

Physical Distancing Guidelines

Please note when physical distancing is not possible, appropriate PPE is required. PPE is determined through the Hazard Assessment process specific to the task being performed.

Scenario	Response	Comments
<p>Help Prevent the Spread (general provisions)</p>	<ul style="list-style-type: none"> • Help Prevent the Spread • Practice physical distancing • Follow physical distancing requirements for teams and mass gathering requirements in the workplace • Practice good hand hygiene; wash hands often, cover coughs and sneezes, avoid touching your face • Call Health Link 811 if you have health concerns related to COVID-19 and follow their advice 	<p>Applies to:</p> <ul style="list-style-type: none"> • All worksites (office, vehicle, outside location, client site - business or dwelling) • Client interactions and general public • Public transportation commuting
<p>Reception Area Front Desk</p>	<p>Front line response strategies</p> <ul style="list-style-type: none"> • For Staff • For Managers • Post signage - Have the COVID-19 government issued advisory signage on the door/front desk for the public to see 	<ul style="list-style-type: none"> • Enhanced cleaning protocols for surfaces in offices and common areas, including critical contact (touch) points including keyboards, mouse, desktops, boardroom tables & chairs, etc.) before and after use • If guest/client approaches counter, create 2 meters of physical distance between you and the visitor. Mark 2 meter spaces on the floor with tape so that visitors know where to stand and wait for service

Scenario	Response	Comments
		<ul style="list-style-type: none"> • Questions to ask if someone shows visible symptoms: <ul style="list-style-type: none"> <input type="checkbox"/> Ask: “Do you or anyone in the home/business have flu like symptoms?” <input type="checkbox"/> Ask: “Has anyone returned from travelling out of the country?” <input type="checkbox"/> Ask: “Is anyone there in self-isolation?” <input type="checkbox"/> Ask: “Has anyone attended a gathering or greater than 15** people recently?” • If a client shows visible flu-like symptoms, request the client to go home and isolate until symptoms are gone and/or call 811 for advice
<p>General Office Space</p> <p>Lunch, Meeting Rooms</p> <p>Building Elevators</p>	<ul style="list-style-type: none"> • Practice physical distancing • Follow physical distancing requirements for teams and mass gathering requirements in the workplace • Practice good hand hygiene; wash hands often, cover coughs and sneezes, avoid touching your face • In lunch, meeting rooms practice physical distancing, follow physical distancing requirements for teams and mass gathering requirements in the workplace • Practice elevator etiquette - avoid crowded elevators (limit to 2-3 people). Use stairs or wait for the next elevator 	<ul style="list-style-type: none"> • Enhanced cleaning protocols for surfaces in offices and common areas, including critical contact (touch) points including keyboards, mouse, desktops, boardroom tables & chairs, etc.) before and after use • Keep 2 meters of floor space between you and your co-workers in meeting rooms, lunch rooms to keep required distance • Have hand sanitizer available and use hand sanitizing stations in buildings • Ensure supply of hand soap and paper towels in all washrooms and kitchen facilities
<p>Vehicles Use (Fleet and Personal)</p>	<ul style="list-style-type: none"> • Review Vehicle Safety Tip Sheet 	<ul style="list-style-type: none"> • Inside the vehicle, • Required PPE is determined through the Hazard Assessment process specific to the role/task being performed. Discuss its contents with your supervisor.

