

COVID-19 Return to Work Plan (updated November 6, 2020)

#18-3603 Millar Avenue, Saskatoon

Millar Office

The purpose of this plan is to serve as a resource for the transition back to the Millar Office in Saskatoon. As restrictions related to COVID-19 start to be 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.

It is expected that many of us will have genuine concerns about the safety and sustainability of returning to the office. This plan is intended to help everyone at the Millar Office. with the transition by defining processes and protocols that will be used to help ensure your safety and the safety of others.

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

1. Preventative Measures for Employees

- Pay attention to personal hygiene practices. Simple measures can help protect your family's health and everyone else's.
 - Keep hands away from your face.
 - Wash hands frequently.
 - Cough or sneeze into your elbow or into a tissue.
 - Use hand sanitizer.
 - Stay home if you are feeling sick.
- Utilize physical distancing practices. Maintain 2 m (6 ft) separation from others.
- Social distancing stickers are visible upon entry and throughout buildings.
- Hand sanitizer dispenser has been placed at the front entrance of the building.
- Other sanitization stations are located throughout the building.
- Building cleaners are monitoring cleaning practices to ensure compliance and advising on-site cleaning staff of any deficiencies on a daily basis.



- Issues with the building can be brought to the attention of the Administration team who will work with the building manager and other service providers.
- Relevant COVID-19 information has been posted throughout the building.
- Relevant COVID-19 Safe Operating Procedures are available at [MHI Safety - COVID-19](#).
- Mandatory COVID-19 protocol training is available on Learn.. MHI – Return to the Workplace Awareness (COVID-19) - [HI.EL.00124-1](#).
- Additional COVID-19 and return to the workplace information is available on [TaskRoom](#).

2. Personal Protective Equipment (PPE)



- Additional PPE due to COVID-19 should not be required for typical activities in our office setting.
- If PPE is required for a certain task, refer to the written SOP specific to that task as well as instructions for disposing of it if applicable.
- **Face masks are not considered PPE, but they are an additional layer of hygiene protection.**
- **It is mandatory that anytime an employee leaves their assigned work station a face-mask is worn to provide a layer of hygiene protection.**
 - The ministry will provide two (2) reusable cloth face masks and/or disposable non-medical grade masks for employees to wear.
 - Employees are responsible for the washing of their reusable cloth face masks.
 - Employees who choose to wear a cloth mask should refer to [Use of Homemade Mask in MHI Locations - Toolbox Topic](#).

Refer to safety data sheet (SDS) for the safe handling and use of disinfectants, or if PPE is required.

3. Workplace Considerations

- Entry is through the front door and the rear vestibule door.
 - The other rear doors can be used to exit the building until the weather no longer permits. These doors will remain “inactive” for swipe cards.
- You are required to use your access card each time you enter the building.
 - **Even if you enter with others, or the door is open for whatever reason, you must still swipe your card. The access system (along with the log book) will be used for COVID-19 contact tracing if required so you need to be recorded as being in the building.**
 - If you do not have your access card, you will be required to fill out the sign in/out log book each time you enter or exit the building.

- If you are leaving the building at lunch or coffee break, you are not required to sign out.
- Employees considered part of the rotation should not enter the building during business hours, unless it is your rotation OR you have received approval from Cindy Tagseth. Tracey Leibel will be a backup if Cindy is not available. This is to monitor the number of people in the building.
 - No approval is required to enter the building after business hours.
 - Employees are encouraged to make arrangement with a coworker in the building to bring your items, if need be, to the parking lot.
- Maintain physical distancing of 2 m. Passing by one another very briefly with a spacing of less than 2 m apart is deemed low risk.
 - Additional information regarding if you cannot maintain physical distancing for a short period of time can be found [COVID-19 FAQ](#) under the Returning to the Workplace section.
- The majority of the cubicle work spaces are deemed to meet physical distancing requirements by either being at least 2 m apart or being separated by a barrier.
 - Those spaces that do not meet the 2 m distance or can't be separated by a barrier will have individual assessments completed by their supervisor/manager. The supervisor/manager may seek assistance of the Safety Branch.
 - Additional information can be found in the [COVID-19 - Health Safety and Wellness Checklist for Workplaces](#) Section 3 (Workspace Considerations).
- The expectation is that you will adopt a clean desk policy and limit items in your work space, including personal items, to help ensure you can properly clean your workspace.
- You are responsible to ensure your workstation is clean by disinfecting:
 - surfaces in your cubical or office,
 - items such as keyboards, computer accessories, phones, etc.,
 - door handles, door frames, cubicle frames and other high-contact areas,
 - personal items.
- Sharing phones, desks, offices, tools, supplies, and equipment is discouraged.
 - If you are sharing your desk with another employee, ensure that you have a discussion and plan about the shared space.
- Be respectful of others:
 - Stay in dedicated work areas as much as possible and limit unnecessary visits to other offices, common spaces or public areas.
 - Maintain 2 m physical distancing during conversations.
 - Do not loiter near others' work spaces or high-traffic areas.
 - Avoid going into other people's work space unless separation can be maintained.
 - Avoid standing to have conversations over cubicle walls.
 - Avoid making contact with articles in others' work spaces. Sanitize anything that was contacted.

