

TŁJCHQ GOVERNMENT

RETURNING TO THE WORKPLACE

Updated: July 22, 2020



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Background and Scope

In late December of 2019 an infectious disease caused by a new coronavirus was discovered in China. The Chief Public Health Officer of the NWT responded quickly and decisively imposing aggressive public health measures to contain the spread of COVID-19. The Tłıchq Government, following these recommendations, issued a work from home directive on March 19, 2020. The work from home directive was most recently extended to July 10, 2020.

It is expected there may be two or three waves of the COVID-19 in Canada before an effective vaccine is available. The GNWT has developed a five phased plan called Emerging Wisely. The plan progressively eases public health restrictions based on risk levels. Recently the GNWT has moved from Phase 1 – which is the first step in the gradual ease of restrictions into Phase 2 – which further eases restrictions. It is important to note however that despite this easing of restrictions, there may be a need to tighten restrictions in the future if the risk factor increases, as a result of future waves of COVID-19 and/or community spread of COVID-19 in the territory.

In anticipation of the future tightening of restrictions, the Tłıchq Government has developed a Returning to the Workplace plan that outlines general guidelines and measures organized around five stages that correspond to the phases in the Emerging Wisely Plan. The plan provides general measures for ensuring safe workspaces, meetings, programs and duty travel for Tłıchq Government employee, consultants and contractors and leadership. It also includes some general measures that can be implemented in Tłıchq Government workplaces to help achieve an appropriate, safe, and healthy work environment when resuming activities in the workplace. These guidelines apply to all individuals attending Tłıchq Government workspaces including Tłıchq Government staff, elected leaders, consultants and contractors, and the public.

There are some measures which the Tłıchq Government will need to implement throughout the pandemic, regardless of what phase of recovery the territory is in. These are outlined in the first section entitled *Long Term Measures*. It is important to remember that these measures must be followed in all stages of the plan, and subject to exceptions or amendments communicated by the Tłıchq Government, these measures will not be lifted.

For any specific questions related to these guidelines and their implementation please contact your local Occupational Health & Safety Committee Member or **Cecilia Rabesca at (867) 447-0724**.

Long-term measures

The following measures will be in place, through all stages of the Returning to the Workplace plan and will remain in effect until an effective vaccine is available:

Travel Restrictions

- The Tłıchq Government is restricting all business duty travel outside the territories.
- A Tłıchq Government employee who travels for personal reasons outside the territory must notify their Supervisor.
- A Tłıchq Government elected leader who travels for personal reasons outside the territory must notify the TEO.
- Upon returning the individual must self-isolate for 14 days and therefore will not be allowed to attend any Tłıchq Government workplaces, in-person meeting or program or outdoor gathering.

Social (physical) distancing

- All individuals must maintain strict social (physical) distancing of at least 2 meters (6 feet) at all times both indoors and outdoors. If physical distancing is not possible, personal protective equipment must be used. See [Appendix O](#) for a Social Distancing Poster.
- For shared offices and board rooms the maximum occupancy is 1 person per 4 square meters.
- For boardrooms the maximum occupancy is 1 person per 5 square metres. Please refer to [Appendix Q](#) for boardroom occupancy limits

Non-medical masks

- Employees, leaders and the public attending Tłıchq Government offices and functions are encouraged to use non-medical masks when they are in contact with others.
- Employees and leaders will be provided with a homemade non-medical mask for use at the office.
- If an individual does not have a non-medical mask when attending a Tłıchq Government office or building, a disposable mask will be provided to them.
- Individuals are encouraged to use a mask whenever they are indoors and in contact with others, even if they can maintain physical distancing. See [Appendix P](#) for instructions on how and when to use a mask

Enhanced Hand Washing

- Hand washing stations, with soap, will be made available whenever possible at all Tłıchq Government offices and events. If hand washing is not possible, hand sanitizer will be made available.
- Employees, leaders and the public attending Tłıchq Government offices and functions will be encouraged to wash their hands frequently and thoroughly to help prevent the spread of COVID-19.
- Hand washing posters will be posted in all bathrooms in Tłıchq Government offices and buildings. See [Appendix D](#) for poster.

Good respiratory hygiene

- Kleenex will be made available in all Tłıchq Government offices and buildings and posters with information about good respiratory hygiene practices will be posted in offices and buildings. See [Appendix H](#) for poster.

Vulnerable populations

- Individuals living with immunocompromising health conditions (including chronic conditions such as diabetes, heart or lung issues, cancer etc.) and anyone over 60, particularly if they have a immunocompromised or pre-existing conditions are at the highest risk of developing severe and even life threatening symptoms of COVID-19, therefore individuals in these populations will not be compelled to come back to the workplace or attend in person meetings or outdoor gatherings. Attendance at the workplace, at in person meetings or outdoor gatherings will be at the individual's discretion.
- COVID-19 vulnerable populations are strongly encouraged to exercise extreme caution when leaving their home.

Strong infection control protocols

- Strong environmental cleaning processes will be implemented in all Tłıchq Government offices, buildings and events. Custodians should follow and complete the [Enhanced Cleaning Checklist](#).
- Disinfectant wipes will be available in each office, kitchen area and bathroom in Tłıchq Government offices and buildings.
- Individuals are asked to wipe down high touch surfaces in the bathroom before and after they have used the facilities. Education posters will be displayed in all bathrooms. See [Appendix F](#) for poster.
- Employees and the public are asked to stay home when they feel ill and are encouraged to take the [COVID-19 self-assessment](#). Posters will be displayed at all entrances to Tłıchq Government offices and buildings asking individuals to not enter if they feel sick or have traveled in the previous 14 days. See [Appendix C](#) for the poster.
- Thermal screening maybe be done upon entering Tłıchq Government offices and buildings
- All staff will do a self-assessment before attending any Tłıchq Government office. Please refer to [Appendix L](#) for the screening questionnaire.
- Any public entering Tłıchq Government offices and buildings will need to complete a screening questionnaire. Please refer to [Appendix B](#) for the screening questionnaire.

