



ALPINE



COVID-19

Safety Management Plan

Overview

Much has changed since the beginning of 2020 due to Covid-19. Alpine is welcoming you back to the office. We have put some preventative measures and protocols in place to ensure the continued health, safety, well-being of all our employees and meet the provincial restrictions during the pandemic.

We ask that you take time to review the guidelines, be familiar with requirements, and keep our workplace a very safe and healthy environment by stopping the spread.

Thank you

Alpine Building Maintenance Inc.

Last Revised: 2021-03-15

SPLIT TEAM ARRANGEMENT

To facilitate physical distancing in the office, a split team arrangement will be followed for the work week.

Please check with your supervisor to determine if this section applies to your team, check your team color and which days you can be at the office.



We will be scheduling employees back to the office in two groups, Groups A and B, to prevent overcrowding. One group will be in the office Monday, Wednesday, and Friday, the other Tuesday and Thursday. The following week the two groups will switch days. On the days you are not in the office you will continue to work from home.

Similarly, we are changing the seating arrangements to accommodate the spacing and social distancing practices recommended by public health officials.

Due to health concerns, you will not be able to share offices or use your colleagues' offices or equipment.

WEEK 1

Monday	Tuesday	Wednesday	Thursday	Friday
TEAM A	TEAM B	TEAM A	TEAM B	TEAM A

WEEK 2

Monday	Tuesday	Wednesday	Thursday	Friday
TEAM B	TEAM A	TEAM B	TEAM A	TEAM B

Note:

If you are not coming into the office on your assigned day for any reason, please do not come in the next day. Come in on your next assigned day.

ENTERING THE BUILDING

Every day that you report to work, you must complete the COVID-19 pre-screening questionnaire and print your name, date and initial on sign in sheet. You can find the sign in sheets:

- Unit 211 – On the wall opposite the reception desk
- Unit 210 – On the wall by the IT desk

STOP
COVID-19
Please complete before beginning your work today

Please read the following questions and if the answer is "No" to all the questions below, move on to the next page and initial the date on the calendar.

If you answer **YES** to any of these questions below:

1. Go home & self-isolate. Call your physician or 811 to find out if you need a test.
2. Contact and Inform Alpine or your Manager on your health as soon as possible.

Note: If you have an existing health condition that gives you the symptoms you should not answer YES, unless the symptom is new, different or getting worse. Look for changes from your normal symptoms.

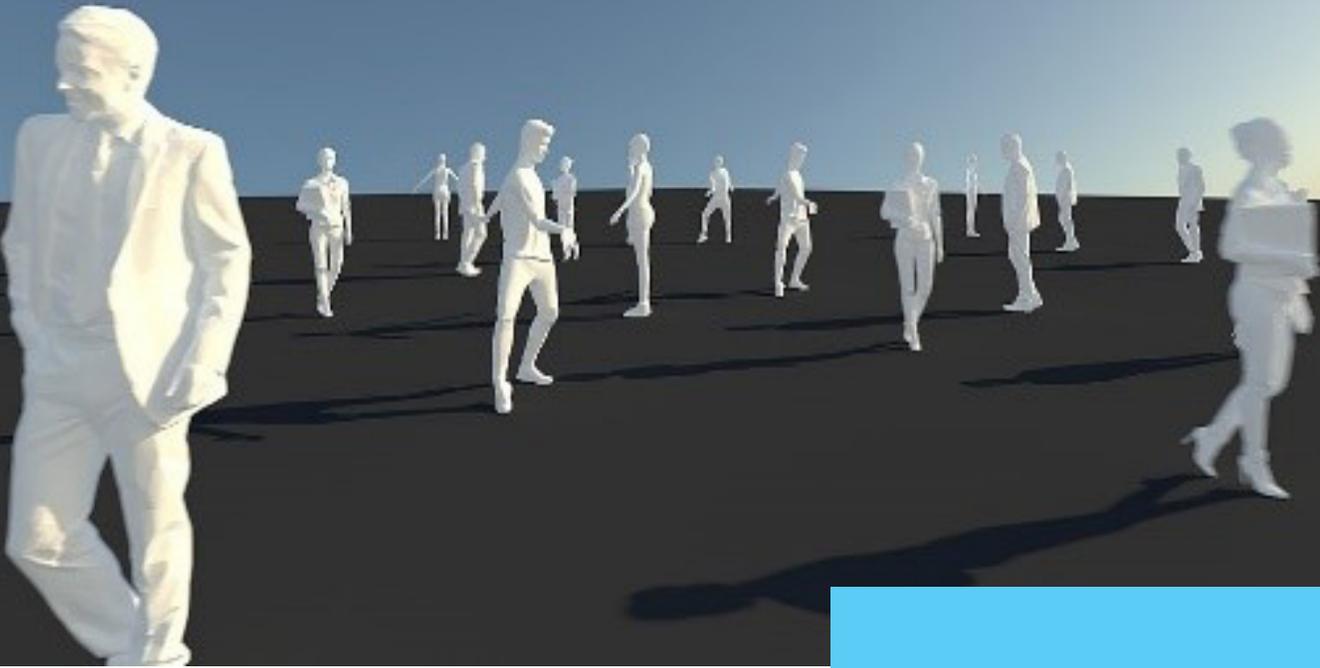
1. Do you have any of the following new or worsening symptoms or signs?

