

# COVID-19 Return to Office Plan

## MHI Head Office -1855 Victoria Ave

This document is a guide for employees returning to the Ministry of Highways and Infrastructure (MHI) Head Office located at 1855 Victoria Avenue (Victoria Tower) in Regina. As restrictions related to COVID-19 are lifted as part of the Re-Open Saskatchewan Plan, employees will be required to return to their office spaces.

Ministries and employees are starting to think about when and how to safely transition back to the office. With staff now accustomed to working from home, and with expected requirements to comply with social distancing, disinfecting and other measures, it is expected employees will have concerns about returning to the office. The purpose of this plan is to assist MHI employees at Victoria Tower with this transition by defining processes and protocols that will be used to help ensure their safety and the safety of others.

Plan assumptions:

- COVID-19 will remain an issue to end of 2020 (minimum).
- This plan will be fluid and evolve as more information becomes available.

Things to note:

- Public Health Officials in Saskatchewan are the primary sources for guidance on COVID-19 and other health-related issues.
- While the processes and protocols in this plan are for MHI offices within Victoria Tower, they are largely applicable to other work environments and properties.
- We are certain the coming weeks and months will teach us new things, and we look forward to sharing more ideas and updates to help you move forward through unfamiliar territory.

### 1. BEFORE YOU RETURN

- All employees must complete the Return to the Workplace Awareness module in Learn. The Course ID is HI.EL.00124-1.
- All employees must self-monitor symptoms using the Government of Saskatchewan's COVID-19 [Self-Assessment Tool](#) and follow the subsequent directions.
- If an employee is ill or experiencing symptoms (cough, fever, runny nose, sore throat, weakness or headache), they should not return to work. If you are experiencing severe symptoms, seek medical attention or call HealthLine at 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.
- If an employee requires accommodation, they should contact their supervisor/manager.

## 2. Non-Medical Mask Usage

- Review the MHI Safe Operating Procedure regarding [Safe Use of Common Areas for Within the City of Regina, Saskatoon and Prince Albert](#).
- As per Public Health Order November 6, 2020, all people in Saskatoon, Regina and Prince Albert are required to wear a non-medical mask in indoor public spaces to reduce the risk of COVID-19 transmission.
- For government, this means that all employees in all government workplaces in Saskatoon, Regina and Prince Albert must wear a mask when they are away from their workstation (e.g. office, cubicle).
- This includes all common areas, such as hallways, elevators, shared spaces, bathrooms, etc.

## 3. ENTERING AND EXITING Victoria Tower

- Be aware that some renovations in the main lobby may still be occurring during our return to the office.
- Must wear non-medical masks in common areas as per Public Health Order.
- If you see a considerable number of people already in the building lobby waiting for an elevator, stay outside the lobby and begin to form a queue, if possible. Though there are no markings outside the lobby, maintain a physically safe distance.
- Those entering from underground parking will either follow the elevator guidelines (Sec.4) or take the stairs.

## 4. USING THE ELEVATORS AND STAIRS

- Review the MHI Safety Bulletin regarding [elevator usage](#).
- The wearing of non-medical masks in elevators is mandatory as per Public Health Order.
- Occupancy is limited to 4 persons and must be spaced as far apart as possible in each corner.
- Avoid touching your face after pressing elevator buttons.
- Sanitizer will be provided either in the elevator or in the elevator waiting areas. After leaving the elevator, sanitize your hands, or go to the nearest washroom and wash your hands.
- Consider taking the stairs, if you are physically able, to reduce wait times for those that need the elevators. If taking the stairs, maintain 2m (6.5ft) distance between yourself and others.

## 5. ENTERING YOUR WORK UNIT

- You are now required to swipe your FOB to access your work unit.
- Must wear non-medical masks in common areas as per Public Health Order.

- Hand sanitizer will be located near the entrance to your work unit, please sanitize when entering.
- The committee is considering an in-out board or sign-in sheet for employees as they enter the office. It is important to know who is in the office in case of an emergency evacuation or if a COVID-19 case occurs in the building.
- Practice physical distancing in the workplace:
  - Remain 2m (6.5ft) apart from others.
  - Avoid large groups or meetings.
  - Avoid handshakes and any physical contact with others.
  - Avoid all unnecessary visits to other floors and offices.
- Follow proper hand hygiene and coughing/sneezing etiquette:
  - Wash your hands frequently with soap and water. Scrub for 20 seconds.
  - If soap and water are not available, use an alcohol-based hand sanitizer approved by Health Canada.
  - Avoid touching your face, mouth, nose and eyes.
  - Cough/sneeze into the bend of your elbow then wash your hands with soap and water.
- Supporting Mental Health
  - Recognize that employees may be returning to the workplace with heightened anxiety and may need extra support.