Engineering Controls

- Wherever possible at Tłıchq Government offices and buildings, one door will be designated an entrance and another the exit.
- Markers will be placed on the floor indicating 6-foot boundaries to maintain social distancing
- One-way hallways and walkways will be indicated wherever possible.

- The Tłıchq Government will work toward installing no touch faucets, doors, and toilets in their buildings.
- Work stations that frequently have public interaction will have plexiglass shields installed to protect staff.

Administrative Controls

- All staff must complete a self-assessment screening before attending the office. The assessment can be found in [Appendix L](#) or on-line.
- The Government may approve policies related to work conditions during the COVID-19 pandemic. Directors will ensure staff are aware of and familiar with all new policies.

Exposure Control Plan

- All staff shall review and become familiar with the Exposure Control Plan
- All requirements in the Exposure Control Plan must be implemented in Tłıchq Government offices and buildings
- The Exposure Control plan will be monitored and updated as necessary by the Occupational Health & Safety Committee
- A copy of the Exposure Control Plan will be available at each site

COVID-19 Workplace Risk Assessment

- Directors in conjunction with Site Supervisors will complete the [COVID-19 Workplace Risk Assessment](#) for each worksite.

COVID-19 Worker Hazzard Assessment

- Each returning employee must complete the [COVID-19 Worker Hazzard Assessment](#).

Information

- Information about COVID-19 and how it is spread will be posted in Tłıchq Government offices and buildings and at Tłıchq Government events. See [Appendix E](#) for poster
- The TEO will ensure that announcements related to COVID-19 made by the WHO, Canada, GNWT and other relevant public health authorities are monitored and information is shared with the Sr. Management Group and all employees.
- The Sr. Management Group will have regular meetings to share information and discuss concerns.
- Individuals (such as Site Supervisors) who are responsible for monitoring and enforcing restrictions will provide regular updates on their efforts at the regular Sr. Management Group meetings.

Site Supervisor

- Designated Site Supervisors will monitor and enforce attendance restrictions to Tłıchq Government offices as outlined in the various stages below.

- Site Supervisors will attend the regular Sr. Management Group meetings to report on their progress on ensuring Tłıchq Government workplaces are compliant with this plan.

Consultant & Contractors

- Contractors and Consultants coming to Tłıchq Communities must submit their Exposure Control Plan to the OH&S Committee for review and approval. If their plans do not meet the Tłıchq Government minimum standards as set out in this document and the Exposure Control plan they must change their plan or use the Tłıchq Government plans.
- All Consultants must complete the form found in [Appendix M](#). This form should be submitted to the Manager Human Resources

Review

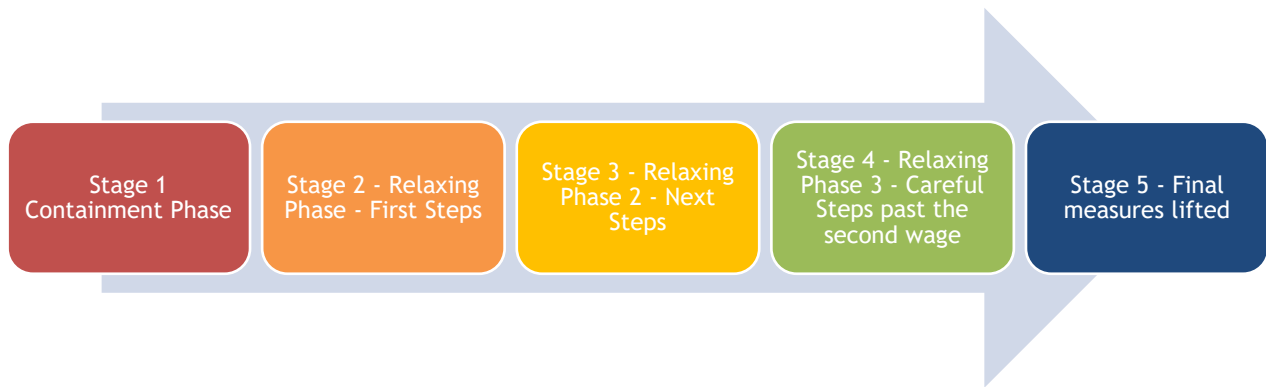
- The Occupational Health & Safety Committee will review this plan at least bi-monthly and draft and edit measures for consideration by the Sr. Management Group.
- The Sr Management Group will review the draft measures and make recommendations to the Tłıchq Executive Officer.
- The Tłıchq Executive Officer will make recommendations to the Chiefs Executive Council for their approval.

Exceptions to Guidelines

- Requests for exceptions to these guidelines must be made to the Tłıchq Executive Officer in writing.

Stages of Workplace Operations

Since there is no way to predict how this pandemic will unfold, we have developed a staged approach for government operations that directly corresponds to the Emerging Wisely Plan. As the GNWT progresses through these stages, the Tłıchq Government is able to adapt their operations to the public health measures in place in the NWT.



Stage 1 – Containment Phase

The Containment Phase of the GNWT’s Emerging Wisely plan sees the highest level of public health restrictions envisioned for the territory. The NWT will not return to this level of restrictions unless absolutely necessary. The Tłıchq Government will follow the following guidelines in the Containment Phase

Tłıchq Government Offices

- All Tłıchq Government Offices are closed to the public.
- Only employees who are providing essential or time critical services and have approval from the Tłıchq Executive Officer may work at Tłıchq Government offices.