4. Cleaning and Disinfecting

- The COVID-19 virus can survive up to several days on surfaces. Frequent cleaning and disinfection are necessary.
- The [GOS Cleaning and Disinfection for Public Facilities guidelines](#) have been reviewed with the building manager.
 - The building manager has pledged to:
 - Monitoring the cleaning practices and the health of cleaners on a daily basis to ensure compliance,
 - Clean the high touch points in the common areas of the office, and
 - Advise on-site cleaning staff of any deficiencies.
- Disinfect commonly used (touched) items or equipment before and after use.
 - Photocopier/Scanner areas have been set-up with disinfecting materials.
- Employees are responsible for keeping their own area sanitized.
- Disposable gloves are available for disinfecting.
- Refer to safety data sheet (SDS) for the safe handling and use of disinfectants.



5. Shared Spaces

General

- It is mandatory that anytime an employee leaves their assigned work station a face-mask is worn.
- Common used items or surfaces to be wiped down before and after use.
- Wipes and hand sanitizer are available throughout the office.
- Observe maximum occupancy signs.
- Shared snacks and treats cannot be brought into the workplace.
- Water fountains have been closed.
- Social distancing notifications have been posted throughout the building.
- Corridors where 2 m distancing is not possible are either marked as one-way traffic or users are expected to yield to oncoming traffic in the corridor.
 - Additional information regarding if you cannot maintain physical distancing for a short period of time can be found [COVID-19 FAQ](#) under the Returning to the Workplace section.
- Review MHI's [Safe Use of Common Areas in Regina, Saskatoon and Prince Albert - SOP](#) During COVID-19.



Washrooms

- Review MHI's [SOP Use of Washrooms](#) During COVID-19.
- Be considerate of other users and practice physical distancing while in the washroom.

- Physical distancing reminders have been posted on doors.
- Do not use fixtures that have been tagged out of service in order to maintain separation.
- All sinks in washrooms are motion activated.
- Towel dispensers manually provide individual towels for use.
 - Motion activated towel dispensers are being procured.
- Wash hands thoroughly and vigorously with soap and water.
 - Wash your hands for at least 20 seconds.
- Use paper towel to open exit door handles and dispose of towel in garbage can.
- Observe the limited capacity posted. Be patient and wait for the washroom. Potential washroom wait times will be monitored.

Lunchroom

- Observe the limited capacity posted for this area.
 - No sitting space will be provided. This will be reassessed in the future.
 - Potential wait times in the lunchroom will be monitored.
- Disinfectant wipes or disinfectant spray and paper towel (and gloves if required) are provided.
- Use wipes to clean surfaces that you plan to touch before use.
- Use wipes to clean surfaces that you have touched, including fridge handles, microwave doors and buttons.
- Shared cloth towels are no longer available.
- Paper towel is currently provided by sheets in the dispenser.
 - Motion activated paper towel dispensers are being procured.
- Wash and dry your own dishes. Discard paper towel in garbage bin.
- Limit duration of lunchroom use so that all employees have the opportunity to utilize the space
 - Consider staggering lunch and break times to reduce the number of employees at any one time.

Coffee Stations

- Disinfectant wipes or disinfectant spray and paper towel (and gloves if required) are provided.
- Use wipes to clean surfaces that you have touched.
- Paper towel is currently provided by sheets.
- Discard paper towel in garbage bin.
- Do not unnecessarily loiter or gather around coffee stations.

Copy Areas

- Before use, disinfect all surfaces of the copier, complete task, then disinfect all surfaces after complete. Use the principle of double cleaning.

- Disinfectant is provided along with soft paper towels.
- Spray the towel, not the machine.
- Wipe all touched surfaces and discard the towel.
- Limit the number of people in the area.

