COVID-19 360° PHYSICAL DISTANCING FACILITY WALK-AROUND

This checklist will assist in identifying and implementing physical distancing measures at workplaces. **Due to the variety of facilities we operate/occupy and their respective operational activities, this document is intended to be a general physical distancing guideline to help with your initial planning, with the understanding other measures may be in place or required**. Below is a list of common areas that should be evaluated for situations, tasks and processes where workers and others (clients, customers, contractors, visitors) interact closely with each other. Prompts have been added to help you consider what different controls can be applied to each location to achieve physical distancing practices.
(**Electronic version link**)

Parking lots and designated smoking areas

- ❏ Post physical distancing signage in poster format
- ❏ Stagger start and end times to maintain separation when arriving and leaving the workplace
- ❏ Place tape or floor markers in designated smoking areas at least six feet (2 metres) apart

Main entrances and vestibules

- ❏ Place floor markers outside of the entrances or on sidewalks where congestion or lines may occur
- ❏ Post a copy of your facility's physical distancing protocols at designated entrance points
- ❏ Display physical distancing posters outside of entrances
- ❏ Post physical distancing instructions related to accepting payments and delivery of goods or services
- ❏ Display digital versions of posters on digital media boards and panels (available through Communications & Engagement)
- ❏ Establish a site contact who can assist visitors with any questions or concerns relating to physical distancing
- ❏ Be aware of peak times and stagger entry times or limit the number of visitors as determined by your operational impact evaluation.

Boardrooms and meeting rooms

- ❏ Determine and set the occupancy for boardrooms; work with floor/facility Tenant Representatives or Property Managers as required
- ❏ Reduce capacity by removing chairs from large rooms
- ❏ Promote virtual tools for connection (e.g. video conferencing)
- ❏ Conducting necessary meetings in over-sized spaces to avoid crowding

Aisles and hallways

- ❏ Consider making traffic flow patterns one way where possible (for example, clockwise traffic pattern)
- ❏ Mark high-traffic aisles and hallways with directional arrows on the floors developed centrally by Communications & Engagement
- ❏ Place floor markers at entrances to wait until the aisle or hallway is clear to pass through
- ❏ Keep doors open for unobstructed views where possible
  Warning: Do not prop open Fire doors!
- ❏ Identify alternative routes and mark with arrows or signage
- ❏ Practice and post physical distancing etiquette and courtesies (for example, always wait at the entrance until others have passed through the hallway or avoid lengthy conversations in a hallway or aisle)
- ❏ Stay to the far right when passing others

Stairwells and elevators/escalators

- ❏ Post physical distancing instructions related to elevators and escalators (available through Communications & Engagement)
- ❏ Practice and post physical distancing etiquette and courtesies (for example, take the stairs or the next elevator)
- ❏ Determine how many people can fit in an elevator while maintaining physical distancing and post the limit outside the elevator
- ❏ Wait until stairwells are clear or stay to the far right/left while using
- ❏ Stagger start, end and break times to maintain distancing when arriving and leaving the workplace

Reception desks and waiting areas

- ❏ Place floor markers (available through Communications & Engagement), or other visual markings at least six feet (2 metres) apart in customer line areas
- ❏ Set up crowd control stanchions to ensure essential personal space is maintained in waiting areas
- ❏ Remove magazines and common shared items that people tend to gather around
- ❏ Remove or rearrange furniture at least six feet (2 metres) apart. Assess hazards associated with moving furniture before starting and ensure safe physical handling procedures are used (e.g. ask for assistance, use a dolly, etc.)
- ❏ Ensure entry instructions are clear to entrants through signage or conveying information ahead of time via phone, message or email to avoid confusion about where to wait and who to contact.
- ❏ Install a physical barrier such as a plexiglass shield where a six feet (2 metre) distance cannot be achieved between reception and employees, clients or the public (CPSS can source this centrally for all operational areas, as needed)

