office visitors
- Staff near each other:
 - Desks already far apart
 - Walk through boardroom to avoid worker pods
- High-touch surfaces:
 - Sink (cleaning protocol)
 - Photocopier (added sanitizer)
 - Light switches (cleaning protocol)
 - Door handles (cleaning protocol)

Implemented measures to reduce the risk

Physical:

- Installed 2 Plexiglas barriers to protect staff with cleaning protocols.
- Added a table to block physical access to staff area.
- Reconfigured the furniture to allow for physical distancing and safe flow through the office.
- Took out most chairs. Have max of 4 chairs at most in boardroom.

Environmental:

- Removed public coffee/tea station.
- Reduced children's play area to a few, easily-sanitized pieces that we will spray down if used.
- Removed table-top puzzle.

Procedural:

- Staff wash/sanitize hands upon entering office.
- Added hand sanitizer & signage requesting use for guests at the front door.

Cleaning:

- Enhanced building cleaning in the contract.
- Talked to building manager building manager re: enhanced office cleaning.
- Advised cleaners:
 - to avoid the staff pods (cross-contamination).
 - to sanitize empty horizontal surfaces.

Office meetings:

- Office big enough to have meetings safely in the office boardroom.
- Offer virtual meetings, phone in a pinch.
- Can only bring one additional person.
- By appointment encouraged.

Office Visitors:

- Open to the public by appointment only, Mon, Wed & Fri, 9:30-4:30pm.
- Max 6 visitors at a time, in no more than 3 groups/families/social bubbles (e.g. 3 groups of 2).
- Max 4 people in the boardroom at a time, with masks.
- Please do not approach until staff benches are clear.
- Please stand on the boxes indicated on the floor for social distancing.