

Security measures for office workers – COVID-19

In order to protect the health of employees who are assigned to the office, the following safety measures are recommended by the CNESST, the Canadian Center for Occupational Health and Safety and the Public Health Agency of Canada.

- If you experience symptoms of COVID-19 or are in contact with someone who has symptoms or has COVID-19, **you should stay at home** and contact your immediate supervisor.
- You may have to complete a form attesting to your state of health at the start of each shift.
- As far as possible, you should practice social distancing by staying more than 2 meters from your colleagues.
- Avoid direct contact with your colleagues (shaking hands, hugs, etc.).
- Wash your hands as soon as you arrive at the office, before eating or drinking, after touching items such as common machines like printer / scanner, pens, papers, after using the toilet and at the end of your shift.
- If you use a tissue, throw it away immediately and wash your hands afterwards.
- Sneeze / cough in the crease of your elbow and wash your hands afterwards.
- Do not share communication devices, pencils and personal protective equipment.
- Avoid changing work stations.
- Clean your work area.

BREAKS AND LUNCH BREAKS

- Dine at your desk and have your desk cleaned when you're done.
- In common areas, ensure as far as possible a social distance of at least 2 meters between you and your colleagues.
- Wash your hands before and after touching appliances in common areas (microwave, fridge, coffee machine, toaster, etc.).
- Avoid sharing food.
- Wash your hands at the start and end of your lunch break.

NON-COMPLIANCE WITH MEASURES

Any employee whose actions are considered in violation of these security measures will receive disciplinary action up to and including termination of employment.

QUESTIONS

If you have any questions regarding these measures, please contact a Human Resources representative.