



PANDEMIC: REOPENING SAFETY PLAN

APPENDIX H

Distancing Protocols

Physical distancing is the simplest and most effective measure to prevent potential virus infection; it depends solely on keeping a distance to avoid person to person infection.

In simple terms, this means:

- Keep a 2 metre (6 feet) distance between coworkers, between public on transit or between you and contractors or clients.
- Eliminate physical contact with anyone, no handshakes, hugging or contact of any type with coworkers, friends or anyone outside your immediate family.
- Best practice is to avoid making hand contact with surfaces touched by others as much as reasonably possible

Follow these protocols that have been put in place at the NAC:

- Entry and exit doors will be reduced to a limited number of doors for entry, while start times at beginning of day will be staggered by 10 minutes apart.
- Exit doors may in some circumstances be the same as the entry door, if available other exit doors from areas will be designated.
- When entering a queue, follow safe distancing markings on the floor to indicate the location to wait behind the person in front of you.
- Follow directional guidance that may be displayed in some areas that would include a specific entry door and exit door to the location, for example.
- Wayfinding signage will be posted in locations such as garage, lobbies, stairwells, etc.
- Rooms have been updated to identify the maximum capacity of a meeting room, lunch / break room or office spaces to maintain the 2 M (6 feet) distancing.
- Meeting rooms and larger offices will have less seating available to maintain the distancing requirements.
- Lunch / Break times will be staggered at 10 minute intervals to limit number of people in local break / lunch room areas or the Green Room, supervisor to monitor.
- If possible, have your lunch and breaks within your work area or office, provided the cleanliness of the space is in keeping with good housekeeping practices.
- Disinfect the fridge handle before use and after use.
- All microwaves will be removed from the kitchen areas.
- Larger restrooms will have a limited number of stalls and sinks available.
- Locker / Change rooms will have the same staggered times as the entry times, once arrive at work, proceed to the locker / change room.
- While in the locker / change room, the number of people will be limited to a certain capacity at one time as well. Follow instruction on signage posted outside.
- Plexi-glass barriers will be installed at locations where employees will have patrons facing them or in areas where employees work in close proximity to others if the 2 meters is not sustainable.
- Signage will be posted in local areas, meeting rooms, kitchenettes or elevators indicating the number of people permitted to be in the space at one time.
- When conducting meetings in boardrooms, utilize the teleconference devices in the room to conduct virtual meetings. . Follow cleaning protocols to wipe down surfaces before and after the meeting.
- It may be necessary to work in teams in circumstances, this team will remain together when required, and otherwise work will be conducted alone.

INSTRUCTOR: _____ TRAINEE: _____
DATE: _____ **Please print your names.**
