Number of Staff

1. How many staff at one time in the office?  Will there be a limit?
2. Staggered shifts/days/weeks?
3. Optional to come in or required?
4. How to address staff that do not want to come in (but you want them to come in)?
5. Need to consider parents in need of school/childcare as a separate and protected group until options become available.

Staff Health

1. Will you require a mask/gloves?  Provide?  Let people wear if they want to?
2. Hand washing protocol?  Soap/sanitizer available (and back ups for when it runs out?)
3. Screening?  Self Assessment, self report, phone screening or some other measure?    Daily or weekly?
4. Psychological/Mental Health considerations – how ‘comfortable’ is it in the office with new protocols – would people feel safer/better/more productive working from home part of the week?
5. How high are our Partitions between desks?  Can we make them higher temporarily?

Office Cleanliness & Hygiene

1. How often is the office cleaned?  Protocols of cleaning staff? Can we increase?
2. Hand sanitizer and wipes available?  Ongoing order for replenishment?
3. Use of lunchroom/appliances/plates/etc?

Social Distancing

1. Will desk arrangement need to be reconfigured?
2. How far apart can people be and effectively fit in the space?
3. Meetings.  Where will these be held?  Still use zoom?

Visitors/Customers

1. What will the protocol be?  What will be required for them to visit?
2. Will there be a limit on how many visitors at a time?
3. Will you have them complete a “visitors health check”?
4. Will you share this policy and ask them to sign?

Building Issues

1. How many staff can ride the elevator / Stagger start and stop times.
2. How do we enforce social distancing in the office? The Government of Ontario has released [sector-specific guidelines](https://www.ontario.ca/page/resources-prevent-covid-19-workplace) that include (for office environments) discouraging the sharing of telephones, keyboards, desks or workstations; whenever possible holding virtual appointments; and repositions workstations to increase physical distances or install barriers and partitions.
3. Is there anywhere to hold outside meetings?
4. How do we ensure, maintain and monitor office cleanliness and hygiene? And how do we ensure that returning staff complies with higher, stricter standards?

Items to possibly add in the document

Resource for proper hand washing:  <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en>

Symptoms of COVID-19 and a Self Assessment:  <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html?topic=tilelink>