COMPANY

**Corona Virus COVID-19 Return to Office Protocol**

DATE

COMPANY will be reopening our office in accordance with best practice guidelines available. These protocols are for the protection of all employees and must be followed.

Management Action:

1. Set up a self-serving disinfection station/area at Reception with the appropriate supplies needed for disinfection.
2. Have the following items ready: face masks, hand sanitizer, disinfectant wipes (Lysol), hand soaps, shoe covers, and a waste bin with cover strictly for disinfected waste.
3. Have updated Covid-19 policy signage visible at entrace doors, disinfection station, shared workspaces (boardrooms, kitchen, printer area).
4. Request that current cleaning services be upgraded to include either 1 deep clean per week or more frequesnt cleanings.
5. Limit the number of employees to be in the office at one time to adhere to social distancing rules. Since everyone will not be allowed in all at once, Management will build and publish a schedule of staff in the office, while others work from home.
6. All desks being used for work will be properly social distanced and have proper partitions or shields between workstations.

Workday Procedures and Practices:

1. All employees who arrive at the office must head to the self-serving disinfection station. If an employee is working in the office that day, they must take a mask and wear it at all times. Use hand sanitzer to disinfect your hands, Lysol wipes to clean your shoes. You may also use a shoe cover to cover your shoes to wear around the office, if needed. For all items that need to be discarded, please discard at the disinfection station, using the available waste bin. **Do not throw these items in other garbage bins.**
2. Please avoid direct contact with any door handles. If you need to use the handle, please use a tissue or wipe, and throw in the waste bin in the disinfection station area.
3. For areas that are shareable: kitchen, printer, and boardrooms – please use extra caution. Hand sanitizers will be available at these areas. If you are in the kitchen, you may use the sink to thoroughly wash your hands.
4. It will not be optional for staff to return to the office on their designated schuled unless they have a bonafide medical concern to opt out. This must be approved by Senior Management.
5. Employees who are unable to provide daycare for school aged children will need to work with Senior Management to determine options to return to work.
6. Employees will be required to wear an approved mask provided by the Company. Gloves will be optional.
7. On site employees will be asked to complete the Company self screening assessment log for each day onsite to certify no symptoms.
8. For the first three weeks of returning to work in the office, there will be one 10 minute “clean break” daily where every employee will clean their own workspace ( keyboards, monitors, phones, desks etc) AND a team will be assigned to wipe down common areas such as reception, boardrooms and lunchrooms.
9. Only two employees will be permitted in any lunchrooms in accordance with social distancing protocol. All employees are expected to bring in and wash all dishes and utensils immediately after use and take them home.
10. Internal meetings with more than three participants in the office will be held by zoom.

Visitors/Customers and Building

1. No visitors shall be allowed to any of our offices unless approved by the Senior Executives.
2. If a visitor is approved to visit, they will be limited to a meeting with no more than two Company employees in the large boardroom. Social distancing and spacing will apply. Visitor must be supplied and wear a mask at all times.
3. There will be a “visitors health check” sheet that must be completed.
4. Signed visitor checklists will be kept confidential.
5. Visitors must be informed prior to arrival and Employees must adhere to a 2 person per elevator policy. Employee start and stop times may be staggered to avoid long waits for elevators.
6. Employees who regularly use Public Transit to come to work are encouraged to drive or get a ride and avoid Public Transit. For the first three months with receipts, Employees will be reimbursed up to $30 per day to not take Public Transit.

Mask Policy

The mask or face covering must be **worn in any enclosed area that is openly accessible to the public, and for the purpose of offering goods and services.**

1. Create a mask policy for your establishment.
2. Communicate this new policy to staff and customers and public.
3. Train your staff on the policy and who is exempt.
4. All staff, customers or visitors must wear a mask indoors, with some exceptions ( check your Bylaw e.g. children under the age of two and people with certain health conditions, employees in designated areas or protected by a physical barrier).
5. Proof is not required if someone has an exemption.
6. Signs must be posted at all entrances reminding everyone to wear a mask.