In-person Meetings & Programs

- There are no in-person meetings or programs allowed during this stage.

Outdoor Gatherings

- There are no outdoor gatherings allowed during this stage.
- Duty Travel
- Only travel which supports the delivery of essential or time-critical programs and services is allowed. Travel must be approved by a department director.

Stage 2 - Relaxing Phase 1 – First Steps

Tłıchq Government Offices

- All Tłıchq Government Offices continue to be closed to the public.
- All non-essential workers will still be expected to work from home whenever possible. However, Directors may request approval from the TEO to have an employee work from the office provided that social distancing measures are maintained.

In-person Meeting & Programs

- Meetings and programs in-doors of no more than 5 participants are allowed as long as social distancing measures can be maintained
- Refer to [Appendix A](#) – Meeting Guidelines for planning and hosting a meeting

Outdoor Gatherings

- Outdoor gatherings are permitted to a maximum of 25 people.

Duty Travel

- Restrictions remain the same as Stage 1

Stage 3 - Relaxing Phase 2 – Next Steps

Tłıchq Government Offices

Employees

- Directors may identify additional staff, particularly those that support the delivery of programs and services, those who are preparing for Tłıchq Government offices to open to the public and those who will implement additional protocols to allow public access, to return to the workplace.
- One of the hazard control measures is to minimize staff working from the office, as such only staff who need to be at the office to complete their work should be, and only for the minimum number of hours.
- When determining which staff should return to the workplace Directors should take into consideration the employees personal situation including childcare, and high risk or immune-compromised status.
- Staff may also self-identify to work from the office. There should be a strong rationale provided for working from the office related to productivity and meeting work obligations.
- Working cooperatively, staff, Directors and Site Supervisors will complete return to workplace forms and seek approval from the TEO. All Staff returning to the workplace must complete the [COVID-19 Worker Hazard Assessment](#).
- Directors and Site Supervisors working together must complete [Appendix I](#), the [COVID-19 Workplace Risk Assessment](#) for each workplace.

- Staff will complete a paper on on-line screening questionnaire daily before attending the office. Please refer to [Appendix L](#) for the screening questionnaire.

Scheduling

- Site Supervisors are responsible for maintaining and approving an attendance schedule for employees at their office to ensure all social distancing and cleaning measures are maintained, and to control maximum occupancy
- Whenever possible there should only be one (1) employee per enclosed office if it is necessary to have more than 1 employee per office measures must be put in place to promote social distancing between staff and social distancing and maximum occupancy levels must be maintained (see Long-term measures).
- Any meetings between employees or with the public must take place in boardrooms with proper social distancing measures and maximum occupancy levels in place (see Long-term measures).
- Directors should prepare a schedule for their staff, to be approved by the site supervisor that allows for staggered arrivals and departures and rotating coffee and lunch breaks
- The use of communal spaces should be limited as much as possible.
- All social distancing measures must be maintained
- Maximum occupancy of any Tłıchq Government office is 1 person per 10 square meters or 25, whichever is less. This includes both staff and the public.
- Custodians must be on site between staff shifts and at all times when the office is open to the public to wipe down high touch surfaces. At least once a day or between staff shifts a thorough cleaning following the [Enhanced Cleaning Checklist](#) must be completed.

Opening to the public

- All precautionary measures must in place in Tłıchq Government Offices before they can open to the public. The [Office Re-Opening Precautionary Measures Checklist](#), found in [Appendix J](#) must be completed and signed off by the Site Supervisor before offices open to the public. This checklist should be completed weekly to ensure the office remains safe to open to the public.
- Public attending the office should have a specific reason for attending the office and must respect all social distancing measures.
- The public must complete the COVID-19 Screening Questionnaire found in [Appendix B](#).
- Maximum occupancy of any Tłıchq Government office is 1 person per 10 square meters or 25, whichever is less. This includes both staff and the public.

In-person Meetings & Programs

- Meetings or programs delivered in-doors of no more than 25 participants are allowed and all social distancing measures must be maintained
- Refer to [Appendix A](#) – Meeting Guidelines for planning and hosting a meeting

Outdoor Gatherings

- Outdoor gatherings are permitted to a maximum of 50 people.

Duty Travel

- Travel within the NWT may be approved by a Director however there must be a strong rationale for the travel and it must be demonstrated that the objectives of the travel could not be achieved by other means.

Stage 4 - Relaxing Phase 3 – Careful steps past the second wave

Tłıchq Government Offices

- Restrictions remain the same as Stage 3

In-person Meetings & Programs

- Restrictions remain the same as Stage 3

Outdoor Gatherings

- Limits on outdoor gatherings are removed however social distancing must be maintained and appropriate hand-washing and sanitizing must occur.

Duty Travel

- Restrictions remain the same as Stage 3

Stage 5 - Final measures lifted

When the Chief Public Health Officer of the NWT has determined that the territory is in this final stage all restrictions will be lifted and business will return to normal.

References

Canadian Centre for Occupational Health & Safety “Reopening for Business” <https://www.ccohs.ca/images/products/pandemiccovid19/pdf/reopening.pdf>

Government of Canada. *Vulnerable Populations and COVID-19*. <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/vulnerable-populations-covid-19.html>

Government of the Northwest Territories. *Emerging Wisely*. https://www.gov.nt.ca/covid-19/sites/covid/files/resources/emerging_wisely_v16_fnl.pdf

Montero-Odasso, Manuel, S Denise Goens, Nellie Kamkar, Robert Lam, Kenneth Madden, Frank Molnar, Mark Speechley, and Saverio Stranges. “Canadian Geriatrics Society COVID-19 Recommendations for Older Adults. What Do Older Adults Need To Know?” *Canadian geriatrics journal : CGJ* 23, no. 1 (March 2020): 149–.

