



Guidelines for Preparing Facilities to Receive Employees

Departments need to adjust their day-to-day practices to prevent the transmission of COVID-19. This document will provide guidance to prepare facilities to receive employees who may be returning to facilities or buildings open to the public.

Additional workplace guidelines and public health measures required to be followed by all businesses can be found in the Renew PEI Together document found at:

<https://www.princeedwardisland.ca/en/topic/renew-peitogether>

Overall guidelines:

- Where possible, employees should continue to work from home.
- Consider different start times to address limited availability of stairs and elevators.
- Consider different start times to address limitations in office space, where physical distancing cannot be observed.
- All staff should practice frequent [handwashing](#), coughing or sneezing into an elbow and avoid touching their face. If gloves are being used by employees, proper handwashing is required before and after use. Do not touch your face with gloves. Ensure hygiene signs are posted in worksites.
- Wearing a non-medical mask (e.g. homemade cloth mask) in the community has not been proven to protect the person wearing it. However, the use of a non-medical mask or facial covering can be an additional measure that employees can take to protect others around them.
- Ensure that staff with cold, influenza or [COVID-19 like symptoms](#); have travelled outside the province in the last 14 days; or are required to isolate for any reason remain at home, or return home immediately, [self isolate](#) and call 811 for advice. Please consult the [PSC website](#) for more information on the Employee Exclusion policies.
- Recognize that employees may be returning to the workplace with heightened anxiety, and/or under financial pressures and may need extra personal support.
- Encourage employees to access the [Employee Assistance Program \(EAP\)](#). EAP is available to assist and Counsellors can be reached at [\(902\) 368-5738](tel:9023685738) or toll-free at [1-800-239-3826](tel:18002393826) or by email at eap@gov.pe.ca.
- If an employee's mental health is impacting a successful return to the workplace, contact your Human Resource Manager to discuss options to support them.

Arrivals and Departure areas:

- Limit employees inside the building to a safe number that supports the size of the facility and accommodates physical distancing of 2 meters or 6 feet.
- Restrict arrival and departure areas to one or two zones/entrances that can be monitored.
- Install signage at a visible location at entrance stating that employees should not enter the building if they are exhibiting [symptoms of COVID -19](#): fever above 38 degrees Celsius, a new cough, or worsening chronic cough sore throat, runny nose, headache, new onset of fatigue, a new onset of muscle pain, diarrhea, loss of sense of taste, loss of sense of smell, in children, purple markings on the fingers and toes, difficulty breathing, pneumonia.
- Install signs inside the worksite notifying staff who feel unwell while at work to inform manager, wash their hands and return home immediately.

Public Access/Visitor Spaces:

- Ensure a space of 2 meters or 6 feet between employees and visitors. If this is not possible, a physical barrier, such as plexiglass is recommended. Departments to work with TIE to coordinate this activity.
- Rearrange client waiting areas to reduce the number of people or have clients wait elsewhere (e.g. their car until called), and remove reading materials and shared pens from the reception space.

Washrooms:

- Install signage:
 - ❖ Limiting # of employees using washrooms at one time. (1-2 depending on size of washroom)
 - ❖ Instruction for proper handwashing near wash basins.
- Reminders of proper physical distancing practices.
- Ensure washrooms are fully stocked at all times with liquid soap (does not have to be antibacterial).

Elevators, Hallways, Walkways, Stairwells, Lunchrooms and Common areas:

- Install signage:
 - ❖ Reminders of proper physical distancing practices.
- Place markers such as tape or cones to provide a visual reference of 2 meters or 6 feet for employees in meeting rooms, waiting rooms, for elevators or in line-ups for equipment such as copiers, etc.
- To minimize congestion in hallways, consider placing directional arrows in corridors where social distancing is not possible.
- Minimize congestion in lunch areas by staggering/rotating staff at lunchtime.

Cleaning and Janitorial:

- Identify high traffic/high touch zones for frequent cleaning (i.e. elevator buttons, doorknobs, handrails, etc.)
- Ensure cleaning schedule is adjusted to increase cleaning frequency as more staff return to buildings/offices.
- Ensure cleaning supplies are available for staff to wipe down surfaces and common areas after use.
- Employees are instructed to clean their worksurfaces, tools of workspaces regularly. Where tools or equipment must be shared, employees have been instructed to disinfect surfaces before and after use. Cleaning products and supplies such as spray disinfectant and paper towel will be provided.
- Ensure cleaning supplies are fully stocked at all times.
- Onsite cleaning services will regularly clean shared surfaces such as counters, doorknobs, and elevator buttons.
- In smaller work sites or in offices with minimal staff present in Phase 1 and 2, staff may be asked to wipe down shared or high-touch surfaces.
- If possible, place alcohol-based hand sanitizer in dispensers near entrance doors, and other high-touch equipment.