



# Safe at work

WORKPLACE





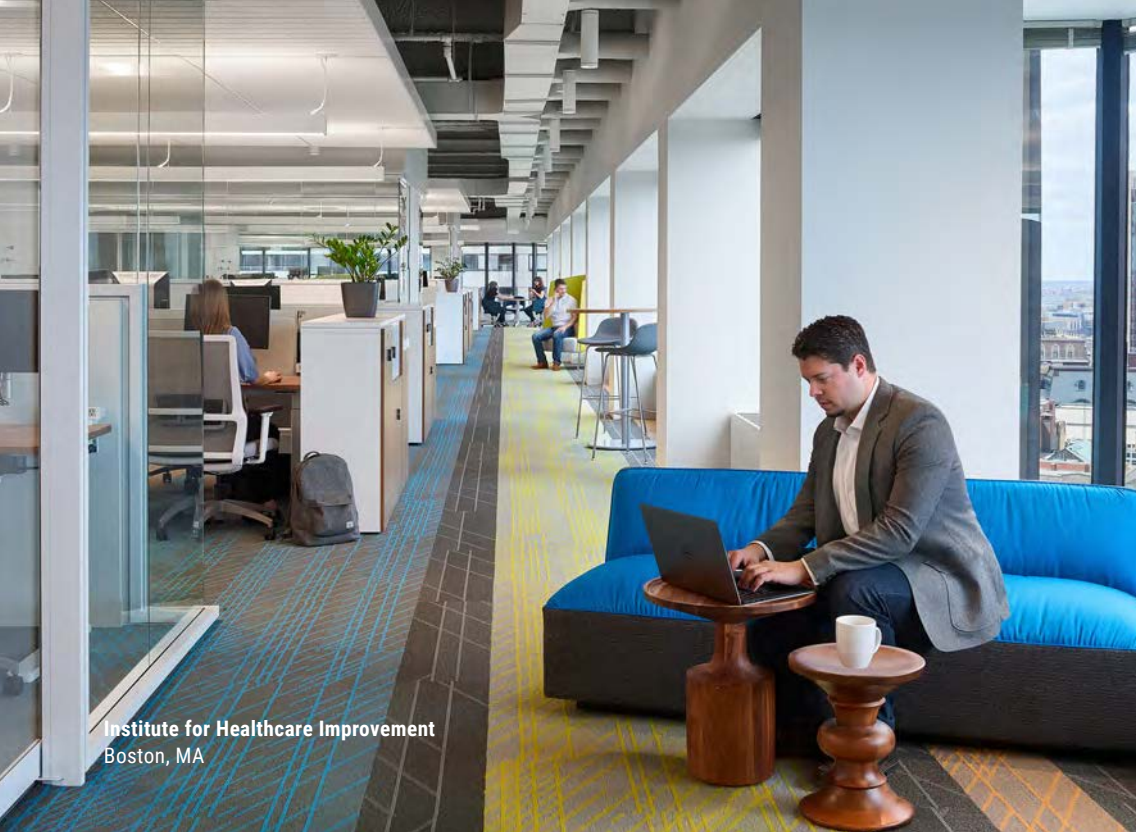
**We remain  
committed to  
serving our clients  
and communities...  
Better together,  
even apart.**

