



# Worksafe COVID-19 Safety Plan

## Location: A4-100 Aldersmith Place (Main Office)

### First Level (Elimination of risks) Protection Measures In Place

- Kardel has established the maximum occupancy of this office as **10 people** at any one time. A poster stating the limit is placed in a visible location at the front door. Occupancy includes both workers and visitors.
- Maximum Occupancy may increase temporarily when there is a scheduled event or training session in the large meeting room (313 sq ft), and the participants are only on site for the event and leave immediately afterwards. The member of the office staff organizing the event or training session is responsible for ensuring participants follow our site's safety plan, and **ensuring that they only have access to the meeting room, washrooms and front entrance**. The maximum number of participants for an event is 6, and they are permitted in addition to the above occupancy limit.
- All workers have been given remote access to their workstations from their homes. Workers are encouraged to work remotely whenever possible, and may be required to so if maximum occupancy is reached for a given day. Each worker's office phone line can be forwarded/unforwarded whenever required, and workers are encouraged to use their company cell phones (if applicable) when working remotely.
- Workers must book in advance on Sharevision when they and any visitors will be in the office. This will also be the record of when office staff were present if the Public Health Office requires the information.
- Workers may (in consultation with their supervisors) adjust their work schedules in order to keep numbers low in the office during peak times.
- Kardel has developed Work from Home guidelines for staff that work remotely.
- Kardel has a Zoom account that can be accessed to host virtual meetings. Shaw Smartvoice allows various forms of communication between office workers. Workers are asked to have meetings virtually whenever practicable, and when in person meetings are needed physical distancing must be used. Note: Kardel does not have the ability to provide meeting spaces that allow for proper distancing beyond 6 participants.
- Meetings where a worker would be going into a contractor's home must be planned with and approved by the worker's supervisor.

### Second Level (Engineering) Protection Measures In Place

- The existing glass barrier in the Kardel lobby allows for reception staff to safely communicate with both workers and visitors while maintaining physical distance. The sliding barrier can be open or closed.
- Cleaning of the barrier is listed in the cleaning tasks that occur daily in the AM and PM of each weekday.



- At this time no other physical barriers have been identified as useful, but workers who identify any locations in the office that they think could be made safer this way are asked to communicate this information to the Office Administrator.

### Third Level (Administrative) Protection Measures In Place

- **Workers and visitors must not come into the work site if they have symptoms of COVID-19, have had close exposure with a confirmed case or have been travelling internationally in the past 14 days.** Signage at the front door states this policy and lists the relevant symptoms. Reception will verbally confirm this information with each visitor. Workers, whether working on-site or remotely, must complete a form on Sharevision each work day affirming whether they meet the screening criteria determined by Worksafe. Workers with symptoms should phone 811 for guidance, and notify their supervisor.
- The main Kardel office is locked at all times to allow the monitoring of occupancy and limiting of visitors on site. There is a door bell that can be used to alert people in the office that visitors have arrived for appointments.
- Office staff will greet visitors arriving at the door. Unexpected visitors will be asked to step back 2 meters so that the staff person can enquire with them outside the office as to the nature of their visit. Visitors admitted to the office will be:
  - asked if they have symptoms of COVID-19, have had close exposure with a confirmed case or have been travelling internationally in the past 14 days.
  - asked for their name and phone number for our record of who has entered the building.
  - Informed where the safety plan is located
  - informed as to the location of handwashing stations and masks.
  - asked to wash or sanitize their hands, following posted guidelines
  - requested to maintain at 2 meters distance at all times from other people while in the office.
- All visitors must provide to reception staff their name and at least one phone number should they need to be contacted. This information will be provided to the Public Health office if they request it. This information will be kept for at least 30 days and then shredded.
- Reception staff are responsible for ensuring that the occupancy is within the posted limit.
- It is the responsibility of each worker to review the COVID-19 binder when there is a change to the information contained, and to initial that they have read and understand the information. The Office Administrator will notify all office staff by email when a change occurs and include an emailed version of the new document.
- A daily cleaning/sanitizing schedule for common areas is posted each week under the Sign In/Out board for workers to sign up. Workers coming to the office are expected to regularly sign up for daily tasks to share the workload. Reception will monitor the cleaning schedule to ensure that all areas for both AM and PM schedules are accounted for. Written cleaning procedures are located next to the cleaning schedule, and questions regarding cleaning/sanitizing procedures can be brought to the Office Administrator. Workers are responsible for cleaning/sanitizing their own workspace.
- Reusable towels and cloths should not be used in the office, single use one only.
- All workers and visitors must carry out hand hygiene upon entering the work site. Sanitizer is available in the lobby and throughout the building.



- **All workers and visitors in the office must maintain 2 meters physical distance from each other person whenever possible.** Avoid conversations in the hallways.
- Occupancy limits for common areas and multiple-person offices have been posted at the hallway entrance to each room, and must be followed.
- The worker hosting meetings on site is responsible to ensure that proper physically distanced meeting space is provided to both workers and visitors. When in-person meetings are held, position people at least two meters apart. The host is also responsible for ensuring that the space is sanitized following the meeting.
- Weather permitting, people may gather outside more safely, provided physical distancing and confidentiality requirements can be maintained.
- If a meeting is scheduled, the booking of the space should allow for attendees to wait in the meeting space if they should arrive early, as there is limited space to allow for distancing in the lobby.
- Break times should be staggered to more easily allow common spaces not to exceed occupancy limits. Workers should take only as much time as needed in a common space, to allow others to use the space.
- Workers should limit the use of shared work stations and sanitize equipment following use. Saran wrap is available from the office administrator and should be used to cover keyboards on computers/laptops that are shared amongst other workers.
- Workers should consider a visitor's ability to understand or comply with guidance, and any other support needs, when implementing protocols for COVID-19.
- Kardel workers are to adhere to the Work From Home guidelines when working remotely.
- Workers should use the OHS Concern Form (available on the OH&S board in the kitchen) to report any health and safety concerns.

### Fourth Level (Masks) Protection Measures In Place

- All Kardel staff must wear either a reusable cloth mask, or a disposable mask, at all times when working in any indoor environment. This also applies while transporting individuals in vehicles or when in an indoor space elsewhere in the community. This applies to all Kardel programs, to the administrative office and to any visitors to Kardel locations.  
Some exceptions to the general rule apply:
  - If you are in a room or vehicle by yourself, or while you are eating/drinking, no face covering is required.
  - If you have been told by a doctor that wearing a mask is medically inadvisable, a face-shield must be worn.
  - If you are supporting an individual that Kardel has determined requires access to lip reading, a face shield may be worn instead of a mask. Note: A face-shield is not considered equivalent to a mask, but at least some minimal protection is provided.
- Kardel has provided masks for visitors and workers to use if they do not have their own. These are located in the front lobby.
- Posted on the wall above the masks is a clear guideline for the proper use of masks. This guide is also available in the COVID-19 binder.
- Upon entering the work site the Office Administrator will point out to visitors the location of the masks, the location of handwashing stations, and if they choose to use a mask supplied, request that they review the guide for proper mask use prior to taking a mask.