Appendix A – Guidelines for In-Person Meetings and Programs



Guidelines for In-Person Meetings and Programs

Human Resources Section of Corporate Services Department

Before scheduling an in-person event

- ☐ Consult with the Return to Work plan to determine the maximum number of attendees.
- ☐ Organizers should consider if a face to face event is needed and ask themselves if it could be replaced by a teleconference or online event? There should be a strong rationale for in person event and a virtual alternative should be arranged for those who are at highest risk.
- ☐ All attendees need to complete a Field Level Risk Assessment for workers.
- ☐ Attendees must disclose all pre-existing conditions and age on the Field Level Risk Assessment. These factors will be evaluated on a case by case basis to determine if it is safe for them to attend an in-person event.
- ☐ Based on current public health information those who are over the age of 60 or those who have underlying health conditions such as heart disease, respiratory disease or diabetes are at a high risk. Those who are both over 60 and have pre-existing health conditions are at the greatest risk and are not required to attend.
- ☐ The event organizer will complete a Risk Assessment and Worksite Precautions for the event.
- ☐ It is recommended that events should be short, as prolonged close contact is thought to create further risk of spreading the virus.

Venue

- ☐ Seating configuration should ensure there are social distancing measures in place – there should be at least 6 feet (2 meters) between each individual
- ☐ Meeting space should have clear markers identifying 6-foot distance markers
- ☐ There can be NO self-serve buffet style food.
- ☐ All food must be served on separate plates
- ☐ Bag/boxed lunches and individual water bottles are preferred
- ☐ Preferably, anyone preparing food should be trained in sanitation and food-handling
- ☐ Attendees cannot use the kitchen space
- ☐ Venue should be sanitized before and after the meeting
- ☐ The space needs to have proper ventilation and airflow

Day of Event

- ☐ Anyone unwell should not attend. Signage at the entrance to the event should discourage anyone from attending who: feels ill, has traveled outside the territory in the past 14 days, has come into contact with anyone who has COVID-19 or who is considered high-risk
- ☐ Participants will be asked to do a COVID-19 Self-screening before coming into the meeting. The COVID-19 Screening Questionnaire can be found in Appendix B.
- ☐ Thermal scanning should be used to identify those who are not visibly showing symptoms. Anyone showing symptoms should be immediately isolated.
- ☐ Participants should be briefed on meeting protocols, social distancing and sneezing and hand hygiene recommendations.
- ☐ It is recommended that participants to wear masks, unless there is a medical reason why a mask cannot be worn.
- ☐ Custodial staff should be on site to implement sanitization measures.
- ☐ Disinfectant wipes, hand sanitizer and a place to wash hands with soap and water should be available.
- ☐ Bathrooms should have Disinfectant wipes and individuals will be asked to wipe down high touch surfaces after using the facilities.



Appendix A of Returning to Workplace Plan (7/22/2020)

Appendix B – COVID-19 Screening Questionnaire for the Public



COVID-19 Screening Questionnaire

Human Resources Section of Corporate Services Department

The safety of our employees, contractors, clients and the public are our top priority. To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary steps to protect you and everyone in the building.

Information

Name:	Phone #	Office Location:
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Reason for visit:

Self-Declaration

1. Have you travelled outside the NWT in the past 14 days?	Yes	No
2. Have you had close contact with or cared for someone with a respiratory illness or a confirmed or probable case of COVID-19 in the past 14 days?	Yes	No
3. Have you had close contact with someone who has traveled outside the NWT in the past 14 days?	Yes	No
4. Have you experienced any cold or flu-like symptoms in the last 14 days (including fever, cough, sore throat, respiratory illness, difficulty breathing)?	Yes	No

If you answer "yes" to any of the above questions you will not be allowed access to the building.

Recorded Temperature

My temperature is _____. If your temperature is over 37 C (98.6F) you will be denied entry into the building.

Acknowledgment

- ☐ I understand that I have an elevated risk of contracting COVID-19 simply by being indoors.
- ☐ I also understand that I need to maintain physical distancing of at least 2 meters while attending this office.
- ☐ I also understand I will use hand sanitizer upon entering the building. I will also wash my hands regularly, use hand sanitizer and wipe down high touch areas in the bathroom if I use the facilities.
- ☐ I also understand, I will use a non-medical mask while attending our building, If you do not have a mask, one will be provided to you.
- ☐ I verify that the information on this form is truthful and accurate. I consent to attend this office during the COVID-19 pandemic.

Signature:	Date:
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Appendix B of the Returning to the Workplace Plan (7/22/2020)

Appendix C – Entrance Signage



Entrance Signage

Human Resources Section of Corporate Services Department

Have you travelled outside the NWT within the last 14 days?

OR

Been in close contact with a confirmed
or probable case of COVID-19?

OR

Do you have a fever, cough, runny nose,
sore throat or shortness of breath?

If yes, STOP.



Help prevent any potential spread of COVID-19 and other
illnesses.

Please do not visit today if you answered “**YES**” to any of the
questions above and consider taking a COVID-19 self-assessment
test.

Appendix D – Handwashing Poster



Handwashing Poster

Human Resources Section of Corporate Services Department



HAND WASHING

PREVENT THE SPREAD OF INFECTION

Proper hand hygiene is the #1 way to reduce the risk of infection. It is important to wash hands frequently and properly with soap and water for at least 20 seconds.

Recommendations from the Centers for Disease Control & Prevention

- ✓ Soap and water is the best & preferred method of performing hand hygiene.
- ✓ Hands should be washed for at least 20 seconds. An easy way to remember this is to sing Happy Birthday twice.
- ✓ If soap and water are not available, an alcohol-based hand sanitizer containing at least 60% alcohol is an acceptable alternative. Enough product should be used to thoroughly wet hands.
- ✓ If using hand sanitizer, hands should be rubbed together until the product has fully dried.



