

Richardson Associates (1993) Limited

COVID-19 – Operational Plan

<i>Richardson Associates (1993) Limited</i>

565 North River Road Charlottetown, PE C1E 7J1

Primary Contact:	Robert L. Sear, P.Eng., President
Telephone:	902-566-4044
email:	bsear@ral93.com

Revision #	Date
Plan Implementation	03/16/2020
Revision #2	06/01/2020
Revision #3	01/05/2021

Background

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1. Physical Distancing

Measures used to maintain physical distancing	Steps taken to ensure minimal interaction of people. (2 metres separation)
Between Employees	Workspace / desks are currently positioned to maintain minimal interaction of employees.
Between Employees and Clients	Masks are required to be worn by all Clients /visitors to our office.
	Any Client / Visitor meetings are undertaken in the Boardroom. The maximum capacity of the boardroom has been reduced to 4 to ensure social distancing is adhered to.
	Social Distancing signs are posted in public areas

2. **Illness / Exclusion Policy for Employees with Symptoms of COVID-19**

Employee guidelines for anyone displaying symptoms of COVID-19.

- *All staff must self-monitor for symptoms and report if they have concerns about possible COVID exposure or possible symptoms.*
- *Any staff member developing symptoms of COVID-19 at work must immediately perform hand hygiene, report to manager, avoid contact with staff and leave as soon as it is safe to do so. Please call 811 to arrange testing.*
- *Symptomatic staff will be required to self-isolate until tested for COVID-19 and the results are confirmed.*
- *If the test results are negative for COVID-19 but the staff member remains ill and/or symptomatic, they should remain on sick leave.*

Symptoms of COVID-19 include:

- *Cough (new or exacerbated chronic)*
- *Headache*
- *Fever/chills*
- *Sore throat*
- *Marked fatigue*
- *Sneezing*
- *Congestion*
- *Body aches*
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3. Enhanced Cleaning and Disinfection of Shared Areas and Surfaces

Cleaning removes visible soil and/or dirt from surfaces. Cleaning works by using soap and water to physically remove germs from surfaces.

Disinfecting kills germs on surfaces. Disinfecting works by using chemicals to destroy germs.

Ensure to CLEAN visibly dirty surfaces, prior to DISINFECTION.

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Shared Areas and Surfaces that will be cleaned and disinfected regularly:

Location	Frequency ¹
Doorknobs, light switches	Beginning of each workday
Washroom faucet / taps	Beginning of each workday
Toilet flush handle	Beginning of each workday
Lunch counter surface / faucet / taps	Beginning of each workday
Water Station	Beginning of each workday

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4. Hand Washing /Sanitizer Stations

We all have to do our part to prevent the spread of illness. We know that practicing good hygiene is an essential part of preventing the spread of COVID-19. To protect yourself and others from getting sick, take the following precautions:

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- Encourage sick employees to stay home.
- Avoid gatherings of employees during breaks, meetings, and mealtimes.
- If employees must travel together, follow the Guidance on [Public Health Measures – Travelling in Vehicles](#).
- Avoid sharing of equipment and office supplies.
- Employees shall maintain a two metre (six feet) distance between themselves and clients at all times.
- Non-medical masks must be used when physical distancing cannot be maintained. **Non-medical masks are not a replacement for any of the above measures.**
- Further information related to COVID-19 please refer to the following links:
 - Government of Prince Edward Island – www.princeedwardisland.ca/covid19
 - Government of Canada – www.Canada.ca/coronavirus
 - Construction Association of PEI – www.capei.ca