Workshops, vehicles and equipment

- ❏ Separate order areas from delivery areas to prevent employees or customers from gathering (e.g. parts room, and tool cribs, etc.)
- ❏ Hold toolbox and tailgate meetings virtually or in a large enough space to accommodate physical distancing
- ❏ Conduct regular facility inspections and include physical distancing observations
- ❏ Stagger delivery times to minimize contact
- ❏ Specify the number and placement of employees when utilizing work vehicles
- ❏ Utilize cones to reference proper spacing - at least six feet (2 metres) apart - when out in a field setting

Office spaces: cubicles/desks/workstations

- ❏ Display physical distance posters and signage (developed centrally by Communications and Engagement) throughout office spaces
- ❏ Remove or adjust furniture, seating, desks, tables and chairs to accommodate distances
- ❏ Specify seating arrangements to ensure minimum work distances
- ❏ Practice and post physical distancing etiquette and courtesies
- ❏ Position mobile desks to face away from each other, where possible
- ❏ Close or relocate hotelling computer stations that are within 6 feet (2 metres) of each other, if a divider is not present
- ❏ Create a scheduling/booking process for hotelling computer stations

Lunchrooms and break rooms

- ❏ Stagger start, end and break times
- ❏ Remove tables and chairs, or rearrange furniture at least least six feet (2 metres) apart
- ❏ If the room will only accommodate five people with physical distancing, remove all except five chairs in the room
- ❏ Set a maximum occupancy limit for lunchrooms and break rooms (e.g. only five employees at a time based on the size of the space)
- ❏ Post physical distancing signage and/or posters at the entrance to lunchrooms and break rooms
- ❏ Use floor markers to ensure distancing is maintained around common items, such as fridges, microwaves, sinks, vending machines and water coolers
- ❏ Utilize items such as menu holders and sign holders for printed materials that can be displayed on tables in lunchrooms and break rooms
- ❏ Permit employees to eat at their desks or in areas where physical distancing can be achieved
- ❏ Temporarily close small rooms that would exceed minimum distancing requirements

Washrooms and change rooms

- ❏ Based on the size of the washroom, put up signs for the maximum number of people allowed in the washroom to allow for physical distancing
- ❏ Close toilets or urinals that are less than 2 metres apart where partitions do not provide an effective barrier
- ❏ Allow only one individual in the washroom at a time for small washrooms that cannot accommodate physical distancing
- ❏ Consider utilizing an "in use" card that is placed on the door of the washroom (card would require frequent cleaning)
- ❏ Prop the outer door open on washrooms and change rooms that are equipped with an outer and inner door
- ❏ Install partitions between urinals
- ❏ Use of floor markers for visual cues
- ❏ Place a waste basket near the doorway to allow for disposal of paper towel, etc…

Upon completion of this checklist, please ensure you retain a copy for your records and review with your Joint Worksite Health and Safety Committee

For more information on preparing your workplace for effective physical distancing please contact your Supervisor or Safety Engagement Lead

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PURPOSE AND SCOPE

These guidelines are developed to assist operational areas with evaluating the physical distancing protocols throughout City facilities and to provide instructions on implementing safety controls for physical distancing for employees, customers and visitors. Note: These guidelines may be updated as the City receives further direction and updates from AHS. Physical distancing is one of several important controls for COVID-19. Refer to the COVID-19 Hazard Assessment for additional controls including personal protective equipment, personal hygiene practices and worksite cleaning and disinfection.

PHYSICAL DISTANCING CONTROLS

The best way of controlling the hazard is through engineering controls, followed by administrative, and personal protective equipment (PPE).

- ❏ **Engineering Controls**
  Involves isolating people from a hazard or placing barriers or partitions between them.

- ❏ **Administrative Controls**
  Involves changing the way people work or act, including changes in policy or procedures to reduce or minimize hazard exposure, such as limiting the size of gatherings or hours of operations.

