



BCGEU OFFICE BUILDING RETURN TO WORK OFFICE PLAN JULY 2021

This revised plan will be followed by all staff, members and visitors

Building access

- The BCGEU has increased the number of stations with hand sanitizer for people to use while in BCGEU buildings.
- BCGEU buildings with a large number of staff may stagger start, end, and break times to minimize crowding at entry and exit locations and in break rooms.
- Staff, members, and visitors will not be permitted to come into BCGEU buildings if they have cold or flu-like symptoms.
- Staff who are not permitted to access a workplace will be advised to travel directly back home or to a preferred location for self-isolation. Assistance in travel may be available on request.

We will require that all staff, members and visitors:

- Wear a face mask when arriving at and departing from the office.
- Wear a face mask in all common areas in the buildings, including elevators, stairwells, hallways, washrooms, break rooms, etc.
- We strongly recommend that staff and visitors wear a face mask in all situations where physical distancing may not be possible.

Hygiene protocols

All staff, members and visitors are required to follow these hygiene protocols:

- Allow time for handwashing breaks throughout the day.
- Wash hands often with soap and water for at least 20 seconds.
- If hands are not visibly soiled and soap and water are unavailable, alcohol-based hand sanitizer can be used.
- Use good respiratory etiquette by covering your mouth and nose with the crease of your elbow or with a disposable tissue when you cough or sneeze.
- Ensure used tissues, disinfectant wipes, and safety equipment are properly disposed of in a lined waste receptacle.

Workplace operations July 19 2021 – September 3, 2021

- The number of staff working in the office at any one time will be guided by the workplace risk assessments done by the Joint Occupational Health and Safety Committees (JOSHC) in accordance with any established health and safety regulations.

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- Staff who are not able to work at the offices at this time given their personal circumstances are required to work with Human Resources to determine if alternate arrangements are appropriate.
 - Meetings will be in accordance with the PHO guidelines.
 - Each Department and Area Office will continue to review workplace procedures throughout the reopening phase to ensure safe practices to carry out the work of the union.
 - One-way staircases have been established to minimize physical contact and signage has been posted to indicate direction.
 - **BCGEU offices will follow meeting size restrictions as provided by the PHO. Meeting rooms will be capped at 50% of normal seated capacity or 50 people, whichever is greater.**
 - If any worker has concerns related to Health & Safety they should contact their Coordinator, SDC, JOSH Committee Representatives or Human Resources to address the concerns.

Work stations July 2021 – September 3, 2021

- Staff can still continue to use communications with other staff using email, video/teleconference, or other technology as much as possible but are encouraged to return to meeting in person.
- Where possible, offices and workstations should not be shared. If sharing space is unavoidable, all frequently touched surfaces must be cleaned and disinfected before leaving the space, such as the computer keyboard and mouse, desk surface, arms rests on chairs and telephone.
- Staff are required to clear the surface of their desk at the end of each day so that a proper cleaning of the surface can be carried out.

Communal spaces

- Staggered break times should be considered to reduce large gatherings in common areas.
- Communal doors (such as those at department entrances) will remain open throughout the workday to reduce contact with door handles. This does not apply to doors which must remain closed to comply with fire regulations.
- All staff are required to use only their own equipment, such as pens, staplers, headsets, and computers.
- Shared office equipment or other items (e.g. photocopiers, microwave ovens, etc.) will be periodically cleaned and disinfected throughout the workday.
- **BCGEU offices will follow meeting size restrictions as provided by the PHO. Meeting rooms will be capped at 50% of normal seated capacity or 50 people, whichever is greater.**

Members/Visitors

- All members will be able to attend BCGEU offices by appointment only, and relevant office plan information will be communicated to them in advance of their appointment and displayed at building entrances where the sign in sheets are placed;
- When booking appointments, visitors and members will be reminded to reschedule their appointment if they experience cold or flu like symptoms.
- Waiting areas will be arranged to maintain physical distancing requirements. Barriers have been installed between reception areas and visitors (e.g. Plexiglas). Markers have been placed on floors directing visitors where to stand when approaching the front desk.
- Staff, members and visitors will be required to wear face masks in all common areas. Each office will have a supply of disposable, non-medical face masks readily available upon entering offices.

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- Staff, visitors and members will be required to dispose of used sanitizing wipes, used disposable masks, and other personal protective equipment in appropriate bins.
 - Personal cloths face masks are permissible.

Deliveries

- As much as possible, contactless delivery should be requested to maintain physical distancing requirements (e.g. delivery person leaves packages in a pre-arranged location). This option may be limited if signing or proof of receipt is required.

Ventilation

- Ventilation systems at the office will be reviewed and adjusted where possible to increase ventilation rates (increasing the fresh air intake) while maintaining comfortable indoor air temperature and humidity for occupants.
- **The use of portable fans, air conditioners, and heaters is prohibited.**

Elevator use

- At buildings with elevators, the maximum occupancy of any elevator will be limited to two persons.
- A face mask must be worn in the elevator.
- Tape and markings have been placed on the ground to indicate where people should stand while lining up to enter the elevator.
- Stand behind the floor markings while waiting for elevator doors to open and the occupant has cleared the elevator.
- Signs have been posted near elevators promoting their safe use
- Routine disinfection of elevator panels will occur throughout the day.
- *LMAO will follow the Quadreal Protocols for Elevator use*

Facilities and cleaning staff

- All common areas and high touch surfaces will be disinfected at least daily. This includes doorknobs and handles, elevator panels and buttons, light switches, tables, chairs, and work surfaces in break rooms, and washrooms.
- Pressurized sprayers that may aerosolize contaminants upon application to the surface will not be used in any area of the building.
- Only vacuum cleaners equipped with exhaust filters-will be used for carpeted areas.
- Cleaning staff will be provided with personal protective equipment (PPE) appropriate to the risk level when performing cleaning tasks.
- A single, sturdy, leak-resistant garbage bag is sufficient for containing waste. A punctured or contaminated garbage bag should be placed into a second bag.
- The BCGEU will clean and disinfect all work areas accessed by person(s) confirmed to have COVID-19 and will restrict entry into the areas accessed and post hazard signs until cleaning and disinfection is complete.