

## TRDFP COVID-19 Work Safety Plan 2020

### Meeting Facilitation & Occupancy:

- Division staff are requested to attend all external/partner meetings virtually until further notice.
- In person meetings at the Division office must meet physical distancing rules:
  - Masks are **mandatory** for all in person meetings.
  - Masks are required in all workplaces for shared work areas and areas where physical distancing cannot be maintained.
  - Boardroom to have no more than 8 persons at a time (including facilitator),
  - Meeting room to have no more than 4 persons at a time (including facilitator),
  - Each team member is asked to sanitize their respective sitting space after completion of each meeting.
- All non-essential guests will be asked to attend meetings via electronic meeting platforms.
- If an essential guest is required at the office they will be instructed by which door to enter the meeting room by the meeting facilitator via the invite.
- Guest and staff will be asked to bring a mask for moving about the building. Masks will be available for those who do not have one and must be worn at all times in shared spaces.
- Social-distancing marks will be placed at tables with 6 feet between guests, guests will be instructed to sit at a mark (one chair per table). Masks are still required in meeting rooms on top of physical distancing.
- Disposable cups will be available for coffee/tea and cold beverages. Garbage must be collected at the end of each meeting.
- Food will not be covered as an expense, therefore is discouraged (unless expressed exception).
- Due to social distancing, flow will be marked on the floors to encourage guests to move about in one direction.
- Guest are to leave one at a time out the Boardroom door.
- Meeting facilitator will be responsible to clean and sanitize all surfaces, including tables, chair arms, door handles, coffee area and machine, garbage.
- A meeting process must be followed when booking in-office meetings (see In-Office Meetings Process).
- Staff must include a COVID-19 self-assessment questionnaire in every in-person meeting invite.

### Building Access:

- Total occupancy in the TRDFP office is 28 persons.
- As per our Work from Home Health and Safety Policy, Division staff are encouraged to work from home for a portion of their work week and come into the office when required.
- Office staff and any essential guest visiting the office are required to wear a mask when moving about all shared spaces of the Division office including in all meeting rooms, hallways, stairwells, and washrooms.
- Office staff are not required to wear a mask while at their individual office workstation but are welcome to do so if they choose.
- Hand sanitizer will be available at each door for use by staff and essential guests as they enter the office.
- Door handles are to be wiped after each staff leaves for the day.
  - Sanitizer wipes at each door for easy access.
- Staff will enter and leave through the closest door to their respective office, paying attention to flow arrows.
- Floors will have tape indicating the directional flow of traffic.
- Washrooms are to be wiped down before and after each use. Sanitizer wipes are made available.
- The Reception desk will remain empty. To be re-assessed at a later date.
- Appointments must be booked through the Main office calendar to ensure staggering of meetings (A meeting process has been developed and will be distributed to staff and essential partners to ensure meetings are well spaced to allow clean up and exit time.)

### Communal spaces:

- Small communal spaces such as the break room, Staff kitchen and Boardroom kitchen have a maximum occupancy of “1”.
- All books, candies, etc. will be removed from access.
- All glasses, mugs and snacks are to be removed from service at this time.
  - Individual use coffee makers and kettles may be used but must be wiped with sanitizing wipe after every use. Failure to do so will result in these items being removed from access.
  - Please bring your own coffee mug and take it home to wash.
  - Please bring your own water jug/container and take it home to wash.

- Staff may use the whiteboards, however:
  - All pens must be wiped prior to putting away;
  - All surfaces must be wiped with sanitizing wipes (whiteboard – first the dry Swiffer sheet to remove the ink, then sanitizing wipe);
  - All tables, chairs, including arms and backs, must be wiped down prior to leaving the room by the facilitator.
- The meeting room fans/air filters will run during meeting times in the Boardroom.
- Water dispenser buttons must be cleaned with a Lysol wipe after each use.
- Printer keypad will be covered with plastic wrap and must be sanitized at the beginning and end of each day.

#### Workplace operations:

- All desks must be wiped down at the end of the day prior to leaving the office.
- All chairs must be wiped down (back, arms, etc.) at the end of the day prior to leaving the office.
- Keyboards and mic must be wiped down at the end of the day prior to leaving the office.
- Each desk to have its own sanitizer wipe container.
- Each desk to have its own hand sanitizer.
- See “Meeting Facilitation & Occupancy” for more information regarding boardroom meetings.
- See “Communal Spaces” for more information regarding use of Meeting rooms.
- All appointments being scheduled must include the COVID-19 response information.
- Garbage cans to be easily accessible at all egress doors.
- Social-distancing must be maintained whenever possible.
- When not possible to be 6 feet apart, masks must be worn.
- All staff must self-assess prior to coming into the office and should any COVID-19 or other symptoms present, stay home and work from home or take the day off.
- Staff member should not return to the workplace until COVID testing results have come back negative. In the meantime, the staff member can continue working from home if they feel well enough to do so.

#### Deliveries:

- All suppliers and/or delivery persons are to drop off goods at front door/contactless drop-off and to be instructed to knock to let someone know of its arrival.
- A sign will be posted at front door instructing delivery persons to do above.
- Wipe all received items with sanitizing wipes prior to handling.
- Arrangements must be made for drop-off at a time when someone is there to receive the delivery.
- Staff are not permitted to receive personal deliveries to the office at this time.
- Regular deliveries (such as water) must be scheduled during a day/time that a staff member will be working in office.

#### Building Bathrooms

- The building bathroom is shared by multiple offices.
- The bathroom must be sanitized after each use by TRDFP staff.
- Lysol wipes will be provided.