- ❏ **Personal Protective Equipment (PPE)**
  Involves the use of equipment to minimize exposure to hazards, such as the use of masks and gloves, when you are unable to abide to physical distancing requirements.

Note: When a hazard cannot be controlled by a single control method such as an engineering control, a combination of controls should be used to achieve an acceptable level of safety.

PHYSICAL DISTANCING APPROACH

As we work within the new parametres of COVID-19, we will need to review our workplaces and adjust to AHS Guidelines and the new normal. Physical Distancing is an important control in keeping employees safe from COVID-19, and by evaluating our current operations we will be able to identify and implement physical distancing opportunities to further support everyone's health and safety within the workplace.

While every workplace may be different, the 4 approaches listed below should assist you in considering what physical distancing strategies you can implement in your respective areas.

1. **Policies and Procedures/Practices**
2. **Signage, Visual Aids and Cues**
3. **Barriers, Partitions and Physical Separators**
4. **Etiquette and Courtesies of Physical Distancing**

| Approach	Intent	Considerations
Policies and Procedures	**Limiting the number of employees and others in the workplace**	● Allow and encourage employees to work from home if possible, as per the Flexible Work Strategy (in development). If employees are heading back to work at a work location prior to the formalization of the Flexible Work Strategy, remote working is still encouraged under the temporary work from home arrangement. ● Adjust schedules, such as daily start/end times and breaks/lunches to reduce and stagger the number of employees in the workplace ● Stagger shifts whenever possible to maintain physical distancing guidelines ● Host appointments and meetings with others virtually instead of on-site ● Specify the number and placement of employees when utilizing work vehicles (e.g. 1 person per vehicle for single cab trucks; 2 people for crew cabs - 1 in driver seat and 2nd in rear passenger seat, ensure both individuals are symptom free)
	Restricting/ prohibiting access to the workplace and/or areas within	● Restrict or prohibit public access to the workplace ● Restrict access to congested or high traffic areas within the workplace ● Prohibit shared use of small rooms that would exceed minimum distancing ● Set a maximum number of people allowed in shared spaces, such as lunchrooms ● Stagger coffee and lunch breaks to reduce the amount of employees in shared areas ● Evaluate elevators for space necessary for physical distancing and set the number of people who may ride in an elevator at one time ● Specify seating arrangements to ensure minimum physical distance is met ● Reduce capacity of a space by removing chairs from large meeting rooms or lunch rooms
	Rules for guests and visitors	● Establish protocols for guests or visitors who are authorized to access the workplace ● Include the rules as part of the site orientation ● Schedule non-essential vendors and contractors around peak hours and times ● Set a maximum number of people allowed at a given time

Signage, Visual Aids and Cues	**Promoting physical distancing in the workplace**	- Post physical distancing signage at the entrances to the workplace - Post physical distancing signage throughout the workplace in visible areas - Add physical distancing reminders to digital media panels Note: It is also good practice to post signage related to proper respiratory etiquette, hygiene and to not enter if you are sick
	Reminders and cues	- Place reference markers in congested areas (e.g. markings on the floor in line-ups) that set out 6 feet (2 metre) distances - Make high-traffic aisles and stairwells one way and mark with directional arrows on the floors - Prevent congestion in washrooms and around microwaves, photocopiers, etc. by placing reference markers that set out 6 feet (2 metre) distances
Barriers, Partitions and Physical Separators	**Reducing physical contact between employees and patrons**	- Increase the distance between desks and workstations - Remove or adjust furniture, seating, desks, tables and chairs to accommodate physical distancing - Install physical barriers (e.g. plexiglas shields) between workers or between workers and members of the public - Close toilets or urinals that are less than 2 metres apart - Decommission and/or repurpose large gathering spaces
	Limiting interpersonal interactions within 6 feet (2 metres) of employees	- Remove communal items where employees gather, such as water coolers, magazine racks and candy bowls - Avoid meeting people face-to-face; use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building
Etiquette and Courtesies of Physical Distancing	**Creating a culture of physical distancing in the workplace**	- Discuss physical distancing courtesies both in and out of the workplace at meetings (e.g. what tips and techniques do you use to navigate the grocery store?) - Use body language to communicate from a distance - Be vocal and let others know you are staying left, while they are staying right - If someone accidentally comes within 6 feet (2 metres) of you, politely remind them that we need to maintain the physical distancing and take a step back - Refrain from having lengthy conversations in a hallway or tight areas to minimize traffic - Look around the corner to see if anyone is in a room, hallway or elevator before walking in

