

COVID-19 TI Corp Workplace Safety Plan

FAQs

Q. I am in a high-risk category and/or I live with someone who is. Am I required to attend the office?

A. If you or someone you live with is in a high-risk category, you can choose not to come to the office and should have this conversation with your manager.

Q. I have seasonal allergies, am I permitted to attend the office?

A. Yes. Only those with cold/flu or COVID-19 symptoms are not permitted to attend the office.

Q. I have children at home who are unable to go to school or daycare, am I required to attend the office?

A. Childcare does remain an issue for some people, you should have this conversation with your manager and make decisions based on that.

Q. What does 'operational requirement' mean with respect to attending the office?

A. There are many scenarios that could require your attendance in the office. These will need to be considered on a case-by-case basis in conversation with your manager.

Q. I'm nervous about taking transit, which is my transportation to the office.

A. You can consider staggering your start/end times to avoid peak travel times on transit. Also, TransLink has published a Safe Operating Action Plan, which you can review here: <https://new.translink.ca/rider-guide/coronavirus-precautions>

Q. If I am asked to attend the office and I use transit to get to the office, will TI Corp provide me with PPE?

A. No. Everyone should follow the advice, recommendations and guidance made by the PHO when making your own personal decisions. PPE is not required for employees, therefore are not provided.

Q. If I am symptomatic and stay home, am I required to work or use the short-term illness and injury plan (STIIP)?

A. It depends. If, at any time, you are unwell and unable to work then you should take time off under the available STIIP leave program. If you are symptomatic (or have any other illness) and you don't want to come to the office, but you feel you can work then you can work from home. You should assess your wellness and ability to work or need to take a break, rest and recover anytime you are sick.

Q. If I live with someone who has returned from outside Canada within the last 14 days, am I required to self-isolate as well?

A. No. You should monitor your health, follow physical distancing and hygiene protocol as per PHO guidance and recommendation around how to take precaution while they are self-isolating.

Q. If I stagger my start and finish times to access off-peak transit are there any restrictions to consider? For example, do I need to leave the office before the cleaning staff come into the work space to clean workstations?

A. No. I think it is important to know that the cleaning staff may access the work space after the traditional hours of work, and you should practice recommended physical distancing. You may need to temporarily leave your workstation so that it can be cleaned.

Q. Can we use the stairwells to access the office at 401 West Georgia?

A. Yes; however, we have been informed that the building is unable to leave the 11th floor unlocked due to fire safety reasons. There is a code for the 17th floor: 08563. Please review Oxford's safety plan to know which the correct stairwells to use.

Q. If we choose to leave Canada and then come back and need to self-isolate, are we able to work from home?

A. Yes. Equipment can be sent to you (laptop and UC) to facilitate that.

Q. Regarding staggered start/finish times related to transit, are there any company restrictions when selecting start/finish times?

A. Always discuss with your manager/supervisor. We work 8 hours/day – when and where you do that is up to you and your manager. You can also discuss a combination of work from home and office hours in that 8-hour day.

Q. Are bike lockers open and available for use? If so, are there any new/specific protocols in place that users should be aware of?

A. Oxford has advised that the bike lockers are still open and available for use. Users are asked to please adhere to the posted signage regarding distancing when using this amenity.

Q. Can the parkade stairwell closest to the valet station continue to be used (rather than the elevator), and if so, is it one directional?

A. Oxford has advised the parkade stairwell closest to the valet is available for use. Users are asked to please adhere to the distancing signage posted in this stairwell. Oxford also strongly recommends wearing a facial covering in this stairwell, as it is designated for multi-directional use.

Q. Who is TI Corp's Manager, Occupational Health & Safety?

A. Scot Mortimer is TI Corp's Occupational Health & Safety Advisor.

Q. Does the self-assessment need to be completed daily before coming into the office? How will it be tracked?

A. Will not be formally tracked. The self-assessment tool is there to help you determine if you are presenting symptoms of COVID-19 and should therefore not be in the office. You can also self-assess by reviewing the list of symptoms and checking that you are not presenting any.