Supply Room and Archive Room

- Observe the limited capacity posted for this area.
- Hand sanitizer will be supplied and should be used prior to touching the materials in the room.

Boardrooms

- Boardrooms that have been converted to temporary office spaces will need to follow the “common spaces”, unless one individual is assigned to the space or temporary walls have been constructed to provide each employee with a defined work space.
- Review MHI’s [SOP Conference Room](#) Use During COVID-19.
- Boardroom use instructions are posted on the doors.
- 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 paper towels provided.
 - Wipe all surfaces of chairs, including adjustment levers and knobs.
 - Wipe all door handles.
 - Wipe light switch while exiting the room.
- Social distancing markers have been placed for participants to follow.
- The capacity of the boardrooms has been posted on each of the boardroom doors.

6. Employee Health

- You must self-monitor for COVID-19 symptoms. Use the Self-Assessment Tool and follow the subsequent directions provided by health officials. [Self-Assessment Tool](#)
- If you feel sick do not come to the office!
 - If you are able to work from home until you feel better or the symptoms disappear, please discuss with your manager.
- If you feel there is an individual in the office that appears sick, you can talk to the individual, talk to your manager or talk to the Safety Branch about your concerns.
 - The individual’s manager will be contacted to discuss the concerns and what actions should occur.



- If you require medical accommodation, contact your supervisor, manager or human resource business partner.
- Align COVID-19 responses with the HR Manual PS 809 - Communicable Disease policy requirements. [PS 809 – Communicable Disease](#)

7. Visitors and Contractors

- The main doors to the building will remain closed to the public. Visitors will be required to phone the contact number posted at the entry.
- **All visitors will be required to wear masks. If they refuse to wear one, they will not be allowed to enter the building and will be provided assistance through a different way.**
- All visitors will be required to sign in.
 - A visitor is considered any employee that is not headquartered at the Millar Office.
 - **Family members of an employee are considered visitors.**
- Initial visit entry requires COVID-19 pre-screening questionnaire to be completed by non-MHI employees.
- Visitors are required to provide the purpose of their visit.
 - Visitors are required to request pre-approval from Cindy Tagseth at least 24 hours prior to the meeting/visit. Tracey Leibel will be a back-up if Cindy is unavailable. This ensures the office space can accommodate the additional people. In some cases, the meeting/visit may need to be rescheduled or relocated off-site.
- Visitors will be appropriately escorted or directed to their destination.
 - Visitors will be notified of the direction of movement in the building if required.

8. Work Specific Information Delivery and Mail

- Those who handle mail and deliveries are not required to have any special protection.
- Contactless drop-off and pick-up procedures have been implemented for most items.
- If you are delivering items, make your delivery short 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 materials.



9. Transportation

- Wipe down shared use vehicles before and after use.
- Set the air flow in the vehicle to draw air from the outside instead of using recirculation mode.
- If 2 people must use the same vehicle, adhere to physical distancing when possible follow these adaptations [Shared Travel Guidelines, Roles and Responsibilities](#):
 - 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 the shift, as well as 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.
- Maintain hygiene supplies in the vehicle, such as tissues and alcohol-based hand sanitizer.
- Use individual-use garbage bags.
- Carpools or sharing rides to and from work are discouraged. If carpooling must occur, physical distancing should be maintained as much as possible.



10. Fostering a Culture of Health, Safety and Wellness

- You are encouraged to bring concerns to your supervisor, human resources business partner or a member of the Administration team.
- Keep communication open.
- Protocols for COVID-19 have been established to help keep us and the public safe. The expectation is these protocols are to be observed no differently than any other safety protocol.
- [TaskRoom](#) has a number of resources that provide more information and support that you can access.
- Model the desired and required behaviours and enforce control measures.
- It is vital everyone does their part to protect one another and use the honour system when following COVID-19 protocols.
 - If you feel there is an individual in the office that is not following the return to the office guidelines, or the SOPs developed in response to COVID-19, you can talk to the individual, talk to your manager or talk to the Safety Branch about your concerns.
 - The individual's manager will be contacted to discuss the concerns and what actions should occur.



11. Audit Function

- OHS committee members will be performing frequent audits throughout the building to ensure compliance with this plan.
 - These audits are an effort to ensure the safety of all staff and visitors at MHI offices.
 - The purpose is to regularly inspect/audit the workplace to ensure all Return to Workplace Plans are being followed and ensure all nonconformance issues are addressed.