



## CLR Return to Work Plan

We are working towards a schedule to re-open our office. This is of course dependent on things continuing to improve in BC with respect to reported cases of COVID-19. Our plan is consistent with the recommendations from the Provincial Health Officer (PHO) to return to regular working hours and normal business operations, and will be subject to change based on further input that may be received from the PHO in the coming weeks and months.

Starting the week of May 25, 2020, we will be working on a schedule that will see staff returning to work on a rotating basis that will see no more than 4 staff members in the office at a time. We will start to expand on this as we see evidence that we can maintain safe and healthy work environment in light of the COVID-19 pandemic. Those team members in the office on any given day will be responsible for answering phones, accepting mail and couriered items, and distributing as required and appropriate. Plexiglass barriers have been ordered for front reception and should arrive soon. For all mail and courier deliveries, a box will be left in front of reception for these deliveries to be deposited into.

A return to partial and eventually regular office operations will enable the team access to necessary equipment, work schedules and an opportunity to see your co-workers again in person. In preparation for that time, and in addition to the above, we are working on a return to work plan for safe operations. Following are some of the tasks CLR has undertaken, and some requirements of each staff member upon your return.

- **Increased cleaning**
  - Lysol wipes and hand sanitizer bottles have been placed at strategic locations in the office for your use;
  - The surfaces and high touch areas within the office have been cleaned and sanitized (light switches, door handles, printer, drawer handles); a daily checklist will be posted in the office for staff to sign off on every couple of hours.
  - The cleaning crew arrives each evening and cleans common door handles and the reception desk area.
  - A daily cleaning checklist will be provided to the cleaners to sign off on each night.
  
- **Social Distancing**
  - Joleen has been designated as the supply designate to manage stock and distribute items from storage as necessary. Ask her if there is anything you need from our supplies;
  - Our enclosed offices offer adequate spacing to maintain physical distancing measures;
  - Meeting rooms will be closed as a rule, but exceptions can be made on a case-by-case basis (request to CEO);
  - As much as possible, please avoid face-to-face meetings and rely on electronic communication where it is feasible to do so;
    - Where face-to-face meetings can not be avoided, masks and disposable gloves will be available at the reception desk.

- WorkSafe has developed a matrix to assess risk transmission – the CLR office has both low # of contacts and low contact intensity which means lower risk.
- Directional arrows will be placed in the centre workstation area for walking to and from the lunchroom to avoid close interaction while walking in that area.
- **Increased communication**
  - A sign has been posted at the front door to indicate our social distancing requirements;
  - Management is monitoring the advice of the PHO, will adjust in-office operations and this RTW Plan as required, and will keep staff notified of any potential changes.

**We ask each staff member to:**

- **Increase cleaning**
  - If you are returning with equipment or items from your home, please ensure they are sanitized appropriately using the available sanitary wipes;
  - Use the wipes and cleaning materials to maintain your office area;
  - Practice good hygiene – wash hands, avoid touching your face.
- **Reduce access**
  - To reduce additional access to the facility, do not to host in-person meetings (exceptions only upon request to the CEO);
  - Only one person in the printer area at a time. Please use wipes between usage;
  - Maintain a distance of two metres from anyone else wherever possible;
  - Limit the amount of deliveries requiring delivery agents in the office space;
  - Stay vigilant regarding social distancing, meetings and travel outside of office hours.
- **Stay healthy!**
  - Consider your meal needs and try to avoid use of the kitchen; Where kitchen is used ensure all surfaces you touch are cleaned. We will monitor use of the kitchen and privileges may be removed if we are not following proper cleaning procedures.
  - If you are feeling ill or have any symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing, or have come in contact with someone who has COVID-19, please self-isolate at home as advised by 811. Please notify your supervisor of your need to stay home;
  - Remember the services available to you through your benefits plan to assist you in this transition.
- **Communicate!**
  - If you are feeling any anxiety towards your return to work plan, please contact your supervisor to discuss;
  - Things may change based on news reports or operations. If you identify a new area of health and safety concern, or if it seems like something isn't working, please notify your supervisor so we may address these issues as required.

**Timeline:**

- Beginning May 25, 2020 this is how the schedule will look:

<b>Monday</b>	Ken	Joleen	Paul	Sascha
<b>Tuesday</b>	Chris	Rachel	Paul	Sascha
<b>Wednesday</b>	Ken	Rachel	Paul	Sascha
<b>Thursday</b>	Ken	Rachel	Paul	Sascha
<b>Friday</b>	Chris	Krista	Paul	Sascha

- CLR will monitor the situation with the potential to relax some operational measures over the next 12 – 18 months and increase staff on site in a shorter timeframe based on the success of the return.

**Additional resources for your information:**

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan>

Thank you all in advance for your adherence to this plan and doing all you can to protect your health and that of your teammates.

Sincerely,

Ken McCormack | President & CEO