

COVID-19 Return to Office Plan

1630 Park Street, Regina

The purpose of this plan is to serve as a reference guide for the transition back to the workplace at the 1630 Park Street in Regina. As restrictions related to COVID-19 are lifted by the Government of Saskatchewan as part of the Re-Open Saskatchewan Plan, those who have been working from home will be required to return to the workplace.

This plan is intended to help everyone at 1630 Park Street with the transition back to work by defining processes and protocols that will be used to help ensure your safety and the safety of others.

Note: This plan is not intended to be an all-inclusive COVID-19 resource document. Much more information on COVID-19 can be found on the [MHI Safety website](#) and on [TaskRoom](#). You are encouraged to regularly visit these sites for the most up-to-date information.

Before you Return

- You must self-assess for COVID-19 symptoms using the Government of Saskatchewan's [self-assessment tool](#) and follow the subsequent directions.
- If you are ill or experiencing COVID-like or cold/flu symptoms (cough, fever, runny nose, sore throat, weakness or headache), you should consider not returning to work. If your symptoms are severe, seek medical attention or call HealthLine 811.
- Follow Public Health advice related to self-monitoring and self-isolation if you have travelled or have been exposed to someone with the virus.
- Complete the mandatory course [Return to the Workplace Awareness \(COVID-19\)](#) on Learn (Course ID: HI.EL.00124-1).

2. Entering the Building

- You can enter the building through any of the access points there is no restrictions
- Once you enter the building you are required to fill out the sign in/out log page that is posted outside your office or beside your workstation. These sheets will be used for COVID-19 contact tracing if required.
- Use the hand sanitizer provided in the lobby or inside each door.
- Take note of the COVID-19 information posted throughout the building.
- You are encouraged to proceed directly to your work area and refrain from gathering or spending too much time stopping in on others.

3. Preventative Measures for Employees

- Pay attention to your personal hygiene practices. Simple measures can help protect the health of your family and others around you.

- Keep hands away from your face.
- Wash hands frequently with soap and water. Scrub for at least 20 seconds.
- Cough or sneeze into your elbow or into a tissue.
- Use hand sanitizer.
- Stay home if you are feeling sick.
- Practice physical distancing in the workplace.
 - Remain 2 m apart from one another.
 - Avoid forming large groups of people.
 - Avoid handshakes and any other physical contact with others.
 - Avoid unnecessary travel.
- Support mental health by recognizing that as we return to the workplace, some of us may have heightened anxiety and may need extra personal support.
- Social distancing stickers have been placed throughout both floors.
- Sanitization stations are located throughout the building.
- Concerns with the building or requests for COVID-19 related supplies can be brought to the attention of the Administration team who will work with the building manager, suppliers or service providers.
- Additional COVID-19 and return to the workplace resources are available on [TaskRoom](#).

4. Workplace Considerations

- Maintain physical distancing of 2 m.
- You will adopt a clean desk policy and limit items in your work space.
- You are responsible to ensure your workstation is clean by disinfecting:
 - surfaces in your office or work space,
 - items such as keyboards, computer accessories, phones, etc.,
 - door handles, door frames, cubicle frames and other high-contact areas, and personal items.
- Sharing phones, desks, offices, tools, supplies, and equipment is discouraged.
- Consider leaving office doors open so door handles do not need to be used.
- Be respectful of others:
 - Stay in dedicated work areas as much as possible and limit unnecessary movement and gathering in halls and common areas
 - Maintain 2 m physical distancing during conversations.
 - Avoid going into other people's work space unless physical distancing can be maintained.
 - Avoid making contact with articles in others' work spaces. Sanitize anything that was contacted.

Cleaning and Disinfecting

- The COVID-19 virus can survive up to several days on surfaces. Frequent cleaning and

disinfection is necessary.

- Refer to the [Cleaning and Disinfecting for Equipment SOP](#) on how to properly use disinfectants.
- Employees are responsible for keeping their own area sanitized.
- Disposable gloves, cleaning supplies and hand sanitizer is available for cleaning your work station.

6. Shared Spaces

General

- Commonly used items or surfaces shall be wiped down before and after use.
- Wipes and hand sanitizer are available throughout the office.
- Observe maximum occupancy signs.
- Social distancing notifications have been posted throughout the building.
- Corridors where 2 m distancing is not possible are marked so users are expected to yield to oncoming traffic in the corridor.
 - Physical distancing is a public health advisory and a 2 m separation should be maintained where reasonably possible. Current public health information indicates that asymptomatic contact for under 15 minutes, within 2 m, poses a very low risk to the population. Refer to the [HCW Exposure Risk Matrix Assessment Tool](#).
- Review MHI's SOP [Use of Common Areas During COVID-19](#).