01. Wet hands under running water.



02. Apply soap and rub palms together to ensure complete coverage.



03. Spread the lather over the back of the hands.



04. Make sure the soap gets in between the fingers.



05. Grip the fingers on each hand.



06. Pay particular attention to the thumbs.



07. Press fingertips into the palm of each hand.



08. Dry thoroughly with a clean towel.



PUBLIC NOTICE



Appendix D of the Returning to the Workplace Plan (7/22/2020)

Appendix E – About Corona Virus Disease (COVID-19)

ABOUT CORONAVIRUS DISEASE (COVID-19)

WHAT IT IS

COVID-19 is an illness caused by a coronavirus.

Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

SYMPTOMS

Symptoms may be very mild or more serious. They may take up to 14 days to appear after exposure to the virus.



FEVER



COUGH



DIFFICULTY BREATHING

HOW IT IS SPREAD

Coronaviruses are most commonly SPREAD from an infected person through:

- ▶ respiratory droplets when you cough or sneeze
- ▶ close personal contact, such as touching or shaking hands
- ▶ touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

PREVENTION

The best way to prevent the spread of infections is to:



- ▶ wash your hands often with soap and water for at least 20 seconds



- ▶ avoid touching your eyes, nose or mouth, especially with unwashed hands



- ▶ avoid close contact with people who are sick



- ▶ when coughing or sneezing:
 - cover your mouth and nose with your arm or tissues to reduce the spread of germs



- immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards



- ▶ clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs.



- ▶ stay home if you are sick to avoid spreading illness to others

IF YOU HAVE SYMPTOMS

If you have SYMPTOMS of COVID-19 — fever, cough, or difficulty breathing:



- ▶ stay home to avoid spreading it to others
 - if you live with others, stay in a separate room or keep a 2-metre distance



- ▶ call ahead before you visit a health care professional or call your local public health authority
 - tell them your symptoms and follow their instructions



- ▶ if you need immediate medical attention, call 911 and tell them your symptoms.

FOR MORE INFORMATION ON CORONAVIRUS:

📞 1-833-784-4397

@ canada.ca/coronavirus

✉ phac.info.aspc@canada.ca



Public Health
Agence de Santé

Agence de la santé
publique du Canada

Canada

Appendix F – Poster for Bathroom Cleaning



Poster for Bathroom Cleaning

Human Resources Section of Corporate Services Department

BATHROOM USE



Help prevent any potential spread of COVID-19 and other illnesses.



BEFORE and AFTER using the facilities consider wiping down high touch areas such as:

- ☐ Handrails
- ☐ Sink area
- ☐ Door knobs
- ☐ Light switches
- ☐ Toilet handle
- ☐ Toilet seat
- ☐ Paper Towel Dispenser

Appendix G – Poster for Kitchen Cleaning



Poster for Kitchen Cleaning

Human Resources Section of Corporate Services Department

KITCHEN USE



Help prevent any potential spread of COVID-19 and other illnesses.



After using the kitchen consider wiping down high touch areas such as:

- ☐ Sink area and faucets
- ☐ Drawer pulls and handles
- ☐ Light switches
- ☐ Countertops
- ☐ Fridge Door and handle
- ☐ Microwave

Appendix H – Respiratory Hygiene



Respiratory Hygiene

Human Resources Section of Corporate Services Department

COVER YOUR COUGH



Stop the spread of germs that make you and others sick!



Cough or sneeze into your sleeve, not your hands

OR



Cover your mouth and nose with a tissue and put your used tissue in the waste basket

Clean your hands after coughing or sneezing



Wash your hands with soap and warm water, for at least 20 seconds

OR



Clean hands with alcohol-based hand rub or sanitizer

Appendix I – Work in Office Authorization Form



COVID-19 – Work in Office Authorization Form

Completed form is required to work in the office.

1. Employee Information

Employee Name:	Position:	Department:	Location
Essential or Time Critical position?	Yes No	WSCC Worker Hazard Assessment completed?	Yes No
Rationale for Essential or Time Critical designation:			
*Time Critical Employees will get preference when scheduling office hours.			
Rationale for Employee working in office:			

2. Employee Schedule:

Indicate exact times on each day that the employee will be in the office. Ex: Monday 3:00 -5:00 pm)

Dates: (dd/mm/yy to dd/mm/yy):	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:	Sunday:
Dates: (dd/mm/yy to dd/mm/yy):	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:	Sunday:
Dates: (dd/mm/yy to dd/mm/yy):	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:	Sunday:
Dates: (dd/mm/yy to dd/mm/yy):	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:	Sunday:

3. Authorization

HR Manager:	Supervisor:	Office Site Supervisor:
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OFFICE SITE SUPERVISOR

Behchokō: Main Office: Sherri Knapton-Pain Lands Office: Sky Ekendia Presence Office: Janita Etsembe Tłı̨chǫ Daycare: Louise Richardson	Whati: Presence Office Shirley Dokum	Gamèti: Presence Office Pamela Quitte	Wekweèti: Presence Office Adeline Football	Yellowknife: Yellowknife Office Cecilia Chocolate Hoti Tsetta Marissa Gon
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4. Approval

TEO Signature:	Approved to work in the office?	Yes No
	Approved for essential pay?	Yes No

Appendix J – Office Re-Opening Precautionary Measures



Office Re-Opening Precautionary Measures

Human Resources Section of Corporate Services Department

Office Name:	Maximum Occupancy:
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The following Materials are on-site and available:

Entrance

COVID-19 Stop Poster
Hand Sanitizer
Plexi-glass Shield at Reception
Disposable Masks
COVID-19 Screening Questionnaire
Infrared Thermometer
Kleenex
Exposure Control Plan

Each Work Station

Reusable cloth mask
Disinfectant wipes
Kleenex
Hand Sanitizer

Kitchen

Poster for kitchen cleaning
Disinfectant wipes
Soap

Bathroom

Soap
Hand sanitizer
Disinfectant wipes
Hand washing poster
Poster for bathroom cleaning

General Areas/Postings

About COVID-19
Respiratory hygiene

Custodian Supplies

Enhanced cleaning checklist
Disinfectant & cleaning supplies

How will the public be allowed into the building?