 Fever or chills	 Cough	 Difficulty breathing shortness of breath	 Sore throat, trouble swallowing
 Runny/stuffy nose	 Decrease or loss of taste or smell	 Nausea, vomiting, diarrhea	 Not feeling well extreme tiredness, sore muscles

2. Have you had close contact with a confirmed or probable case of COVID-19 without wearing appropriate PPE?
3. Have you travelled outside of Canada in the past 14 days?
4. Have you been told to self-isolate in accordance with Public Health directives?

- If you have symptoms, please do not enter the building. Kindly contact your Supervisor and go home.
- Wearing a mask as you walk through common areas is mandatory.
- Avoid touching surfaces in common areas.

CONTINUE SOCIAL DISTANCING



**IF YOU ARE SICK, ILL,
OR NOT FEELING WELL
PLEASE STAY HOME.**

When you return to the office, you will see tape on the floors. The tape is a reminder to remain 6' away from other people, and to avoid encroaching on others' space. Be cognizant of the markings on the floor and remain on the right side of the floor markings to maintain proper social distancing.

GOOD SANITATION PRACTICES

Wash your hands. Employees are encouraged to wash hands frequently especially at the following times.

- When you arrive at your workstation start of the day and before leaving for the day
- Before you handle anything in the kitchen i.e. coffee maker, tea pot, toaster, fridge
- Before eating and drinking
- After use of washroom
- Before and after in-person meetings
- If you have touched your face, mouth or nose
- If you have touched any contaminated surface
- If you are unable to use water and soap to wash, please use the hand sanitizers that are provided at various locations throughout the office.
- If you wish to use Personal Protective Equipment (PPE) such as masks, then wash your hands prior to putting on the PPE. Discard single use PPE (eg. Masks) in the garbage after use.

SOAP OR ALCOHOL-BASED HAND RUB: Which is best?

Either will clean your hands: use soap and water if hands are visibly soiled.



Remove hand and wrist jewellery

HOW TO HAND WASH

- Wet hands with warm (not hot or cold) running water
- Apply liquid or foam soap
- Lather soap covering all surfaces of hands for 20-30 seconds
- Rinse thoroughly under running water
- Pat hands dry thoroughly with paper towel
- Use paper towel to turn off the tap

HOW TO USE HAND RUB

- Ensure hands are visibly clean (if soiled, follow hand washing steps)
- Apply about a loonie-sized amount to your hands
- Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)

WASHROOMS

- Use your elbow or push door open with foot to enter
- Use automatic light switch
- Take all personal belongings (soap, etc.) with you after using the bathroom.

KITCHEN/LUNCHROOM

ONLY ONE PERSON IS ALLOWED IN THE LUNCHROOM AT ANY TIME.