Washrooms

- Be considerate of other users and practice physical distancing while in the washroom.
- Wash hands thoroughly and vigorously with soap and water.
- Use paper towel to open exit door handles and dispose of towel in garbage can.
- Review MHI's SOP [Use of Washrooms During COVID-19](#).

lunchroom

- Disinfectant wipes and gloves are provided in the lunchroom.
- Use wipes to clean surfaces that you have touched, including fridge handles, coffee pot etc.
- Shared cloth towels are no longer available, use paper towel.
- Wash and dry your own dishes. Discard paper towel in garbage bin.
- You are encouraged not to use common lunchroom dishes, however if you must, wash thoroughly before and after use.
- Limit duration of lunchroom use so that others have the opportunity to utilize the space.

Copy rooms

- Limit your use of copy rooms

- Clean hands before and after using shared equipment.
- Wipe down shared equipment before and after use.
- Disinfectant and paper towel is provided.
- Spray the towel, not the machine.
- Wipe all touched surfaces and discard the towel.
- Limit the number of people in room.

Boardrooms

- You are encouraged to continue with virtual meetings when possible.
- Boardroom use instructions are posted in the boardroom.
- When you book a boardroom you will be advised that it is your responsibility to clean and sanitize the room once the meeting is completed.
- Observe the following cleaning procedures when your meeting is complete:
 - Remove all personal items.
 - Wipe tables and all other surfaces with cleaner and soft towels provided.
 - Wipe all surfaces of chairs, including adjustment levers and knobs.
 - Wipe door handles.
 - Wipe light switch while exiting the room.
 - Close door using towel and dispose of in garbage.
- Social distancing markers have been placed for participants to follow.
- The capacity of boardrooms has been posted on each of the boardroom doors.
- Review MHI's SOP [Conference Room Use During COVID-19](#).

Stairwell

- Maintain maximum distance from one another when using the stairwell.
- Use hand sanitizer before and after using the stairwell if you use the handrails.
- Follow the signage indicating if stairwell is going up or down. (NOTE: in the event of an emergency either stairwell can be utilized to go up or down)

Recycle Bins

- The recycle bin lids for non-confidential material have been left open. Drop your material in without touching the bin.
- The confidential recycle bins are to remain locked, disinfect bin surfaces touched after use.
- Wash or sanitize your hands after use.

7. Employee Health

- If you require medical accommodation, contact your supervisor, manager or human resource business partner.

- Call 811 if necessary and follow the guidance provided by Public Health.
- Additional information, including what to do if a co-worker tests positive for COVID-19 is provided in these [questions and answers](#).

8. Personal Protective Equipment (PPE)

- If you feel PPE is required for a certain task, refer to the written protocols specific to that task.

9. Visitors

- The main doors to the building will remain closed and locked. Visitors are required to ring the doorbell to gain access.
- Do not let visitors into the building when you enter or exit. Instead, instruct them to ring the doorbell or you can escort them to the sign in station.
- All visitors will be required to sign in and complete the COVID-19 pre-screening questionnaire.
- Visitors are required to provide the purpose of their visit.
- Visitors will be appropriately escorted or directed to their destination.
- Refer to [Visitors Access to MHI Property During COVID-19 - Protocol](#) for more information.

Work Specific Information Delivery and Mail

- Those who handle mail and deliveries are not required to have any special protection.
- If you are delivering items, make your delivery as brief and minimize contact with articles and surfaces in and around the workspace of others.
- When receiving items, assume that item has been touched by others and take the appropriate precautions.
- Frequent hand washing with soap and water is encouraged after handling all material.

11. Transportation

- Wipe down shared use vehicles before and after use.
- If multiple people must travel in the same vehicle, adhere to physical distancing when possible and follow these adaptations:
 - You should stay in the same seats in a vehicle for the entire shift.
 - Avoid physical contact and sharing materials or equipment.
 - Vehicles should be frequently cleaned and disinfected during and between shifts.
 - Clean commonly touched surfaces, such as the steering wheel, gear shift, dash, radio, door handles (interior and exterior), rearview mirror, armrest and seatbelts.

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- Keep tissues and hand sanitizer in the vehicle.
- Carpools or sharing rides to and from work is discouraged. If carpooling must occur, physical distancing should be maintained as much as possible.
- Refer to the [shared travel guidelines](#) for more information.

12. Fostering a Culture of Health, Safety and Wellness

- You are encouraged to bring concerns to your supervisor or your human resources business partner.
- Keep communication open.
- Protocols for COVID-19 have been established to help keep us and the public safe. Please respect and follow them.

13. Responsibility

The Administration team will be responsible for monitoring COVID-19 supplies and signage throughout the building. Building concerns or enquiries can be directed to your supervisor.

Each of us are responsible to monitor our health, practice good personal hygiene, and practice physical distancing for our own safety and the safety of others.