

COVID19 – RETURN TO WORKPLACE GUIDE

Your Health in Mind

Your health is our top priority as we prepare to return to our workplaces. Following guidance from public health experts, we've developed several resources including Standard Operating Guidelines (SOGs), processes and communications.

What We've Done

To ensure you return to a safe work environment, we've implemented the following:

- Clean and disinfect all workstations and accessible offices
- Cleaned and disinfected all common areas – including break and lunch areas, entrances, locker rooms, restrooms and more
- Instituted daily and weekly cleaning protocols utilizing disinfectant
- Established hand sanitizer stations in areas where soap and water are not nearby
- Implemented physical distancing actions
- Designed measures to control movement of people entering and exiting facilities
- Designed control measures in workstation areas

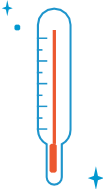
Self-Certify Survey



If you have symptoms, do not come to work. All employees and visitors will complete a COVID-19 Daily Assessment and use the documentation to gain entry into Town of Hanover facilities.

Temperature Scanning

Upon entering the building, all employees and contractors will be required to complete a self-assessment, including a temperature scan. If your temperature scan is above normal, you will be asked to contact your personal healthcare provider before being allowed to return to work.



Physical Distancing

Workstations and office areas continue to be evaluated to ensure six feet of physical distancing.



Personal Protective Equipment



Face Masks Everyone is required to wear a Town of Hanover-provided face mask or reusable face covering if 6 feet of physical distancing cannot be maintained



Face Shields In some instances, face shields or safety glasses may be required to supplement physical distancing.

Closure of Common Areas

Small meeting rooms and other small common areas may be closed or have limited entry. Common area considerations will be made on a building-by-building basis.

Handwashing/Sanitizing

Regular handwashing is one of the best ways to prevent the spread of germs.



Public Health recommends washing hands often with soap and water for 20 seconds

In high traffic areas where employees will not have access to soap and water, hand sanitizer stations have been added.



Breaks and Meals

Lunch rooms may be closed or have signage for limited personnel to ensure 2 metres between members. Eating at your desk is supported and suggested



Employees are required to clean microwave before and after each use.

Workstation and Office Cleaning

Workstations will be cleaned daily at the mid point and end of each shift by the employee or facility staff. A cleaning/disinfectant will be utilized. Those areas include;

- Office Spaces
- Lunch Rooms
- Washrooms



In offices, desks must be free from clutter at the end of each day. Common areas will also be cleaned daily.

Symptoms at Work

If you experience symptoms at work:

- Maintain a six-foot distance from others
- Advise your supervisor immediately
- Report confirmed cases to your supervisor right away

What You Can Do

To ensure the health and safety of all, we need to **start working differently** and we **must work together**. Make the commitment to:

- Read and understand all communications
- Self-assess your health daily
- Follow the processes and guidelines for distancing and wearing PPE
- Practise proper handwashing and sanitizing
- Cough and sneeze into tissues or your elbow
- Ask questions and focus on your health and the health of your co-workers
- **If you experience any symptoms, stay home**