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		<ul style="list-style-type: none"> Enhanced cleaning protocols for vehicle surfaces and high- touch areas including door handles, steering wheel, all controls, touch screens, levers, and switches before getting into car or sharing a vehicle. Maintain distance - one in the front seat, another in the back seat, Open windows slightly to allow for fresh air circulation Wash hands afterwards
If the worksite cannot provide physical distancing	<p>Review all tasks/functions to identify if the work can be done from home.</p> <p>Wherever possible,</p> <ul style="list-style-type: none"> Allow employees to work from home. Connect via phone calls, emails, virtual meeting rooms Create space at the work-site to spread out. 	<ul style="list-style-type: none"> Manager approval required for all 'work from home' requests
Work from home Virtual Meetings	<ul style="list-style-type: none"> Review Work from Home considerations and Home Office Safety Checklist Touch base with team members Virtual meeting assistance Train employees for running/calling in to virtual meetings Review Remote Access and Collaboration Tools 	<ul style="list-style-type: none"> Tracking of devices (monitors, laptops, etc.), support for remote desktop set-up, call forwarding, etc.
In-person meetings with team members – at GoA facilities	<p>Provide options to connect virtually (phone, Skype)</p> <p>If in-person meeting is a must,</p> <ul style="list-style-type: none"> Practice physical distancing Begin with a Safety Briefing Sanitize the room surfaces Provide hand-sanitizers to all attendees Have tissue available 	<p>If an employee shows visible flu-like symptoms, he/she is to self-isolate.</p> <p>As of March 25, Albertans are legally required under public health order to self-isolate for:</p> <ul style="list-style-type: none"> 14 days if they returned from international travel or are in close contact of someone with confirmed COVID-19

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		10 days if they have any symptoms that are not related to a pre-existing illness or health condition: cough, fever, shortness of breath, runny nose or sore throat
Team Rotation	<ul style="list-style-type: none"> • Set up a team rotation. • Key members to lead teams from the work-site via virtual meetings • Share schedule with team via email or SharePoint • Update contact lists to stay connected • Establish essential services teams • Review work stoppage plans • Consider employee situations (those self-isolating, with kids or elderly at home, vulnerable, etc.) 	<ul style="list-style-type: none"> • The number of employees present on-site (maximum occupancy limits), will differ from work-site to work-site. It depends on the size of the team and space available on-site to determine. Read the update from Alberta.ca
In-person meetings with clients – at GoA facilities	<p>Provide options to connect virtually (phone, Skype)</p> <p>If in-person meeting is a must,</p> <ul style="list-style-type: none"> • Required PPE is determined through the Hazard Assessment process specific to the role/task being performed. Discuss concerns with your supervisor. • Practice physical distancing • Provide hand-sanitizers to all attendees • Have tissue available 	<ul style="list-style-type: none"> • Before scheduling an in-person meeting with a client, ask <ul style="list-style-type: none"> <input type="checkbox"/> Ask: “Do you or anyone in the home/business have flu like symptoms?” <input type="checkbox"/> Ask: “Has anyone returned from travelling out of the country?” <input type="checkbox"/> Ask: “Is anyone there in self-isolation?” <input type="checkbox"/> Ask: “Has anyone attended a gathering or greater than 15** people recently?” • If a client shows visible flu-like symptoms, request the client to go home and isolate until symptoms are gone and/or call 811 for advice • Reschedule the client meeting, as needed, for after the isolation period

Scenario	Response	Comments
In-person meetings with clients at their site - facility or outside location	<ul style="list-style-type: none"> • Required PPE is determined through the Hazard Assessment process specific to the role/task being performed. Discuss its contents with your supervisor. • Review Vehicle Safety Tip Sheet and practice vehicle safety tips • Practice <u>physical distancing</u> • Practice <u>good hand hygiene</u>; cover coughs and sneezes, avoid touching your face 	<ul style="list-style-type: none"> • Supervisor to review requests/calls for client site visits, take note of any site conditions and actions that must be done and inform employee before travel to the site
Additional Resources:	<p>Check alberta.ca and myAPS regularly</p> <p>Morneau Shepell</p> <ul style="list-style-type: none"> • Emotional well-being during COVID-19 webinar • Talking to your child about COVID 19 • Introduction to working remotely <p>As always, EFAP services are available via chat or phone call</p> <ul style="list-style-type: none"> • 1-800-268-5211 • Website or chat 	<ul style="list-style-type: none"> • Contact your primary health provider or Health Link 811 if you have questions or concerns about your health