## 6. PERSONAL WORKSPACES

- Employees should follow a clean desk practice and limit items in the workspace, including non-work items, to enable proper cleaning. Clean and disinfect frequently-used surfaces.
- Employees are responsible to disinfect their own workstations.
- Items to clean include:
  - any surfaces in an employees' cubicle or office;
  - keyboards, computer accessories, phones; and
  - personal items.
- Refer to the MHI Safe Operating Practice on [Cleaning and Disinfecting](#).
- Wipes and cleaning supplies will be made available by MHI.

## 7. WASHROOMS

- Review the MHI Safe Operating Practice on [safe washroom usage](#).
- Maximum capacity will be two people.
- Must wear non-medical masks in common areas as per Public Health Order.
- Wash hands and use paper towel to open door when exiting bathroom.

- If bathroom is occupied wait far enough away to allow physical distancing.
- Accessible washrooms are reserved for people with accessibility or health-related issues.

## 8. BOARDROOMS

- Review the MHI Safe Operating Practice on [boardroom/conference room usage](#).
- Use video conferencing whenever possible unless it is absolutely necessary to use a boardroom/conference room.
- Must wear non-medical masks in common areas as per Public Health Order.
- Clean hands when entering and leaving any boardroom. Hand sanitizer will be located in each boardroom.
- Wipe off table surface and chairs used with provided cleaners.
- Maintain physical distancing while in a boardroom with other meeting participants.
- Keep an empty chair between attendees to allow for physical distancing.
- Ensure the number of people in the room does not exceed the maximum allowable:
  - 12th Floor Boardrooms
    - DM Boardroom – maximum capacity 6 with masks
    - Central Boardroom – maximum capacity 2 with masks
  - 11th Floor Boardroom
    - 1 – maximum capacity 5 with masks.
    - 2 – maximum capacity 5 with masks.
    - 3 – maximum capacity 5 with masks.
  - Until further notice, boardroom use is being restricted for MHI meetings only. Other ministries should not be booking our boardrooms at this time.
  - Smaller breakout rooms are located on Floors 11 and 8. Maximum capacity for each breakout room will be posted on the door.

## 9. USE OF SHARED EQUIPMENT (PHOTOCOPIERS, PRINTERS, FAX MACHINES, ETC.)

- Wear a non-medical mask in all common areas as per the Public Health Order.
- Clean hands before and after using shared equipment. Hand sanitizer will be located at each location.
- Wipe down shared equipment before and after use. Cleaner and wipes will be located at each location.
  - Refer to the MHI Safe Operating Practice on [Cleaning and Disinfecting](#).
- Maintain physical distancing requirements around shared equipment.
- Review the MHI Safe Operating Procedure on [common areas](#).

## 10. USING KITCHEN/COFFEE AREAS

- Clean hands before and after using any kitchen appliances. Hand sanitizer and soap will be available in kitchen/coffee areas.
- Wear a non-medical mask in all common areas as per the Public Health Order.
- Wipe down any kitchen appliance used. Wipes and cleaning products will be available in kitchen areas.
  - Refer to the MHI Safe Operating Practice on [Cleaning and Disinfecting](#).
- Maintain physical distancing requirements when in the kitchen area.
- Review the MHI Safe Operating Procedure on [common areas](#).

## 11. VISITORS

- Review the MHI safety protocol for [visitors](#).
- A visitor is defined as:
  - Any MHI employee not stationed at 1855 Victoria Ave.;
  - Family members;
  - Any other GOS employee; and,
  - Any contractor/supplier/visitor.
- All visitors must:
  - Wear a non-medical mask as per the Public Health Order.
  - Check in at reception on the 11th Floor.
  - Disinfect hands immediately upon entering the reception area. A hand sanitizer station is located in this space.
  - Complete and sign the COVID-19 Pre-Screening questionnaire.
  - Notify reception why they are visiting the ministry.
  - Wait in designated location until the ministry representative arrives to take them to the meeting location.
- Prior to their arrival, visitors should be informed to bring their own masks.
- It is the responsibility of the MHI employee:
  - To make sure that the visitor(s) understand and follows all the COVID-19 protocol of that office/building, they are visiting.

## 12. DELIVERIES/MAIL

- All deliveries and mail for MHI will go through the 11th floor reception.
- Contactless drop-off and pick-up procedures have been implemented for most items.
- 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 materials.

### 13. VEHICLE USAGE

- Review the MHI safety guidelines for [shared travel](#).
- Carpools or sharing rides to work are discouraged. If carpooling must occur, physical distancing should be maintained as much as possible.
- Air flow in the vehicle should not be set to recirculating – set the vents to fresh air.
- When sharing a CVA/work vehicle, employees should practice physical distancing as much as possible.
- Maintain hygiene supplies in the vehicle, such as tissues and alcohol-based hand sanitizer approved by Health Canada, and use single-use garbage bags.

### 14. PURCHASE OF COVID-19 RELATED SUPPLIES

- The Return to the Office Committee has been working to ensure COVID-19 related supplies (sanitizer, cleaners, etc.) are available on each floor.
- If additional supplies are required, please work with your Administration staff.

### 15. AUDIT FUNCTION

- OHS committee members will be performing frequent audits throughout the building to ensure compliance with this plan.