-GORD JOHNSTON

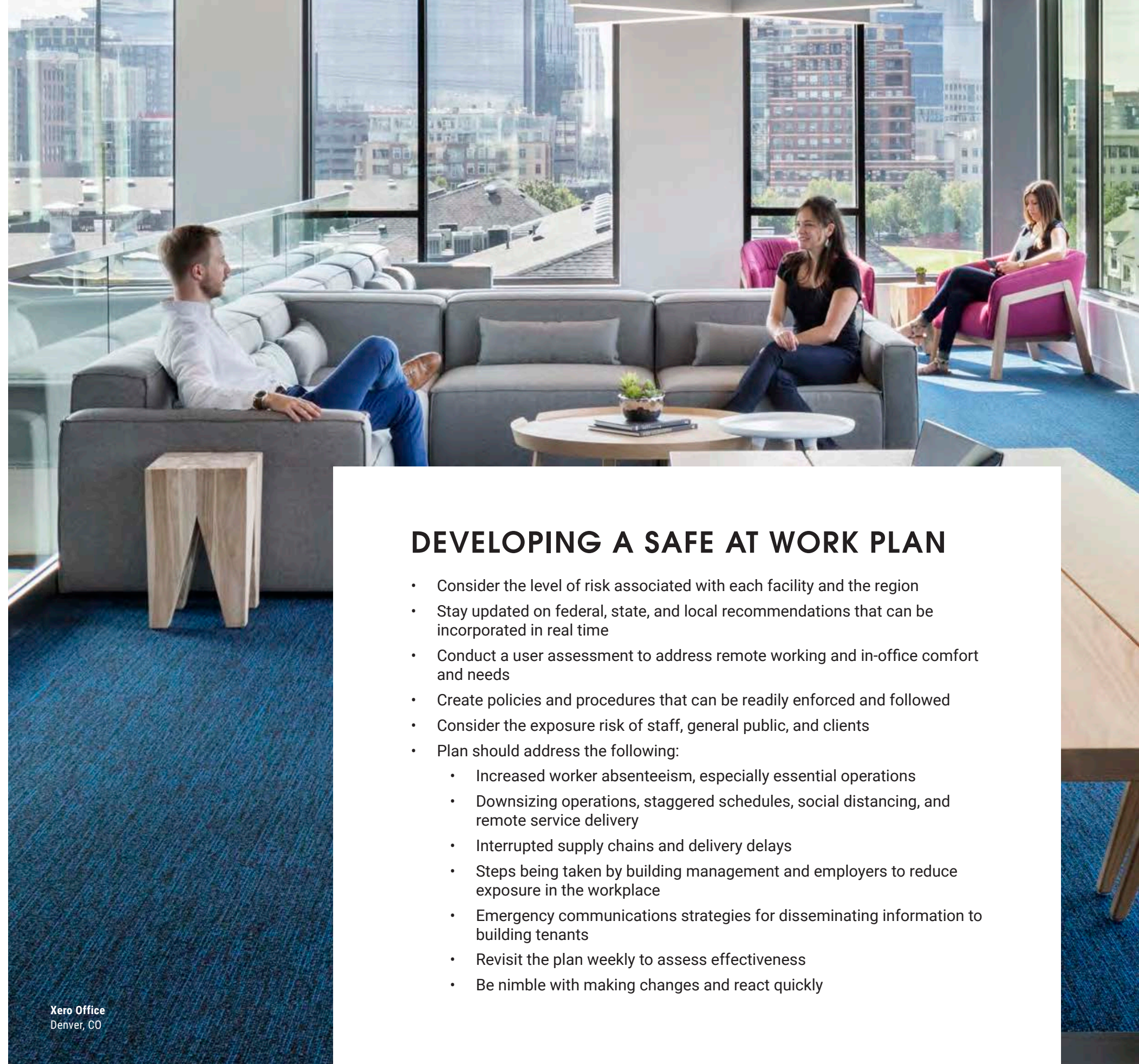
## INTRODUCTION

At Stantec we understand that safety and health are the center of the new normal in workplace. With thoughtful planning and implementation of protocols, the transition back to the office can be one of success. The following are strategic guidelines that can be adapted and customized around each unique office environment.





Institute for Healthcare Improvement  
Boston, MA



## DEVELOPING A SAFE AT WORK PLAN

- Consider the level of risk associated with each facility and the region
- Stay updated on federal, state, and local recommendations that can be incorporated in real time
- Conduct a user assessment to address remote working and in-office comfort and needs
- Create policies and procedures that can be readily enforced and followed
- Consider the exposure risk of staff, general public, and clients
- Plan should address the following:
  - Increased worker absenteeism, especially essential operations
  - Downsizing operations, staggered schedules, social distancing, and remote service delivery
  - Interrupted supply chains and delivery delays
  - Steps being taken by building management and employers to reduce exposure in the workplace
  - Emergency communications strategies for disseminating information to building tenants
  - Revisit the plan weekly to assess effectiveness
  - Be nimble with making changes and react quickly



