

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

## #126 – 105<sup>th</sup> Street East, Saskatoon

### Sutherland Mezzanine Space

The purpose of this plan is to serve as a resource for the transition back to the Sutherland Mezzanine 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 Sutherland Mezzanine 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

- 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 building manager has pledged to meet the [GOS Cleaning and Disinfection for Public Facilities guidelines](#).
- 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.
- 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.
- Towel dispensers manually provide individual towels for use.
- Wash hands thoroughly and vigorously with soap and water.
  - Wash your hands for at least 20 seconds.
- Use paper towel to turn off tabs and to open exit door handles and dispose of towel in garbage can.
- Be patient and wait for the washroom.

### Lunchroom

- Observe the limited capacity posted for this area.
  - No sitting space will be provided for employees in the Mezzanine Space. 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.
- 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.

#### Copy Area

- Copy area use and cleaning instructions are posted on the door.
- Limit the number of people in the area.

#### Boardroom

- 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 and cleaning instructions are posted on the door.
- 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.
- Social distancing markers have been placed for participants to follow.
- The capacity of the boardrooms has been posted on each of the boardroom doors.

#### Stairwell to Mezzanine

- Maintain maximum distance from one another when using the stairwell.
- Wait for others to clear the stairs before using. The up user has the right of way.
- Use hand sanitizer before and after using the stairwell if you use the handrails.

#### Outside Stairwell to Office

- Maintain maximum distance from one another when using the stairwell.
- Wait for others to clear the stairs before using. The up user has the right of way.
- Use hand sanitizer before and after using the stairwell if you use the handrails.

#### Washroom Stairwell

- No access to staff in the Sutherland Mezzanine or the Sutherland Office.

## 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 will be appropriately escorted or directed to their destination.
  - Visitors will be notified of the direction of movement in the building if required.

## 8. 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.



## 9. 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.



## 10. 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.