

## FM Administration Office – Return to Office Protocols

<b>Required PPE</b>	Cloth or Disposable Face Mask
<b>Training</b>	Return to work Moodle training course
<b>Hazards</b>	Spread of COVID-19 Virus

Affected Employees: FM Administration (Cheryl Chisholm, Dave MacNeil, Karen Smith, Leon MacLellan) 

In alignment with public health recommendation regarding the COVID-19 Pandemic, the following are the protocols that will be maintained by all members of the FM Administration office until further notice.

1. Conduct daily questionnaire set forth by the University. Follow recommendations as required.
2. University Human Resources are reviewing requests for workplace accommodations based on a number of criteria that included health, anxiety, child care
3. When inside a University building, each employee shall ensure that they are:
  - a. Wearing a health Canada approved face mask
  - b. Following physical distancing guidelines of two meters
  - c. Practicing proper hygiene (hand washing, sanitizing, cough and sneeze etiquette)
4. When in office and working at their desk masks can be removed
5. Office signage will indicate that this space is for authorized personnel only and any unscheduled visits will be turned away and person will be required to call the office to schedule a meeting.
6. All meetings will be held outside of the FM main administration office in either the FM boardroom (7 or less) or the FM meeting room (3 or less)
7. When leaving the desk, ie for photocopier, washroom, lunch breaks, site visit, etc., masks must be worn. When leaving the office space maintain 2M physical distance as much as possible.
8. If work can be completed at home, then team member should work from home as much as possible in order to help control the spread of COVID-19. The schedule of when each employee will be in the office is TBD.
9. When video conferencing, team members should move to a private office or bring a set of headphones. This will help to ensure that other team members are not disturbed.
10. A review of the main office (room 105) allows for an excess of 2M of physical distance from each workstation (main office desks are 3M apart). The only situation under 3M of separation is when Leon enters his office past my desk but is still over 2M.
11. Use of shared kitchenette.
  - a. One person in the kitchenette at a time
  - b. Wash your hands prior to touching anything
  - c. Used sanitizing wipe to wipe down touch points before and after usage
  - d. There is to be no sharing of plates, utensils
  - e. Dishes cannot be left in the sink

*NOTE: All tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.*