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## OCCUPANT SAFETY & HEALTH

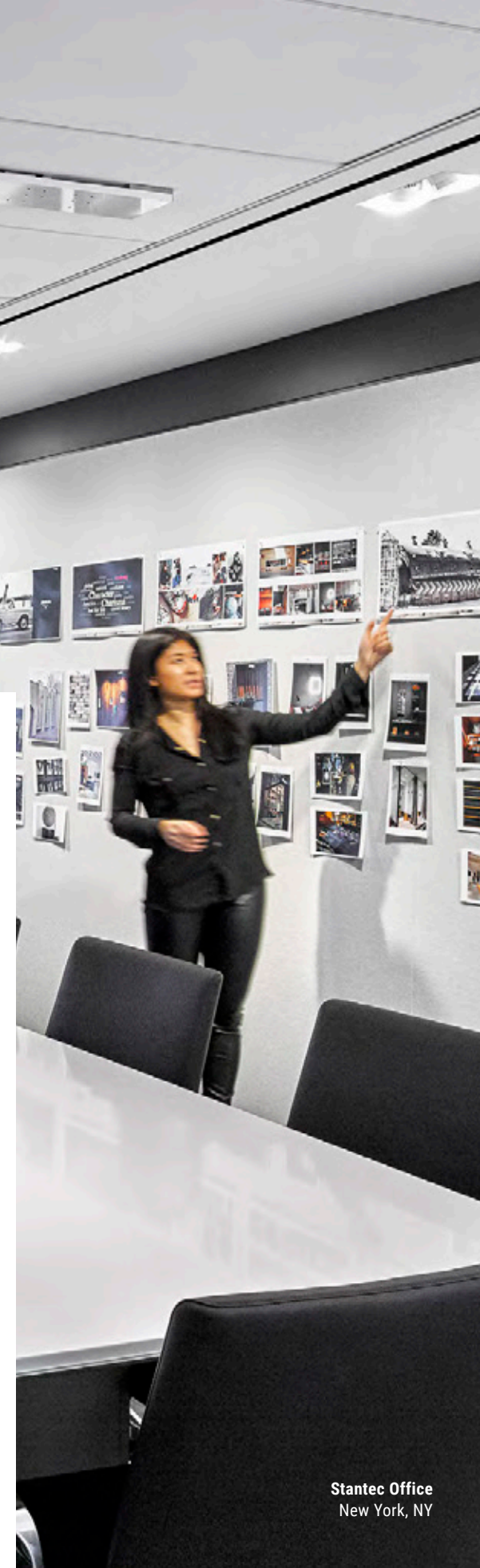
- Recommendations for daily personal protection for all building occupants:
  - Provide resources that promote good personal hygiene, including tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for cleaning work surfaces
  - Wash hands with soap and water for a minimum of 20 seconds immediately upon entering the building and office. If a sink is unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol
  - Wash hands or use hand sanitizer after touching public surfaces and using the restroom
  - Avoid touching your eyes, nose, and mouth
  - When sneezing, cover your nose and mouth with a tissue, dispose of it into an appropriate (preferably closed) container, and wash or sanitize hands
  - Do not share equipment between staff without properly disinfecting first
  - Provide access to face masks
- Consider a staggered staff schedule in office spaces or scheduling a percentage of staff to work remotely, determined by risk of contagion in region
- Recommend maintaining a minimum distance of 6' apart
- Place staff in an open office space at every other workstation if possible
- Implement one-way circulation when a 6' separation between individuals cannot be accommodated
- Minimize group activities and encourage virtual meetings whenever possible. In-person meetings should be kept to fewer than 10 people and held in spaces that can maintain a 6' separation.
- Anyone that has traveled internationally or been in contact with a COVID-19 positive individual should work remotely for 14 days
- Anyone exhibiting COVID-19 symptoms should stay home
- Individuals with a positive diagnosis should not report to the office and should follow quarantine guidelines from CDC
- Report back to supervisor and/or management if exposed or diagnosed. Encourage remote workers to self-report as a means of daily check in