PREPARING YOUR WORKPLACE FOR PHYSICAL DISTANCING

Below are the steps you can follow to evaluate and implement controls in your operational areas. The best part is, you can treat this like your typical monthly building inspection - just with a focus on physical distancing. A printable inspection form can be found in the appendix section.
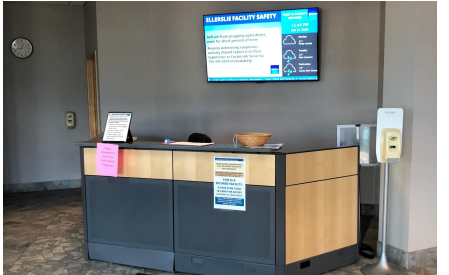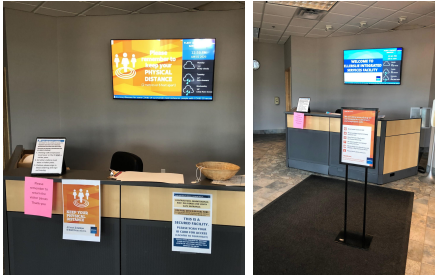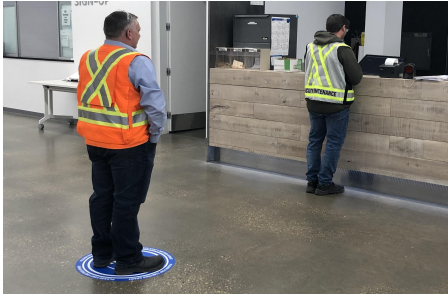
1. **Create an inspection team** *consider including the Joint Worksite Health and Safety Committee
2. **Schedule a time and date**
3. **Review the guidelines and your site specific hazard assessment with the team**
4. **Download or print the inspection form**
5. **Inspect the workplace using the inspection form for prompts (to distance yourselves while conducting the inspection)**
6. **Record any areas of concern and note any recommended controls**
7. **Implement controls such as:**
   - **Rearranging furniture and desks, if applicable and safe to do so.**
   - **Ordering and installing signage or floor decals**
   - **Creating policies for lunchroom occupancy**
8. **Monitor and evaluate the controls by completing follow-up inspections**
9. **Repeat the process when needed**
10. **Share your ideas and solutions with others!**

