

**Keep a distance of 2m from others**

· Adhere to Physical Distancing - maintain a distance of two (2) metres from others whenever possible. When it is not possible to consistently maintain a 2m distance from others, wearing a non-medical mask or face covering is recommended.

· Choose another workstation for the day if a workstation within 2m of yours is occupied. (N.B. This does not apply to enclosed offices or workstations with panel walls taller than 2m.)



**Use hand sanitizer before entering**

· Before entering the building or Justice Canada office area (for regional/DLSU offices), apply hand sanitizing solution, which will be made available.



**Comply with signage and occupancy limits**

· Comply with all directional indicators (corridors, stairwells, entrances, exits etc.).

· Comply with all maximum occupancy limits posted in applicable small spaces (i.e. elevators, meeting rooms, washrooms, kitchenettes etc.).

· Comply with all health and safety signage posted by relevant authorities (Government of Canada departments and agencies, property and facility managers, cleaning staff etc.).



**Clean before and after use**

· Comply with the “Clean Before and After Principle” – Sanitize with provided wipes any surfaces and shared equipment before and after use (workstations, meeting room tables, countertops, photocopiers, shared office supplies, appliances etc.).

· Follow the “Clean Desk Principle” for any workstations used by removing all papers, supplies, personal belongings, and other items prior to departing the workplace to permit cleaning.

· Focus on using digital documents and avoid sharing paper documents.



**Maintain good preventive practices**

· Wash hands regularly for at least 20 seconds with soap and warm water, or use an authorized hand sanitizer, especially prior to eating or drinking and after touching high-touch surfaces (door handles, elevator buttons, shared supplies etc.).

· Use good cough and sneeze etiquette (e.g. sneeze and cough into your sleeve, not your hand).

· If you use a tissue, remember to dispose of it in a lined wastebasket as soon as possible and wash your hands afterwards. Where soap and water are not available, use an authorized hand sanitizer.

· Avoid close contact with people who are sick.

· Use alternative forms of greeting someone other than shaking hands (e.g. a head nod or a wave).



**Stay within approved area and time slot**

· Remain within the area(s) requested and approved through the workplace access request within the app.

· Submit a separate request through the app if access to additional floors is required, or if there is a need to stay longer than the duration of the initial approved request.

· Leave on time.



**Respect emergency protocols**

In the event of a building evacuation, follow building emergency protocols:

· Employees are to exit the premises as quickly as possible using the nearest emergency exit/stairwell, even if physical distancing and directional indicators cannot be followed.

· Once outside of the building, physical distancing is to be respected.

· Employees who are unable to exit the building using emergency stairwells should self-identify through the Persons Requiring Assistance Program prior to accessing the buildings by contacting [BEO-OSI@Justice.GC.CA](mailto:BEO-OSI@Justice.GC.CA).



**Report COVID-19 symptoms**

· **If you develop symptoms before accessing the workplace:**

Cancel your request, do not access the workplace, contact your manager and public health authorities as needed.

· **On the day you are scheduled to enter the workplace:**

Cancel your request, contact your manager, and DO NOT enter the workplace if ANY of the following apply:

* You are or have been feeling ill or experiencing symptoms of COVID-19, even if mild, including new or worsening cough, shortness of breath or difficulty breathing, temperature equal to or over 38°C, feeling feverish, chills, fatigue or weakness, muscle or body aches, new loss of smell or taste, headache, gastrointestinal symptoms (abdominal pain, diarrhea, vomiting), and/or feeling very unwell, within the last 14 days.
* You have been tested for COVID-19 and are awaiting results, have tested positive or been diagnosed, or are suspected of having COVID-19 in the last 14 days.
* You received a negative COVID-19 test result in the last 14 days, but you were tested as a result of either an exposure to a person with COVID-19, experiencing symptoms, contact with someone experiencing symptoms, or specific direction to do so by local public health authorities.
* You have provided care for or had close contact in the last 14 days with a suspected, probable or confirmed case of COVID-19.
* You have travelled outside Canada in the last 14 days.

· **If you develop symptoms while in the workplace:**

Isolate immediately within the workplace. Inform your manager immediately and escalate if necessary. Go home (avoid using public transit) and follow the advice of local public health authorities.

· **If you develop symptoms after leaving the workplace:**

Contact your manager if you experience symptoms within 14 days of leaving the workplace.