



# COVID-19 Return to the Office Plan

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## Introduction

At CDA, it is our priority to keep our employees and their families healthy, especially in the midst of the COVID-19 pandemic. As such, we will abide by governmental guidelines as we strive to balance public health concerns with the needs of our business. This return to work plan details how we plan to reopen our workplace and keep all our employees safe to the fullest extent possible.

## Our Return to the Office Plan

Since the outbreak of the COVID-19 pandemic, staff have been working remotely with limited access to the office space. Our plan is to continue remote work until January 2021 at which point an evaluation will be completed to determine the safety of a full return to the office. We will continue to monitor public health advisories and this plan can and may be updated at any time by CDA management. We will undertake to inform all employees and tenants of the changes.

In the interim, we recognize that staff occasionally request access to the building and that some jobs require access to the building. Working at the office is currently on a voluntary basis until the end of the year.

The purpose of this return to the office plan, is to clearly communicate workplace protocols in place to protect your safety and establish a level of comfort for all of our employees as we return to the office. These protocols are designed to ensure your safety - it's up to all of us to follow these protocols daily.

We understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to their supervisor or the human resources department to discuss alternate arrangements, should they be necessary.

## COVID-19 Checklist

Employees who fall into one or more of these categories must stay home:

- Is experiencing one or more of the following symptoms:
  - Fever, cough, sneezing or sore throat.
  - Mild to moderate shortness of breath.
  - Inability to lie down because of difficulty breathing.
- Has been in close contact with a person diagnosed with COVID-19 while the individual was ill.
- Has travelled outside of the National Capital Region in the past 14 days or has been ordered to self-isolate since returning from travel.

Any employee experiencing COVID-19 symptoms listed above should contact Telehealth Ontario at 1-866-797-0000 and perform the COVID-19 assessment, follow their directions and self-isolate for 14 days.

*Any employee developing symptoms while at work must leave the work site immediately and notify their supervisor of their departure.*

## Communication

- Signs will be posted at all building access points. Signage will include:
  - Symptom awareness sheet.
  - Building contact information.

## Physical Distancing and Public Health Requirements

Throughout this pandemic, health organizations and agencies have identified physical distancing as one of the most effective strategies to prevent the spread of COVID-19.

- All employees are required to maintain a minimum of two metres distance from each other and avoid person-to-person contact.
- Non-essential physical work that requires close contact between employees should not be carried out.
- Masks must be worn when performing tasks where two meters of physical distancing is not possible.

## Individual Stay Safe Measures

All employees must follow proper hygiene practices including:

- Coughing into a sleeve.
- Sneezing into a tissue.
- Minimizing face touching.
- Washing hands thoroughly and frequently with soap and water.
- When soap and water is not immediately available, using hand sanitizers with a minimum concentration of 60% alcohol.
- Hand washing is to be completed:
  - At the beginning of the employees' shift as soon as they enter the building.
  - At the end of the employees' shift before they leave the building.
  - Before and after eating, drinking or smoking.
  - After using the washroom facilities.
  - After handling any tools or materials that may be contaminated.
- Disinfecting phones, tablets and computers is also a good practice.
- Do not share printed material, computers, tablets or phones.
- Individual workspaces are to be cleaned and sanitized by each employee daily. This includes disinfecting keyboard/mouse, telephone, computer, cellphone and tablet at the start of every workday.

## Building Access

- Building access will be granted only to employees, tenants, invited guests and service people.
- Non-essential individuals (e.g., unscheduled visitors, employee's family members) will not be granted access to the building without prior authorization.
- Unauthorized visitors are not permitted on site at any time.
- Staggered times for starting and finishing work should be established to control the volume of traffic in and out each day.
- The exterior office doors must always be locked. Signage listing the site contact information will be posted on the exterior site office door so visitors can plainly determine who to contact with inquiries.

- No gatherings are permitted in offices and common areas including meetings, breaks and lunches.
- Common water coolers, coffee machines, kettles, microwaves or any shared kitchen appliances should be disinfected with available disinfecting wipes after each use. Employees are encouraged to use their own water bottle.
- All mobile food delivery and catering services have been temporarily suspended.

## Common Areas

### Washroom Facilities

- Access to washrooms are restricted to one person at a time.
- Showers must not be used until further notice.
- Disinfecting wipes will be placed in washrooms and should be used to wipe down any surface touched while using the washroom.
- Cleaning and sanitization of the washrooms will be outsourced and serviced as frequently as necessary.

### Elevator

- Access to elevators is restricted to one person at a time.
- Disinfecting wipes will be placed in the elevator and should be used to wipe down any surface touched.

### Lunchroom

- Access to the lunchroom is restricted to one person at a time unless a distance of two meters can be maintained.
- Do not eat your meals in the lunchroom. Eat outside, at your workstation, or in another private location.
- Disinfecting wipes will be placed in the lunchroom and should be used to wipe down any surface (fridge handles, microwaves, coffee machine, kettle, etc.) that was touched while using the lunchroom.
- Food should be removed from the fridge daily.
- No communal food (donuts, cookies, pizza, etc.) are permitted.

### Meeting Rooms

- All meetings should be held as online meetings (e.g., using Teams or Zoom).
- If face-to-face meetings are required, groups must be kept to a maximum of five people and held in open air environments with participants maintaining two metres of physical distance.
- Do not share physical meeting documents.

## Building Cleaning and Disinfection

- The building will have all hard surfaces disinfected once a day by a cleaning service. Disinfecting will be tracked and verified on a checklist. Areas that require disinfecting are:
  - All handles (doors, cabinets and appliances).
  - Countertops.
  - Handrails.
  - Light switches.
  - Sinks and faucets.
  - Fire extinguishers.
  - Elevator buttons.
- All employees and visitors must avoid touching any hard surfaces not directly related to their work.
- Where reasonably practical, all interior doors are to remain open in order to avoid regular touching and contact.
- All employees entering an area must first assess the number of employees already present and maintain physical distancing of two metres.
- Employees performing tasks where two metres of physical distancing is not possible must advise their immediate supervisor.
- Hand sanitizer dispensers have been placed throughout the building and by all entrance points. When entering the building, either immediately use hand sanitizer or wash your hands using soap and water.

## Air Exchange and Filters

Heating and ventilation are of utmost importance in office buildings. CDA works with specialists to ensure the heating, ventilation, and air conditioning (HVAC) systems function to maintain the comfort and safety of building occupants.

As a result of the COVID-19 pandemic, the amount of fresh air in the building has been increased and air filters have been replaced with more effective filters remove that remove a higher percentage of contaminants in the air.

## Deliveries

- As doors to the building will be locked, signage will be installed on the main entrance indicating a location area for deliveries.
- Two metres of physical distancing between each person must continue to be maintained during delivery of products.
- No signatures or transfer of delivery documents are allowed.

## Transportation to and from Work

Wherever possible, employees should travel to the site while respecting physical distancing measures by:

- Driving alone.
- Separating themselves from others (following physical distancing of two metres) and avoiding touching common surfaces while on public transportation.

## Confirmed Cases of COVID-19

If we should have a confirmed case of COVID-19 at our office, we will work with Ottawa Public Health to ensure appropriate measures are implemented as well as communicate with the effected employees.

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