

221 Winnipeg Street N, Regina

COVID-19 Return to the Workplace Plan

The purpose of this plan is to serve as a resource for employees who are currently working at the 221 Winnipeg Street N. office in Regina.

It is expected that many of us will have genuine concerns about the safety and sustainability of working in the office. This plan is intended to help everyone at 221 Winnipeg Street N. 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. Much more information on COVID-19 can be found on the [MOH Safety website](#) and on [TaskRoom](#). You are encouraged to regularly visit these sites for the most up-to-date information.

A Return to the Workplace committee was established to prepare this plan and to help you make a safe transition back to the office. Your committee members are:

- Carson Leib - Building Administration (includes Customer Service),
- Terri Arendt - Design Branch (includes Land),
- Herrol Sadler - Construction Branch (includes Environment, Materials, Construction Delivery and Construction Standards),
- Allan Hegedus - Bridge Branch,
- Syed Naqvi - Safety Branch,
- Len Frass - Operation Standards (includes Hotline and Traffic Engineering),
- Bill Pacholka - Southern Operations, and
- Barkley Busch - Public Service Commission.

Any questions or concerns can be directed to your representative.

1. 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 reason to believe you have been exposed to the virus.
- Complete the mandatory course [Return to the Workplace Awareness \(COVID-19\)](#) on Learn (Course ID: HI.EL.00124-1).
- Review MoH's safe operating procedure [Safe Use of Common Areas During COVID-19 - SOP - Revised](#).

2. Entering the Building

- Masks are mandatory in all common areas of the building.
- Entry is through the front door only.
- Swipe your access card when you enter the building.
 - Even if you enter with others, or the door is open for whatever reason, you still must swipe your card. The access system 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 with you, you will be required to fill out the sign in/out log book that is provided on each floor.
- Use the hand sanitizer provided in the lobby or inside the entry to your floor.
- Take note of the COVID-19 information posted throughout the building.
- Ensure your information on the in/out whiteboard on your floor is accurate at all times. This information will be used to account for occupants in the event of an emergency.
- 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.
- Wear a mask in all common areas in the building and in workspaces where physical distancing may be difficult to achieve.
- Support mental health by recognizing that some of us may have heightened anxiety with COVID-19 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.
- All cubicle work spaces on both floors are deemed to meet physical distancing requirements by either being at least 2 m apart or being separated by a barrier (cubicle walls).
 - Includes student area cubicles that accommodate two individuals.
- The expectation is that you will adopt a clean desk policy and limit items in your work space, including personal items, to help ensure the building cleaners can properly do their job.
- 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, 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 visits to other offices, the other floor, 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.

5. Cleaning and Disinfecting

- The COVID-19 virus can survive up to several days on surfaces. Frequent cleaning and disinfection are necessary.
- The [COVID-19 Cleaning and Disinfection for Public Facilities](#) guidelines have been reviewed with the building manager.
 - The building manager has pledged to:
 - monitor the cleaning practices and the health of cleaners on a daily basis to ensure compliance,
 - advise on-site cleaning staff of any deficiencies, and
 - monitor cleaners individually.
 - Cleaners will be wearing gloves and masks.
- 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 are available for disinfecting.

6. Shared Spaces

General

- Masks are required to be properly used in all common areas.
- Commonly 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.
- Refer to MoH's safe operating procedure [Safe Use of Common Areas During COVID-19 - SOP - Revised](#).

- 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](#).

Washrooms

- Be considerate of other users and practice physical distancing while in the washroom.
- Do not use fixtures that have been tagged out of service to maintain separation.
- All sinks, toilets and urinals are motion activated.
- Towel dispensers manually provide individual towels for use.
- Wash hands thoroughly and vigorously with soap and water.
- Use paper towel to open exit door handles and dispose of towel in garbage can.
- The men's 2nd floor washroom capacity is limited as some fixtures have been tagged out of service. Be patient and wait, or use the 1st floor washroom. Potential washroom wait times will be observed.
- Review MOH's SOP [Use of Washrooms During COVID-19](#).