Employees are encouraged to have lunch at their workstations or outside (weather permitting)

- If using lunchroom, please practice physical distancing.
- Lunchroom seating has been adjusted to reflect physical distancing, kindly avoid moving chairs around.
- Disinfect table and chair in lunchroom after each use.
- Follow disinfecting protocol posted in the lunchroom.
- We strongly encourage employees to bring their own utensils i.e plate, cup, spoon, fork and limit the use of common shared office utensils.
- Limit the use of a shared fridge, kettle, and coffee maker or take extra care to wipe/clean/disinfect after touching.

VISITORS

Social visitors are highly discouraged during this time.

- Operational visitors / vendors are allowed under strict conditions.
- Share 'Visitor Guidelines' with your visitors ahead of time.
- Advise reception if you are expecting a visitor.
- Ensure to meet your visitor at the designated time and take them to the boardroom as soon as possible – this is to ensure that we do not have too many visitors in the reception area at a given time.
- All visitors will have to be escorted to wherever they need to go in the building.
- We discourage employees visiting other facilities / offices or having external meetings unless necessary.

GUIDELINES FOR VISITORS

- By appointment only.
- Please wear a mask before entering the building.
- Please complete and sign the COVID-19 Prescreening questionnaire at arrival.
- Please re-schedule if you are sick, feeling sick, sneezing, coughing or have a cold.
- Please wait in your car if you arrive early for your meeting, as reception area space is limited.
- Please report to reception for further direction

IN PERSON MEETINGS

- Keep in-person meetings to the minimum - ask yourself “is there another way to accomplish the goal”.
- Whenever possible choose to do video conferencing.
- Wash hands before and after every in-person meeting.
- Wearing a mask to in-person meetings is recommended.
- Practice physical distancing in the meeting space.
- Follow meeting room limit / capacities that have been set.
- Meeting host to designate 1 person from the group to dis-infect table, chair and devices handled (ie. Keyboard, mouse, remote, phone) at the end of the meeting.
- **Assign designated person to disinfect the room prior and after the meeting.**
- Ensure to allow time for disinfecting and be conscious of the next meeting scheduled.
- Schedule 10-minute intervals between meetings to allow disinfected surfaces to dry.
- Follow disinfecting protocol posted in each meeting space.

MEETING ROOM CAPACITIES

Room	Occupancy Limit
101 Reception	2
102 Conference Room	4
201 Board Room	6

WORK STATION, EQUIPMENT, DEVICES



- Discourage colleagues from using your workstation.
- Avoid using colleagues, phones, desk, pens/markers, handheld, or other office tools and equipment if shared or touched.
- Clean / disinfect any equipment you use.
- Employees are responsible for disinfecting their own work space/workstations frequently during the day.
- Please use wipes to clean and disinfect any surfaces or objects you may have touched after using a common area. This includes:

- Shared filing cabinets
- Water cooler
- Tables in meeting rooms
- Printer / photocopier
- Fridge handles
- Bathroom door handles
- Light switches
- Toaster / microwave / kitchen items

Normally, we recommend using the railing when you go up or down the stairs. For the time being, please keep your hand near the railing without touching it if you can, so you can grab on to it quickly if you stumble. If you do use the railing, wash your hands immediately afterward.

MASKS

Required to wear a mask in the following situations:

- When entering and exiting the building.
- When stepping away from your desk.
- When someone visits your desk.
- When in any common space such as a meeting room, kitchen, washroom, hallways.

HAND SANITIZER

- Please use hand sanitizer provided at all entry points of the building.
- Hand washing: Please wash hands as frequently as possible with soap and warm water as this is more effective than hand sanitizer.

WORKSTATIONS/DESKS

- Disinfect your own space at end of each day.



If you have any questions, comments, or concerns regarding the practices that are occurring in the office then please do not hesitate to bring them forward to your manager, or Human Resources.

**TOGETHER WE CAN KEEP
EVERYONE HEALTHY AND SAFE**