

RELAUNCHING YOUR OPERATIONS



CONSIDERATIONS FOR THE SAFE REOPENING OF BUSINESSES

Resuming your business operations following an unprecedented and unexpected shutdown may be daunting. We encourage you to review the considerations below, which focus on individual employee health and safety, ensuring a safe and smooth reboot of your facility and operations.

Before you invite your team back, focus on your facility operations, processes and safety-system conditions.

THREE PRIMARY LINES OF ILLNESS DEFENCE



SOCIAL DISTANCING



HYGIENE



PPE

SOCIAL DISTANCING

- Identify and implement continued work-from-home offerings where practical to continue social distancing.
- Implement social distancing into common areas (e.g. lunchrooms, meeting rooms, lobbies, stairwells, elevators, etc.).
- Implement social distancing — make facility or workstation changes where practical.
- Evaluate the opening of facility fitness centers, game rooms, outdoor courts, or other Social centric gathering areas. Consider staggered openings and delay those of nonessential spaces.
 - Identify and evaluate emergency protocol when leaving building and meeting at rally point outside of building in event of emergency and mass evacuation.

HYGIENE / PPE

- Increase daily cleaning and disinfection of common areas & surfaces. Pay particular attention to door knobs, light switches, photocopy areas, desktops, washrooms and other high touch surfaces.
- Identify and address sanitation-related clearance protocols for shift changes.
- Assess any potential external factors (i.e. shared office space, common areas & other building tenants).
- Review Government protocols for evaluating individual employee health.
- Contemplate employee commuting methods (use of transit).
- Provide ample hygiene products (i.e. hand sanitizer, masks and gloves).
- Set-up cleaning stations at entrances and implement staggered start times to support social distancing.
- Implement protocols around the proper use and disposal of any personal protective equipment.
- Post flyers outlining proper mask and glove removal and hand washing procedures.
- Reevaluate company sponsored food and drink offerings.

GENERAL WORKER SAFETY

- Conduct thorough facility and job site pre-inspections; specifically targeting any higher-hazard machinery or processes that may exist in your daily operations.
- Conduct machine guarding inspection and tests, as applicable.
- Identify routinely physically demanding tasks or jobs — consider minimizing or limiting individual requirements for the first few weeks to minimize injury following a sedentary, nonphysical period.
- Reassess individual worker physical capabilities and job demands.
- Identify and assess exposures related to shared equipment (i.e. vehicles, hand tools, computer equipment).
- Focus on health, wellness and stretching. Consider extended and more frequent breaks for the first few weeks , reduced hours, and limiting overtime.
- Address work-from-home ergonomics training and equipment.

EMPLOYEE MANAGEMENT

- Exercise empathy and emotional intelligence with your staff. Support the emotional health of your employees. This is not the time for tough love.
- For those staff continuing to work from home, offer check-ins and encourage them to virtually connect with colleagues, friends and family.
- Develop a re-orientation plan for employees
- Create a taskforce to begin developing an official work-from-home policy and communicable disease protocol.
- Encourage self-reporting, and self-isolating for those who come in contact with COVID-19.
- Develop and communicate a clear and confidential channel for employees to direct their questions.
- Outline and communicate any new facility sanitation or enhanced hygiene guidelines.
- Review and implement new provincial health and safety requirements or guidelines per jurisdiction.
- Update your emergency action plan to include protocols for addressing a health alert or concern regarding the health of an employee. Remind employees of emergency response contact information.

HOW TO APPROACH CUSTOMERS OR GENERAL VISITORS TO YOUR PREMISES

- Implement entry protocols to evaluate individual health.
- Consider requiring your customers to wear facemasks when in your facility.
- Consider limiting the number of customers inside at one time & enforce the current social distancing guidelines.
- Develop a sanitizing schedule for publicly accessed spaces in accordance with AHS guidelines

PRESERVING YOUR PROPERTY AND REBOOTING BUILDING SYSTEMS



SECURITY



**HEATING, PLUMBING
AND SYSTEMS**



**BUILDING
ENVELOPE**



**FIRE PREVENTION
SYSTEMS**

SECURITY

- Ensure all burglar alarm systems including motion & door detection are operational and active.
- Ensure all lighting on the exterior of the property is operational and active.
- Check all windows, doors & building openings to ensure they are operational & in good condition.
- Ensure all interior and exterior CCTV and video security equipment is operational and active.
- Ensure all keys or access cards for exterior doors are accounted for and with the appropriate persons.

HEATING, PLUMBING AND SYSTEMS

- Ensure heating systems are operational and that no areas of heating coverage have failed during the shutdown, to prevent freezing of plumbing and sprinkler pipes.
- Turn back on all toilet and sink supply lines and any other water sources.
- Ensure all sump pumps are operational and functioning properly (if applicable).
- Restart any machinery and operations in a slow succession as to not create a damaging spike in voltage and load to the electrical system.

BUILDING ENVELOPE

- Ensure all gutters, downspouts, and catch basins are clear of debris that may have collected during the shutdown.
- Repair any roof leaks that may have occurred during the shutdown. Consult with a professional roofing contractor.
- Inspect for evidence of pests/rodents and contact a pest control company if needed.
- Inspect all areas of the building to ensure there is no water penetration, stagnate / standing water and / or mold / microbiological growth on the floors, walls or ceilings.
- Evaluate any potential deferred capital improvements and the impact that may have on your facility.

FIRE PREVENTION SYSTEMS

- Ensure the fire sprinkler riser and valves are accessible by emergency personnel, and that they are either chained/locked or monitored by a control valve alarm.
- If a fire pump is present and liquid fueled, ensure that the fire pump fuel tank is full and has been churned. If a fire suppression suction tank is present, ensure the tank has adequate water.
- Check inspection tags on the sprinkler riser and fire pump. If the sprinkler system or fire pump is due for an annual inspection/testing contact your sprinkler contractor. Churn all fire pumps monthly.
- Any fire hydrants on the property should be clear and the surrounding area accessible.
- Ensure all fire/smoke detection systems are active and alarm monitored.
- Close all fire doors or ensure all self-closing mechanisms are in working condition and operational.

For further detailed guidance documents and information please refer to Alberta Health Services. <https://www.alberta.ca/covid-19-information.aspx>



FOSTER PARK
BROKERS