Note: You may add the fields on the physical distancing inspection form onto your normal monthly inspection form.
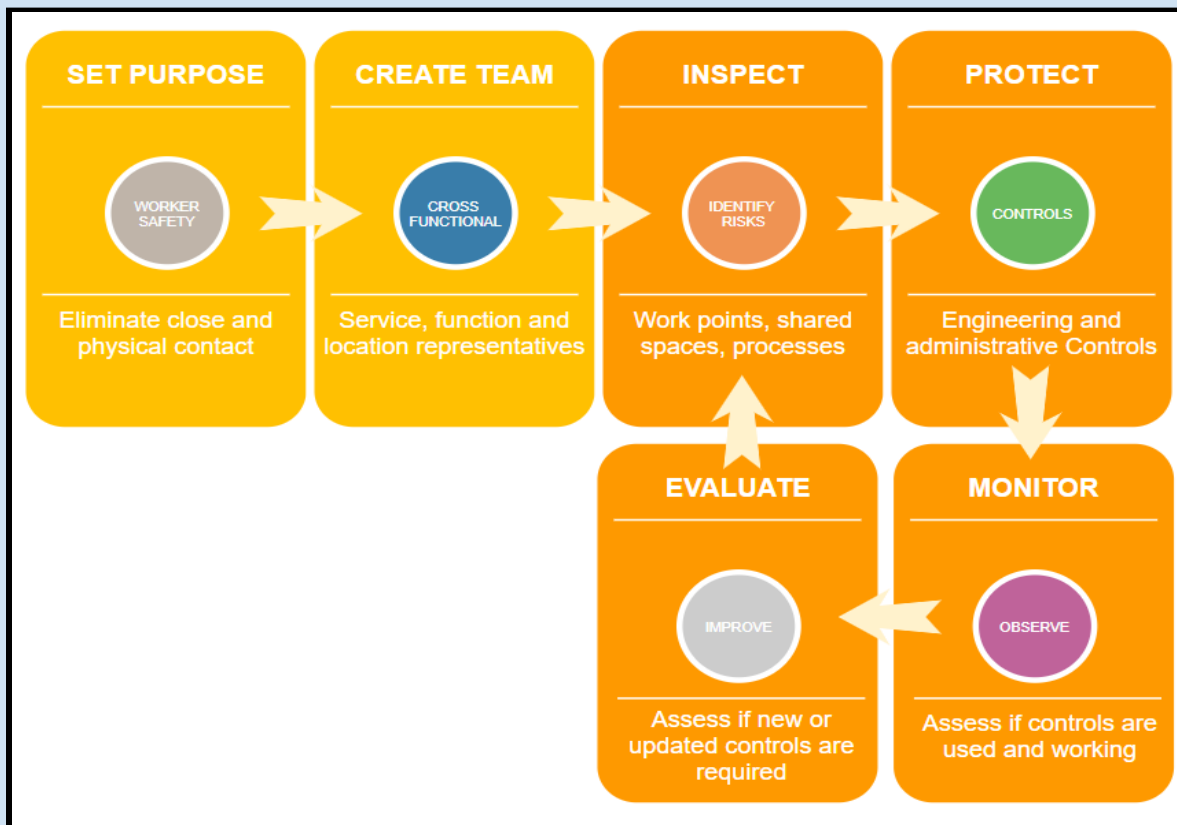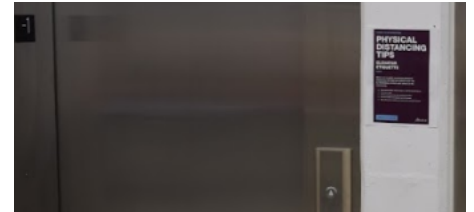
TIPS TO TRANSFORM YOUR AREA

Examples of physical distancing before and after

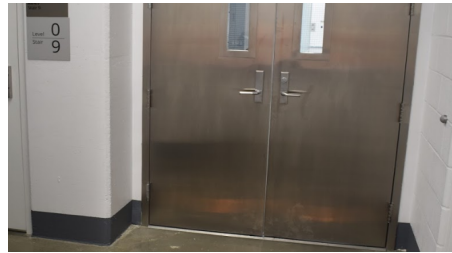| TIP	BEFORE	AFTER
Add signage and wayfinding directions to remind people about physical distancing throughout the facility		
Signage applied to front entrance of facility		
In busy common areas, remove extra furniture and chairs and space the remaining objects so they are separated at least 2m.		
Use floor markers to remind people about physical distancing at counters or waiting areas with high traffic.		
Use signage on tables to remind staff about being aware of physical distancing and practicing safe sanitization practices and remove extra furniture.		

