



OFFICE SAFETY PROTOCOL FOR COVID-19

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also be spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risks of surface transmission increase when many people contact the same surface and when those contacts happen over short periods of time.

Areas of high risk for transmission have been identified and the following measures have been established to mitigate the risk of potential transmission of COVID-19 in this workplace.

Building Access

- Visitor access has been restricted and will be granted on an appointment only basis.
- Visitors who have been granted access will be required to wear a mask for the duration of their visit.
- Signage has been posted indicating that employees, contractors, or visitors exhibiting COVID-like symptoms are not allowed to enter the office building.
- A foot activated hand sanitizing station has been placed at the entrance to the reception area with an appropriate receptacle nearby to dispose of used sanitizing wipes and other personal protective equipment.

Workplace Operations

- Remote work options are available for workers on a case-by-case assessment based on personal risk and the employer's operational needs.
- Masks will be worn by staff members when in common areas and 6' physical distancing will be observed



Workplace Operations (continued)

- Virtual meetings are encouraged whenever possible. When a full staff meeting must take place, it will be held in the common area where physical distancing can be maintained.

Workstations

- A plexiglass barrier has been installed at the reception workstation to limit contact with anyone arriving to the office or passing through the area.
- Workers are encouraged to utilize their individually assigned office spaces and refrain from sharing workstations or equipment such as keyboards and phones.

Communal spaces

- Single-person access to the kitchen is recommended – maximum occupancy for this area shall be in accordance with the posted signage.
- Maximum occupancy for the office building will be in accordance with the posted signage.
- Workers are encouraged to eat at their desk, or alternatively to use one of the larger common spaces such as the board room or meeting area for their break times if outdoor options are not desirable.
- Workers are encouraged to use disinfecting wipes provided to wipe down high touch areas after use and to dispose of used wipes in the receptacles provided.
- Handwashing signage shall be posted in common areas.

Outside visitors

- Visitor access has been restricted and will be granted on an appointment only basis.
- Visitors who have been granted access will be required to wear a mask for the duration of their visit.
- Signage has been posted at the entrance indicating that employees, contractors, or visitors exhibiting COVID-like symptoms are not allowed to enter the office building.
- Visitors will be required to complete a Health Survey prior to entry and will be logged in an internal Visitor tracking log.
- Approved visitors will be restricted to the waiting area or meeting areas and should not be granted access to personal office spaces during their visit.



- Visitors' hosts will ensure that the high touch areas used by them are wiped down with the disinfecting wipes provided and disposed of in the receptacles provided once the meeting has concluded.
- Beverages (coffee, tea, water) should not be offered to visitors at this time.

Deliveries

- Delivery persons will be asked by posted signage to ring reception and leave packages outside the reception area door.

Review of Protocol

- ICG 669 staff and their supervisor have been consulted in the development of these protocols. Ongoing review will be conducted to determine if further actions must be taken to mitigate risk.