By Appointment Only <input type="checkbox"/> , or At their Convenience <input type="checkbox"/>
How will you ensure COVID-19 Screen Questionnaire is completed by every visitor and staff?
How will you ensure building occupancy levels will be maintained?
Are there floor markers to indicate direction of traffic in hallways and common areas?
Are there floor markers to indicate 6 feet in common areas?
Comments:

Signature

Signature:	Date:
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Appendix K – Guidelines for Outdoor Gatherings



Guidelines for Outdoor Gatherings

Human Resources Section of Corporate Services Department

Public health measures taken when planning outdoor gatherings, are an important piece of to minimize the transmission of COVID-19. Organizers have a responsibility to implement protective and preventative measures. The following guidelines are informed by the [Community Based Measures to Mitigate the Spread of COVID-19 in Canada](#) and are intended to assist organizers in planning their outdoor gathering or event.

Planning the event

- ☐ Ensure access to handwashing stations and alcohol-based hand sanitizer for participants.
- ☐ Ensure activities allow for proper social distancing of 2 meters (6 feet) and so attendees will not have prolonged close interaction with one another.
- ☐ Avoid activities that may increase droplet spread such as singing, cheering, playing wind instruments.
- ☐ There should be no communal food served at an event. Bottled water and pre-wrapped snacks are acceptable
- ☐ Arrange for one or more custodians to be on-site to clean any high-touch surfaces
- ☐ Eliminate shared equipment
- ☐ Arrange for one-way entry and exit if possible

Before the event

- ☐ Consult with the local health center and or the Tłıchǫ Community Services Agency to inform them of the gathering, seek advice on preventative measures and to consider the potential impact on the health care system/public health
- ☐ Communicate with attendees prior to the event (phone calls, emails, radio announcements), to share information on expected behaviours (ex screening for symptoms, staying home if ill, physical distancing, hand hygiene, the use of non-medical masks, self-monitoring for symptoms after the event and isolating and notifying the local health center if appropriate)
- ☐ Ensure a strict exclusion policy for any attendee who has symptoms even if the symptoms are mild, or attendees who have been advised to self-isolate for 14 days due to travel or exposure.
- ☐ Develop a plan/procedure that addresses how to safely care for and isolate an attendee who develops COVID-19 related symptoms while at the event.
- ☐ Encourage COVID-19 vulnerable populations to stay at home and provide a virtual means for them to participate in the event (Facebook Live)
- ☐ Organizers must complete the [COVID-19 Workplace Risk Assessment](#) for the event and arrange for the appropriate personal protective equipment (masks, gloves, gowns) as required
- ☐ All staff and volunteers must complete the [COVID-19 Worker Hazard Assessment](#).

Day of Event

- ☐ Screen attendees and exclude anyone who has any symptoms: cough, fever, shortness of breath, runny nose or sore throat (even if they appear mild or resemble a cold)
- ☐ Keep a list of attendees and contact information
- ☐ Limit attendance to 1 per 10 square meter of the venue or the maximum attendance identified in the current stage, whichever is less.
- ☐ As attendees arrive, ask them to use hand sanitizer.
- ☐ Encourage attendees to wear a non-medical mask. Have non-medical masks available to those who have not brought one to the event.
- ☐ Post information about COVID-19, proper hand washing and respiratory hygiene in prominent places

Appendix K of the Returning to the Workplace Plan (7/22/2020)

Appendix L – COVID-19 Self-assessment for Staff

Name:

Job Title:

Office Location:

1. Do you have any of the following symptoms; severe difficulty breathing (e.g., struggling for each breath, speaking in single words), chest pain, confusion, extreme drowsiness or loss of consciousness, shortness of breath at rest or difficulty breathing when lying down?

No ☐ Yes ☐

2. Do you have a new onset of any of the following symptoms: fever/chills, cough, sore throat/hoarse voice, shortness of breath, loss of taste or smell, vomiting, or diarrhea?

No ☐ Yes ☐

3. Do you have a new onset of 2 or more of any of the following symptoms: runny nose, muscle aches, fatigue, conjunctivitis (pink eye), headache, skin rash of unknown cause or nausea or loss of appetite?

No ☐ Yes ☐

4. Is anyone in your household feeling unwell?

No ☐ Yes ☐

5. Have you been in contact in the last 14 days with someone that is confirmed to have COVID-19?

No ☐ Yes ☐

6. Have you had laboratory exposure while working directly with specimens known to contain COVID-19?

No ☐ Yes ☐

7. Have you been in a setting in the last 14 days that has been identified by public health as a risk for acquiring COVID-19, such as on a flight, in a workplace with a cluster of cases, or at an event?

No ☐ Yes ☐

8. Have you travelled outside the NWT in the last 14 days?

No ☐ an Yes ☐

**IF YOU ANSWER "YES" TO ANY OF THE ABOVE QUESTIONS
YOU WILL NOT BE ALLOWED ACCESS TO THE BUILDING**

- [You can also fill COVID-19 Assessment online here.](#)

Appendix M – Contractor Information Form

Section 1 - Contract Information

Employee Name:	Title:
Phone:	Email:

Section 2 - Dates in the Community:

Community Name:	
Work Location:	Overnight Location:
Indicate Dates below:	Indicate Dates Below:
Entry Date	Entry Date
Leave Date	Leave Date

Section 3 - Tłıchq Government Contact Person

Name:	Department
Contact #	email
Comments	

Section 4 - Supporting Documentation

List:	Summary
1. COVID-19 Plan	
2.	
3.	
4.	