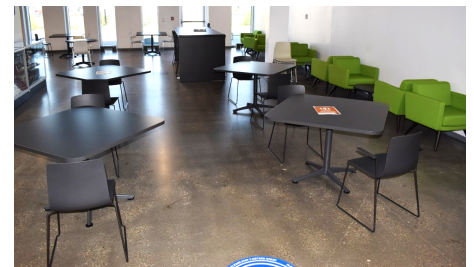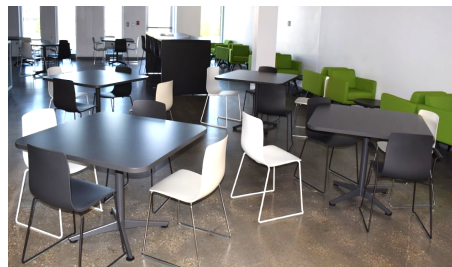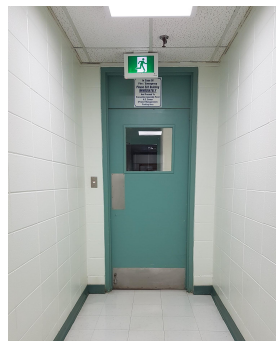|		
In any hoteling stations where there are seats in succession, remove alternate seats to create physical distance, turn off the computer monitor and post signage to restrict use.		
Post physical distancing reminders and maximum person counts at elevators.		
Create traffic patterns using markers on the floor to direct people which direction to go.		
Decrease the density in hot spots like lunchrooms, lockers and meeting rooms by removing chairs. Increase physical distance between objects and add extra signage.		
If possible and safety and security compliant, prop open doors.		

Tips for Employees	Tips for Supervisor/Foreperson/Front line leaders
❏ Maintain physical distance (2 metres) from others in the workplace ❏ Follow established work procedures as directed by the employer or supervisor ❏ Share your ideas on how to implement physical distancing strategies in your workplace ❏ Report any unsafe conditions or acts to your supervisor	❏ Consider what administrative policies can be put in place to support physical distancing in your operations ❏ Select, implement and document the appropriate site-specific control measures to achieve physical distancing ❏ Engage your workers on ideas and control measures for physical distancing ❏ Periodically inspect the workplace and ensure that physical distancing measures are being maintained ❏ Direct work in a manner that eliminates or minimizes physical distancing between workers, visitors or members of the public

SUPPORT AND APPENDIX

Please contact your immediate supervisor or safety engagement lead if you have any questions related to physical distancing, or if you need assistance with inspections or selecting controls.

> ❏ **Physical Distancing Checklist**
> ❏ **Floor Decal Installation Instructions and Spacing**
> ❏ **Physical Distancing Printable Posters and Support Materials**
> ❏ **Physical Distancing FAQ**
> ❏ **Employee Guide to COVID-19**
> ❏ **Government of Alberta Posters**
> ❏ **Ordering/Purchasing Visual Aids - Please visit OneCity**

Electronic version link

Edmonton

360 PHYSICAL DISTANCING CHECKLIST

This checklist will assist in identifying and implementing physical distancing measures at the workplace. Below is a list of common areas that should be evaluated for situations, tasks and processes where workers and others (clients, customers, contractors, visitors) interact closely with each other. Prompts have been added to help you consider what different controls can be applied to each location to achieve physical distancing practices.

Upon completion of this checklist, please ensure you retain a copy for your records and review with your Joint Worksite Health and Safety Committee

For more information on preparing your workplace for effective physical distancing please contact your Supervisor or Safety Engagement Lead.

List of SEL and Areas: https://docs.google.com/document/d/1H4rx_XuRubKqvdTpel84PYYBb8TTi5j-Vw_EY5lMOZQ/edit.

Link to the Physical Distancing Guidelines
https://docs.google.com/document/d/1gNoqnTxz4eacy7Rkl-ZlmZ9ETOKOHSzRymd7Gvf9BDQ/edit?ts=5ecd5e02

Employee Information

Employee Name
[   ]

Employee Email
[   ]

Supervisor Name
[   ]

Supervisor Email
[   ]

Department
Link to City Organization Chart. https://www.edmonton.ca/city_government/documents/City_of_Edmonton_Organizational_Structure.pdf

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