

Policy- Physical Distancing in Agency Facilities

Family and Children's Services of the Waterloo Region (the Agency) is committed to ensuring the health and safety of our staff, volunteers and clients. Protection and prevention of occupational injury or illness is our objective. Every effort will be made to provide a safe and healthy work environment. All supervisors, workers and volunteers must be dedicated to reducing hazards and risk of injury.

In accordance with government regulations and Public Health Ontario recommendations, the Agency has implemented physical distancing guidelines to reduce workplace risk.

All Employees will:

- Maintain 2 metres (or 6 feet) distance between themselves and others at all times in the office environment.
- All physical contact, such as shaking hands should be avoided.
- All staff must wear a cloth mask, procedure mask or face covering when entering the building, when moving through common areas of the office, and whenever engaged in contact with other staff.
- Avoid gathering in areas of socialization, such as the kitchen, photocopier room, etc.
- Wherever possible, use alternate forms of communication such as telephone, written communication and video conferencing.
- When receiving deliveries maintain distancing and inform the individual where the items can be left for retrieval.
- Follow guidelines for wearing personal protective equipment (PPE) as outlined in the Policy related to use of PPE.
- Ensure that both staff and clients have been appropriately screened, using the most current screening questions prior to conducting in-person meetings.

Remote working assignments will be implemented wherever possible, so long as the operational requirements of the organization are not hindered.

Workstations/ Individual Offices

- No person shall enter another person's workstation or office space without a face covering.
- Meetings of two people or more must happen in the designated meeting spaces or virtually. If a meeting is in the office face coverings must be worn at all times.

External Meetings

- Wherever possible external meetings should be done virtually
- In the event a non-client external meeting is being scheduled in person all employees must first discuss attendance with their immediate supervisor and ensure that clear



physical distancing policies will be observed and face coverings worn by all attendees at all times.

External Visitors

- All external visitors must be scheduled in advance and visitors must:
 - be made aware of the mandatory screening questions that will be asked at the time of the in-person meeting;
 - be made aware of personal protective equipment requirements;
 - be made aware, in advance of the meeting, that they are to limit any personal belongings that are brought into the Society's offices; and
 - be greeted by the person who is hosting the meeting.

Hoteling Stations

- Are only to be used by those who do not have a designated office space.

Kitchenettes/Staff Wellness Room

- At the current time, staff are only able to use the microwave, kettle, refrigerator or sink in the kitchenettes/Staff Wellness Room.
- The kitchen is closed for eating and staff must eat at their designated workstations.
- Upon entering the kitchen, staff must wash their hands.
- Staff are to avoid using the kitchen, dishes at the current time.

Meeting Space

- Meeting space is available at Ardelt in the following areas; Room 199, Room 300 and the Boardroom.
- Meeting space is available at 65 Hanson in room 404
- Meeting space is available at 168 Hespeler on the designated access day
- Maximum capacity will be posted on the room booking system and an in-person meeting shall only occur when a virtual meeting is not appropriate, and with approval of the direct Supervisor of the person booking the meeting.
- Proper physical distancing and PPE procedures shall be followed at all times.
- The meeting host should plan where each participant will sit, at least 2 metres (or 6 feet) apart, prior to the meeting occurring.

Photocopiers/ Photocopier Rooms

- Staff should wash their hands or use an alcohol based hand-sanitizer prior to touching the photocopier.
- No more than one (1) person shall be in the photocopier room at one time.



If you are unsure about any of the physical distancing guidelines or have a question, please contact your supervisor or a member of the Human Resources team.

This policy is in effect until further notice and will be updated regularly based on new information coming from the government and Public Health Ontario