Section 5 - Contact Information:

Summit form and supporting documentation to email -----

See page 2 for further instructions.

Instructions and information:

The Tłıchq Government (TG) understands that contractors (instructors) will be coming into the Tłıchq region to participate in construction and remote work camp activities.

For example, construction is occurring along the Tłıchq All-Season Road, monitoring may occur to maintain water licenses, and remediation investigation may occur for remediation planning with abandoned mines.

The Tłıchq Government expects that the contractors will uphold all orders and guidance of the Chief Public Health Officer, as required. Orders, guidelines and resources for the safe operation of remote work camps are on the NWT public health site, and some of these materials are referred to here.

Presence of contractors in the Tłıchq region, are often in close proximity to Tłıchq communities (Behchokò, Whatì, Gamètì, and Wekweètì). In order to protect our citizens during the COVID-19 pandemic, we require the following information:

- 1- COVID-19 plan with the contact point from the Tłıchq Government:
 - a. including plan for contact with the TG in the event of a positive COVID-19 test result while at the remote worksite;
 - b. plans for approaches for social distancing and hygiene while in remote workcamps, small aircraft and boats, as well as remote work camps, and
 - c. ensuring that employees are notified that they are not permitted to visit communities or households during the pandemic.
- 2- Providing dates of remote field camp or work site operation –
 - a. See page 1, Section 2 - Dates in the Community
- 3- Engagement of Tłıchq citizens in the workforce:
 - a. Limited social interaction with community.

References

Orders

The Northwest Territories Chief Public Health Officer has issued the following public health order applicable to mineral and petroleum remote work camps and required social distancing prior to attending work at such camps:

- Public Health Order – COVID-19 Directed at Mineral and Petroleum Industry, effective April 10, 2020; and
- Public Health Order – COVID-19 Relaxing Phase 2, effective June 12, 2020.

Guidelines

- Social distancing protocols for remote work camps:
<https://www.gov.nt.ca/covid-19/en/services/essential-workers/social-distancing-protocols-remote-work-camps>
- Social distancing protocols for remote work camps:
<https://www.gov.nt.ca/covid-19/en/social-distancing-protocols-remote-work-camps>
- Protecting Workers, Contractors and Employers Working in the Natural Resource Sector During the COVID-19 Pandemic (May 2020):
<https://www.sac-isc.gc.ca/eng/1592488460967/1592488485841>

Appendix N – Hotì ts’eeda – Return to Work Plan

Overview

Staff will be returning to work at Hotì ts’eeda starting in June. It is important where possible to resume operations in ways that will provide staff with office supports; enable in person interactions with colleagues; support the local economy; and provide services to clients. Pandemic restrictions and precautions will be observed as per the GNWT Emerging Wisely plan and WSCC requirements, advice from the NWT Chief Public Health Officer, and advice from the federal Chief Public Health Officer. The landlord may impose measures in consideration of requirements for physical distancing in relation to building and/or floor capacity limitations.

Requirements

Requirement	Implementation Plan	Supports
WSCC Exposure Control Plan	Management and staff will complete a plan as required	https://www.wsc.nt.ca
WSCC Risk Assessment and Worksite Precautions Form	Management will complete the form	https://www.wsc.nt.ca/health-safety/covid-19/forms
WSCC Self Assessment Form	All staff must complete and submit before returning to work	https://www.wsc.nt.ca/health-safety/covid-19/forms
	Operations Manager will maintain and issue forms for completion when entering Emerging Wisely phases as pandemic develops	https://www.gov.nt.ca/covid-19/en/services/public-health-orders/emerging-wisely
Personal Situation	Each staff member’s personal situation will be taken into account with respect to health vulnerabilities; childcare; dependents; illness or other family requirements.	Each staff member will be required to discuss their personal situation with Operations Manager or TG HR to identify supports, limitations, strengths to enable appropriate supports and accommodations.

		<p>Child care supports, health vulnerabilities, and any other factors for individual staff will be a consideration.</p> <p>All employees will be required maintain a home office, and supports provided including laptop or desktop computers and other office equipment for ongoing home use.</p>
Minimum Precaution Requirements	All staff must observe minimum precaution requirements while at the office.	Minimum precautions will be updated weekly and be in accordance with public health advice as outlined in the <i>Emerging Wisely Public Health Risk Assessment</i> and other updated guidance documents.
	Non-optional precaution requirements for staff.	Staff observance of minimum requirements is necessary for mutual protection of all staff.
	Staff may wish to observe higher standards of precautions for personal reasons and to the extent possible these will be accommodated.	<p>For example, staff may not wish to have any face to face interactions and can take meetings by Zoom while in the office.</p> <p>No staff will be required to travel until there is a vaccine.</p>
Hotì ts'eeda may institute higher standards of precautions than prescribed by public health advice, due to political or other considerations	<p>Hotì ts'eeda will take into account other factors when determining its precaution instructions for staff.</p> <p>For instance, HT will not support travel to small NWT communities until there is a vaccine; and will not authorize staff to travel for work outside</p>	<p>COVID enters and spreads in the NWT primarily through travel.</p> <p>HT will not put communities at risk by authorizing staff to travel within the NWT without invitations from community leaders, for compelling reasons.</p>

	of the NWT until there is a vaccine, subject to special circumstances.	
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NWT and Federal CHPO Advice, and McCor Building Requirements: Office Practices