Q. Appendix A WorkSafe BC Guide to Visitor Entry was missing in the Workplace Safety Plan. Will it be provided?

A. Yes.

Q. What happens if your child is sent home from school with symptoms? Should you stay away from the office until their condition/diagnosis is confirmed?

A. Yes. Please inform your Manager/Supervisor and Chantelle Gergley, Director – HR & Operations and stay home.

Q. Should all visitors only be admitted by one designated person to the office?

A. No. There is not a designated escort for guests. Visitors should be greeted/escorted by whomever has invited them and the Workplace Safety guide/information about visitors must be administered by them. Following precautions is key.

Q. Who will be emptying the dishwashers? Will they be wearing protective equipment (ie. gloves) to do so?

A. It is not a specific person's responsibility to empty the dishwashers. If you are emptying the dishwasher you must follow safety precautions – wash your hands first prior to putting dishes away. We recommend that you bring, use and wash your own set of dishes and keep them at your workspace if you are not comfortable using the communal dishes.

Q. Could you please provide examples of visitors coming to the office operationally required?

A. Operationally required visitors are work/business-related only where virtual meeting is not feasible or practical. No family/friend visitors. All staff are responsible for their visitors and ensuring they follow precautions for the safety of themselves and others in the office.

Q. I haven't been contacted about my preference on when I would like to come into the office. Who should I contact?

A. Contact Chantelle Gergley, Director – HR & Operations.

Q. How do we know how many people are inside the washroom from outside before we enter?

A. You could consider knocking on the door to see if it is occupied. If occupied, you may want to wait outside until available. Another suggestion was to place a post-it note on the door if you enter the washroom, so others know it is in-use. Another option is the single-use accessible washrooms – keeping in mind that people who require an accessible facility may need access too. We are all going to have to create and adopt new habits about how we perform routine things like this.

Oxford has provided door jams to prop open the first door at 401 W. Georgia.

Q. If someone in the office is diagnosed is there an expectation that the people in the office with that person would then not come in and isolate?

A. Please notify Chantelle Gergley, Director – HR & Operations. If there were a confirmed case, the office of the Provincial Health Officer would be in contact to investigate and contact trace.

Q. Are we expected or encouraged to wear face coverings in high risk areas?

A. No, this is not required. Wearing personal protective equipment (PPE) is a personal choice. The PHO has advised people could consider using them if you are unable to maintain 2 meters/6 feet of space per public health guidelines. If you do wear/use PPE, you must follow proper use, storage, and disposal of PPE to prevent presenting hazards to others in the office.

Q. Are we installing lids on toilets in the washrooms as it has been proven that COVID-19 is transmitted by water splashing out of toilets?

A. No. TI Corp is encouraging each of you that attends the office be personal accountability for your own actions and behaviours and to follow the PHO's advice and guidance to prevent contact spread.

Q. Do we know how air is being circulated throughout the building/office?

A. Oxford Safety Plan indicates HVAC systems are being optimized to deliver higher than average rates of fresh air. Please refer to their plan for any building related questions.

Q. Would we have sign in sheets to track all the employees in the office on the same day?

A. Not determined at this time. We will think about how we might implement something like this in the office.

Q. If someone has allergies (which have similar COVID-19 symptoms) what steps should that person take to demonstrate they do not have COVID-19?

A. The symptoms that would prevent someone from being in the office are listed in the Workplace Safety Plan. Each person should either take the self-assessment each day or review their condition for symptoms. If you have allergies, you may want to consider allergy medication and check your temperature.

Q. If we are still able to deliver our work well from more flexible work situations (ie. work from home), is this a flexibility we as TI Corp would consider in the future? [question was submitted after presentation]

A. The TI Corp Workplace Safety Plan is intended to inform people of the measures and protocols in place to reduce the risk of exposure to COVID-19 and protect their health and well-being as we all consider a potential increase of employee's returning to the office to work.

Q. Is the gym available?

A. Oxford has advised that temporarily both the GYM and the 17th Floor Boardroom are closed. Oxford will advise once re-opened. This is specific to 401 W. Georgia.