



Memorandum



TO: Supervisors and Managers
FROM: Health and Safety Department
Cc: Department Heads, H & S Bulletin Boards
DATE: April 24th, 2020
RE: Social Distancing Tips in the Workplace- Coronavirus (COVID-19)

As you are aware COVID-19 is spread through close contact with others. It is extremely important that all workplace parties maintain the physical distancing requirement as advised by Public Health officials – **a distance of 2 metres (6 feet) is required at a minimum.**

If this cannot be maintained due to the type of work being performed, alternate means of protection or barriers must be utilized by the Employer in order to ensure the safety of our employees. Examples of protection would be face masks or Tyvek suits. This is the responsibility of the Employer and if proper protection cannot be provided then the work must not be performed.

In order to ensure physical distancing is maintained at work and on jobsites, Supervisors and Managers should consider:

- Staggering start times, staggering breaks and/or staggering lunches.
- Not permitting employees to congregate in work rooms, copier rooms, lunch rooms or other areas where people socialize.
- Limiting the number of employees in one vehicle if social distancing is not possible. Example – passenger sits in the backseat on the passenger side, diagonal to the driver.
- Restricting the number of personnel on-site and where they are assigned to work.
- Limiting unnecessary on-site contact between workers, and between workers and outside service providers, and ensure physical distancing in these areas.
- Preparing and implementing temporary procedures for the scope of work at hand, geared to social distancing of 2 metres (6 feet) and proper hygiene protocols.
- Requesting photos or videos of jobsites where possible, to limit the need to visit a jobsite.
- Avoiding meeting people face-to-face. Use the telephone and email to conduct business as much as possible.
- Holding meetings via teleconference or web-based, when possible. When not possible, maintain social distancing and limit the number of people in the room to no more than 5.

The two (2) meter rule must be followed at all times and when not possible proper protection must be provided by the Employer. Employees are allowed to wear face masks even in situations where social distancing can be followed but in this case it will be at the employee's cost.