2nd floor lunchroom

- Observe the occupant capacity posted for the lunchroom.
- Disinfectant wipes (and gloves if required) are provided.
- Use wipes to clean surfaces that you have touched, including fridge handles.
- Shared cloth towels are no longer available.
- Paper towel is currently provided by roll.
- Wash and dry your own dishes. Discard paper towel in garbage bin.
 - If you use common lunchroom dishes, wash thoroughly before and after use.
- Limit duration of lunchroom use so that others have the opportunity to utilize the space.
 - Consider staggering lunch and break times to reduce the number of employees at any one time.
- Only remove masks for eating and drinking.

Coffee stations

- Disinfectant wipes (and gloves if required) are provided.
- Use wipes to clean surfaces that you have touched, including fridge handles.
- Shared cloth towels are no longer available.
- Paper towel is currently provided by roll.
- Wash and dry your own dishes. Discard paper towel in garbage bin.
 - If you use common coffee station dishes, wash thoroughly before and after use.

- Do not unnecessarily loiter or gather around coffee stations.

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 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 room.

Boardrooms

- You are encouraged to continue with virtual meetings when possible.
- 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 soft towels provided.
 - Wipe all surfaces of chairs, including adjustment levers and knobs.
 - Wipe door handles.
 - Wipe light switch while exiting the room.
 - Change sign from an “X” to a “√”.
 - 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 MOH’s SOP [Conference Room Use During COVID-19](#).

Elevator

- While waiting for the elevator, maintain 2 m between yourself, other passengers and the elevator door.
- Maintain physical distancing: no more than 2 people, 2 m apart in the elevator.
- Avoid touching your face after pressing elevator buttons.
- Wash or sanitize your hands after leaving the elevator.
- Consider using the stairs if able.

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.

Recycle Bins

- The recycle bin lids for the non-confidential material have been left open. Drop your material in without touching the bin.
- The confidential recycle bins are to be used in the same manner as before where material is dropped through the slot. Disinfect bin surfaces touched after use.
- Wash or sanitize your hands after use as you have handled recycled material and possibly made contact with the bins.

7. Employee Health

- If you require medical accommodation, contact your supervisor, manager or human resource business partner.
- Refer to the [Guide for Managers & Supervisors when Dealing with a Positive COVID-19 Test - NEW](#).
- If you require medical accommodation, you should contact your supervisor or manager.
- 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)

- 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 protocols specific to that task.
- Cloth masks are not considered PPE.

9. Visitors and Contractors

- The main doors to the building will remain closed to the public for now. Visitors will be required to phone the contact number posted at the entry to gain access.
- Do not let visitors into the building when you enter or exit. Instead, instruct them to phone the posted number, or you can escort them to an administration station.
- All visitors will be required to sign in and will be provided a visitor pass.
 - Initial visit requires COVID-19 pre-screening questionnaire to be completed.

- 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 MOH Property During COVID-19 - Protocol](#) for more information.

10. 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.
- Mail may not be delivered to individual work stations. Instead, you will be informed you have mail that can be picked up in your designated area.
- If you are delivering items, make your delivery is 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. If not time sensitive, you could leave the item untouched to allow time for any potential virus to become inactive.
- Frequent hand washing with soap and water is encouraged after handling all material.

11. Transportation (CVA/Other Usage)

- Wipe down shared use vehicles before and after use.
- Ensure the air flow in the vehicle is drawing fresh air from the outside instead of being set to recirculation mode.
- 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.
- Maintain hygiene supplies in the vehicle, such as tissues and 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.
- 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, 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.

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 any team member.
- Committee members are responsible to:
 - Develop and implement the return to workplace plan specifically for their team.
 - Address any return to the workplace concerns team members have.
 - Work through the accommodation process with employees who have verifiable COVID-19 health risks.
 - Bring building related concerns to the committee.
- Our local OH&S Committee will be responsible to observe the transition back into the workplace. They will be conducting random audits and may recommend changes or additional measures.
- Each of us are responsible to monitor our health, practice good personal hygiene, and practice physical distancing so as to not endanger the safety of others.

14. Other Considerations

- This plan will be fluid and will evolve as more information becomes available.
- It is vital everyone does their part to protect one another and use the honour system when following COVID-19 protocols.