

Lifesaving Society Office

Relaunch Plan and Policies

Updated June 8, 2020

Purpose

These policies and practices have been put in place for the protection of our employees, customers, members, contractors, and visitors in response to the COVID-19 pandemic. It is expected that all persons who enter the worksite (Employee, Contractor, or Visitor) follow these policies. Expanded information on the requirements below can be found in the Lifesaving Society's COVID-19 Staff Policies.

Distancing Measures

- 2 Meters Distance – All employees, members, volunteers, contractors, or visitors must maintain a minimum of 2 meters distance at all times.
- Floor Markings – Floor markings have been placed around the two reception desks to remind individuals to distance appropriately when in these areas.
- Restricted Access – The worksite currently has restricted access. Only employees, contractors, delivery agents (Canada Post), and Visitors with prior approval from the CEO may enter the worksite. Areas of the worksite are marked as restricted and access is controlled.
- Traffic Flow – 2 meters distance must be maintained while in hallways, stairwells, board rooms, and offices (in all areas, at all times).
- No Congregating – Individuals who come for curbside pickup are to remain in their vehicle call and call the main desk. A staff member will confirm the order over the telephone and collect payment. They will then bring the order outside the front door and return to the building. The individual may then pick up their order and return to their vehicle.
- Capacity – The building will have a maximum occupancy of 10 people. There will be a maximum of 5 people on either floor at any time. The two meeting rooms will have a maximum capacity of a maximum of 2 people. There may only be 1 visitor in the lobby area at a time.
- Additional Measures – All meetings and training will take place virtually using Microsoft Teams or Zoom. If there is a requirement where employees need to be in closer proximity to each other Occupational Masks must be worn.

Cleaning

- High Touch Surfaces – Bathrooms, door knobs, light switches, etc. will be cleaned and disinfected on a daily basis.
- Staff Room – Will be cleaned and disinfected on a daily basis.

- **Personal Hygiene** – Employees are required to wash their hands immediately upon entering the workplace. They must also wash their hands after using the washroom and before eating. Hand sanitizer is provided at the main entrance for anyone entering the building.
- **Employee Workstations** – Employee workstations should be cleaned and disinfected daily. Employees are not share workstations with the exception of the reception desk and shipping computers. These workstation's are to be cleaned and disinfected prior to each use.
- **Payment** - We will only accept credit card payment or PO numbers for Members. The payment card machine will be cleaned and disinfected daily.
- **Training** – Employees will following the cleaning directions on the chemicals utilized for cleaning and disinfectants used. Only disinfectants with a Drug Identification Number (DIN) will be utilized.
- **Tracking** – Employees will track all cleaning through an Electronic Cleaning & Disinfecting Tracking Form.

Screening For Symptoms

- **Employees** – All employees will complete daily self screening through an Electronic Form. All employees have been notified of the requirement not to enter the workplace if they are experiencing any of the symptoms included on the screening form.
- **New Symptoms** – If any employee develops any cold or flu like symptoms that are indicated on the screening checklist while at the worksite. They are to immediately stop work and leave the worksite. They must then notify the CEO and complete the AHS COVID-19 Self Assessment. Regardless if they have COVID-19 or not they must not return to the workplace or undertake any in-person meetings until 10 days from the onset of symptoms or until symptoms resolve (which ever is longer).
- **Increased Absenteeism** – The Society recognizes that there maybe increased absenteeism of our employees as a result of the Public Health requirements. Employees will be set up and encouraged to work form home where possible. We ask for patience with our members and customers during this time as there will be delays in response to phone calls, orders, and support. Projects, reports, and service may be delayed due to uncontrollable circumstances related to COVID-19.
- **Sign In** – All employees, contractors, and visitors who enter the workplace must sign in indicating the date, time, contact number and purpose of their visit. This information may be used for contract tracing at a later time if required.
- **Sick Employees at the Workplace** – If any employee enters the workplace with symptoms they will be immediately asked to leave and the entire building will be disinfected (all surfaces) including any items they may have touched. Progressive employee discipline will be considered for any employee who breaches this policy.

Personal Protective Equipment

- **Non-medical Masks** – Will only be required when employees are performing a task where 2 meters distance can not be maintained. Employees should make every effort

first prevent this from occurring but in a rare circumstance where it is required they will wear a face mask.

- Gloves – Disposable gloves are available for use when completing cleaning tasks.
- Visitors, Contractors, Members, and Customers – will not be required to wear a mask however it is encouraged. Mask will be provided where required if an individual does not have one.

Responsibilities

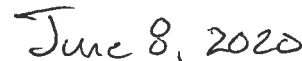
- Visitor Compliance – All employees are responsible for making sure contractors, members, customers, and visitors are following the policies included in this document.
- Contact Information – Contact information for employees, contractors, Members, customers, and visitors who attend the workplace will be collected. This document may be used and provided to public health officials for contact tracing.
- Non-compliance – Anyone who is in non-compliance with these policies will be advised of the expectation and may asked to leave the workplace by any employee if they continue to be in non-compliance. If an employee is in non-compliance they will be asked to correct the issue/behavior and if they continue to be in non-compliance they will be asked to leave the workplace by the CEO or a designated manager.

Communication

- Worksite – This document is posted in the lobby of the Lifesaving Society office.
- Website – This document is posted on the Lifesaving Society website under the COVID-19 section.



Kelly Cater
Chief Executive Officer



Date