## COMMUNICATION & TRANSPARENCY

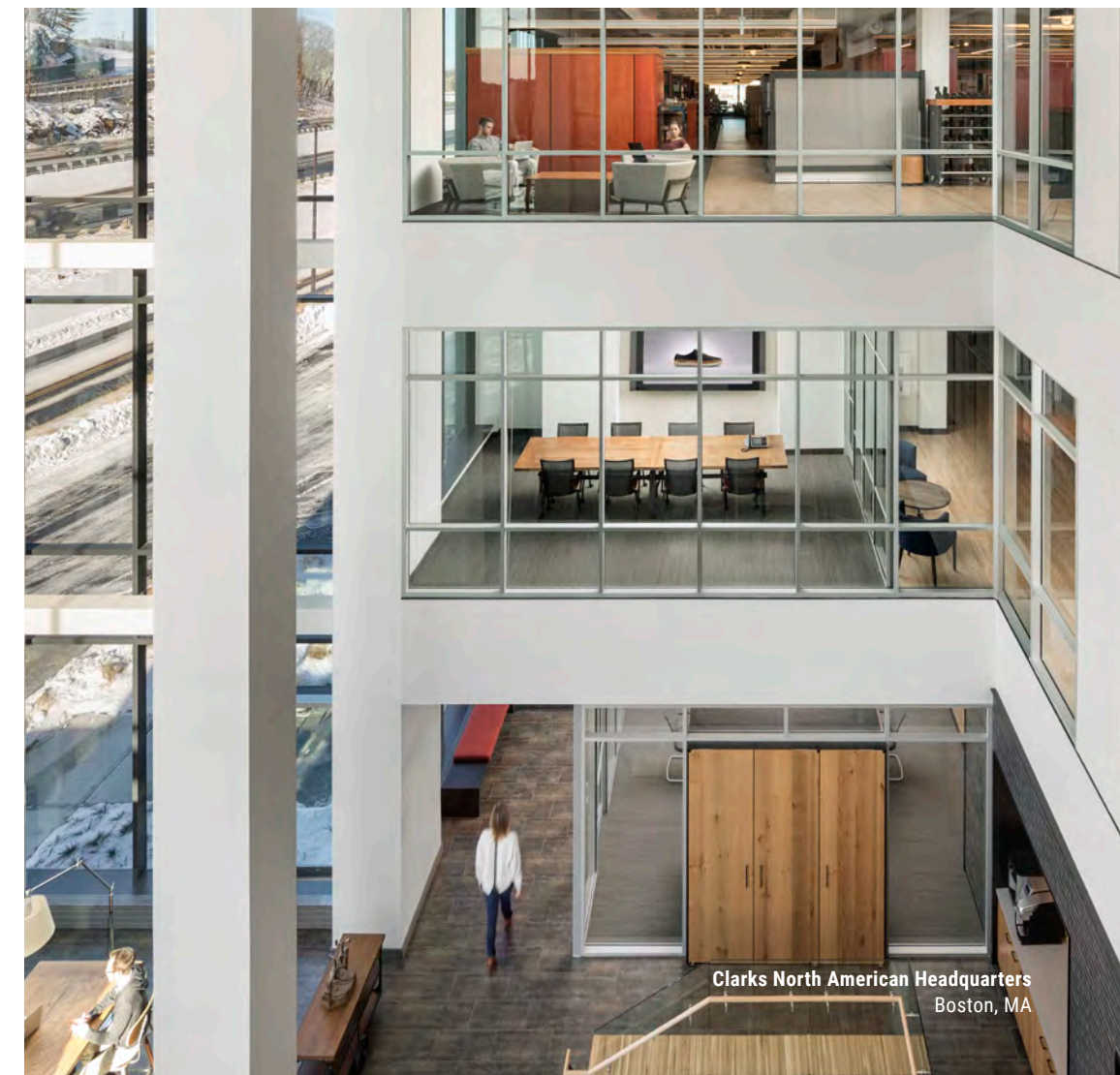
- Communicate any government mandates and regulations to property management and tenants and provide any changes in facility or office procedures immediately
- Openly advertise safety protocols for visitors to establish a sense of trust that occupant health and safety are top priorities
- Communicate often with occupants and visitors about the measures being taken to disinfect areas
  - Provide cleaning reports from contractors and janitorial staff
  - Post signs in public areas and restrooms detailing all steps taken to protect areas
  - Post pictures and future schedules to give occupants peace of mind that their health is being protected
  - Encourage personal cleanliness by posting signs with handwashing procedures and fun ideas for counting the recommended 20 seconds
- Implement a change communications program to outline the “new normal,” which can include documents such as Frequently Asked Questions and a guide for staying safe
- Consider change management techniques such as establishing safe-at-the-office champions and providing tours and instructions for health and safety in the workplace



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## CLEANING & DISINFECTING

- Prior to occupants re-entering the building, consider a deep cleaning service for biohazard remediation that follows OSHA and CDC Pathogen Standards
- Follow EPA recommendations for all cleaners and disinfectants
- Increase frequency of daily cleaning
  - Maintain restrooms, break rooms, and common area facilities by cleaning hard surfaces with disinfectant throughout the day
- Clean carpet and soft surfaces:
  - According to the EPA there is no approved disinfectant for soft surfaces or carpet
  - Vacuum a minimum of once daily, or more frequently in common areas, with high-efficiency particulate air (HEPA) filters that trap 99.97% of airborne particles
  - Ensure that equipment has been properly maintained and filters are free of particulates prior to cleaning
  - Wipe down cleaning equipment with an approved disinfectant wipe or spray
  - Clean HVAC filters prior to staff re-entering facility
- Request and receive photos and documentation from deep cleaning contractors and/or regular cleaning crews to ensure that all surfaces and areas have been properly disinfected.
- Use high efficiency air filters and change them regularly. Maintain HVAC systems according to manufacturer's schedule, possibly accelerating filter changes during the time of an outbreak. Contact manufacturer for recommendations
- Consider installing air quality sensors in occupant spaces to measure risk of air filtration overload
- Increase ventilation and air circulation for optimum air quality

### Resources:

OSHA: Guidance on Preparing Workplaces for COVID-19  
[osha.gov/Publications/OSHA3990.pdf](https://www.osha.gov/Publications/OSHA3990.pdf)

IFMA Foundation: Pandemic Preparedness Manual  
[ifmacdn.azureedge.net/sfcdn/docs/default-source/Coronavirus-Resources/foundation-pandemic-preparedness-manual.pdf?sfvrsn=0](https://ifmacdn.azureedge.net/sfcdn/docs/default-source/Coronavirus-Resources/foundation-pandemic-preparedness-manual.pdf?sfvrsn=0)





# Let us know how we can help

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