



PROTOCOLS FOR HEAD OFFICE FIELD STAFF DURING COVID-19

In addition to the protocols described in the health and safety guideline *Safe Working Measures During a Pandemic*, the following protocols apply to staff who have the need to access various areas of the Head Office as they related to field work. Those not following these guidelines may be subject to disciplinary action. New safe working measures will be added as required or requested.

As it relates to the Ontario government's [Enhancing Public Health and Workplace Safety Measures](#), staff are expected to adhere to the following measures:

- If you have been approved* to access the office or conduct field work, before starting your workday, you must complete a self-assessment using the 'My Screening' function on CVC's COVID-19 App on Teams. Ensure that you follow all of CVC's COVID-19 protocols and limit your interactions with other people (CVC staff, members of the public) to the fullest extent possible.
***Note:** Approval to access the office is required via the 'Request Office Use' function on the COVID-19 App on Teams.
- If you are indoors for any reason you must wear a mask or face covering that covers the mouth, nose and chin at all times with the only exception being when eating or drinking.
- If at any time you are working, indoors or outdoors, and the 2 meters/6 feet distance cannot be maintained between yourself and anyone else and you are not separated by plexiglass or another impermeable barrier, eye protection must also be worn as PPE.

Environmental Lab Procedures

This document is in addition to the [Environmental Laboratory Safety Guidelines](#).

- Only 1 person allowed in the lab at a time to ensure safe distancing measures. If more than one person needed in the lab at the same time (i.e. training), then they must keep a distance of 2 metre/6 feet as much as possible, and both must wear masks and nitrile gloves while in the lab.
- One chair to remain in the lab to minimize the time two people spend in the lab.
- Staff must wipe all contact surfaces with disinfectant (handles, counters, taps, equipment) upon entry and just prior to leaving the lab (note: cleaning supplies, nitrile gloves, masks to be provided by CVC).
- Wash hands with soap and water regularly, including upon entry and just before leaving the lab
- Turn on fume hood and open fume hood window fully for 5 minutes to empty lab of possible air-borne particles before you leave.



- Use the same paper towel to dry your hands to open the door and exit the room. Toss used paper towel in the waste basket by the door.

Accessing Building A Garage

- One person from a crew may enter the office to access the garage from the inside to open the bay door.
- Only one person is permitted in the garage at a time. An exception to this may be if two people are needed to lift or move something. In such cases, a mask or face covering is required to be worn.
- Work gloves or disposable gloves (single use, impermeable latex or nitrile) should be worn whenever possible while gathering field gear to avoid direct touching of surfaces.
- Crews should have a plan or checklist so they can efficiently gather their equipment and minimize time inside the building.
- Follow any additional guidelines or protocols established for accessing/working in the office.

Accessing the Drive Shed

- Building Operations staff will provide access by opening the doors to the shed (unless other agreements have been made).
- Only one person is permitted in the drive shed at a time. An exception to this may be if two people are needed to lift or move something. In such cases, a mask or face covering is required to be worn.
- Work gloves or disposable gloves (single use, impermeable latex or nitrile) should be worn whenever possible to avoid direct touching of surfaces.

Accessing Meadowvale Shop/Battery Room

- Only one person should enter Meadowvale Shop or the Battery Room at a time. An exception to this may be if two people are needed to lift or move something that is not possible or safe for only one person. In such cases, a mask or face covering is required to be worn.
- Work gloves or disposable gloves (single use, impermeable latex or nitrile) should be worn whenever possible while gathering field gear to avoid direct touching of surfaces. Staff must wear gloves to deactivate the alarm when entering and to activate it when leaving either room.
- Crews should have a plan or checklist so they can efficiently gather their equipment and minimize time inside the building.