Precaution	Implementation Plan	Supports
Illness	<p>Any sign of illness will result in staff remaining at home and self monitoring for COVID symptoms.</p> <p>Any symptoms will trigger appropriate actions as outlined in the <i>Exposure Control Plan</i>.</p>	<p>Home office supports in place so that staff can work through mild symptoms (eg runny nose or cough).</p> <p>Term staff eligible for sick leave for COVID or other illness.</p> <p>Regular contractors also eligible for COVID sick leave if confirmed positive for COVID.</p>
Public and Staff Access	<p>By invitation or permission only, and pre-approved by the Operations Manager, and scheduled by the administrative assistant.</p> <p>Family and friends are not allowed in the office. Staff may leave the office to meet family if needed.</p> <p>Visitors will be required to have a mask, and will be refused entry without one.</p> <p>Front door will remain open but a sign will require all entering to wear a mask.</p> <p>Landlord requires only two people in the elevator at once. The Landlord will provide updates as situation develops.</p>	<p>Community transmission risks increase with public access.</p>

Masks in Public	<p>Masks recommended when in public spaces when traveling to and from work (walking to work if passing others; public transit; elevator and lobby).</p> <p>Masks must be worn for all HT in person meetings in or outside the office.</p> <p>Masks do not need to be worn when alone in individual offices.</p>	Non-medical masks will be provided to staff.
In person meetings	<p>May not take place in individual offices that cannot accommodate a 2 meter separation.</p> <p>Meetings of more than 2 people will take place in the open space.</p> <p>Sanitising of equipment used for meetings is responsibility of participants. Sanitising will be conducted in accordance with the <i>Exposure Control Plan</i> and GNWT guidelines.</p> <p>Staff may take in person meetings off premises, and must advise on how COVID precautions will be followed during meeting.</p> <p>In person meetings are subject to advice as per the <i>Emerging Wisely</i> plan.</p>	<p>In person meetings could promote community transmission.</p> <p>https://www.gov.nt.ca/covid-19/en/enhanced-cleaning-checklist-0</p>
Sanitizing of offices and equipment	Staff must wipe down desk surfaces and high touch areas at the start or end of each day. Procedures will be established in	Sanitizing wipes and cleaning materials and methods will be provided.

	consultation with the property manager. Memo on COVID precaution procedures details requirements.	Administrative Assistant will sanitize high touch public spaces regularly. https://www.gov.nt.ca/covid-19/en/enhanced-cleaning-checklist-0
Individual offices	Staff may only enter their own office	Decrease chances of transmission
Common areas	Staff may use kitchen appliances, and sink. Common area is off limits unless distancing maintained.	Staff must bring own utensils and cutlery and clean them and keep them in their office, and consume food in individual offices.

Return to Work Approach

Staff will work at the office according to a rotating schedule. This schedule will see two cohorts of staff who will work 5 days in office, 9 days away (two weekends and one work week). This approach will minimize potential for transmission within a smaller staff group, and ensure that if staff are infected at the office, they will likely develop symptoms while outside of the office with the rest of their cohort. Each cohort would be at higher risk for having transmissions within the cohort. This approach will help to contain transmission within cohorts instead of within the larger staff group. This approach is based on research for return to work transmission limitation. This arrangement will be monitored and groupings and office access approach may change over time depending on circumstances and staff feedback.

(Source: <https://www.medrxiv.org/content/10.1101/2020.04.04.20053579v4>)

Staff Cohort	Implementation	Rationale/Supports
Management: Operations Manager	Will be in the office on Mondays and Fridays, and as needed in weeks 1 and 3.	Follow COVID precautions; Self monitor for symptoms.
Administrative Assistant	Will be in the office on Mondays and Fridays and as needed in weeks 1 and 3.	“

Scientific Director	Will be in the office as needed in weeks 2 and 4.	“
Summer Students, Patient Engagement Specialist	Weeks 1 and 3	“
Communications Advisor, Research Advisor, Researcher	Weeks 2 and 4	“
Organizational Development Advisor	As needed in weeks 2 and 4	“

GNWT AND WSCC REQUIREMENTS FOR EMPLOYERS RETURN TO WORK PLANS

Requirements for re-opening the workplace are established by both the Office of the GNWT’s Chief Public Health Officer (CPHO) and the WSCC. There does not appear to be one guiding document that combines all the requirements into one checklist.

Guiding documents and requirements are summarized below:

- GNWT *Emerging Wisely Public Health Risk Assessment* (May 8, 2020) - <https://www.gov.nt.ca/covid-19/en/emerging-wisely-sortable-risk-assessment>
- GNWT *Advisory to NWT Workplaces, Offices, and Businesses* (April 11, 2020) - <https://www.gov.nt.ca/covid-19/sites/covid/files/resources/advisory-nwt-workplaces-offices-businesses.pdf>
- WSCC *Information for Employers* <https://www.wsc.nt.ca/health-safety/covid-19>
- WSCC *Exposure Control Planning for COVID-19* - <https://www.wsc.nt.ca/sites/default/files/documents/Exposure%20Control%20Plan%20Guide-May%202020-Eng.pdf>

GNWT *Emerging Wisely Public Health Risk Assessment*

- Refers employers to the *Enhanced Cleaning Checklist* - <https://www.gov.nt.ca/covid-19/en/enhanced-cleaning-checklist-0>
- Specifies risk mitigation measures for non-essential business office environments during Relaxing Phase 1, as follows:
 - Physical distancing (to a maximum of 10 or less per floor)
 - Physical barriers
 - PPE
 - Enhanced disinfection of high-touch surfaces
 - Hand hygiene and hand sanitizer
- Specifies related WSCC protocols required:

- WSCC Workplace Risk Assessment
- WSCC Field Level Risk Assessment

GNWT Advisory to NWT Workplaces, Offices, and Businesses

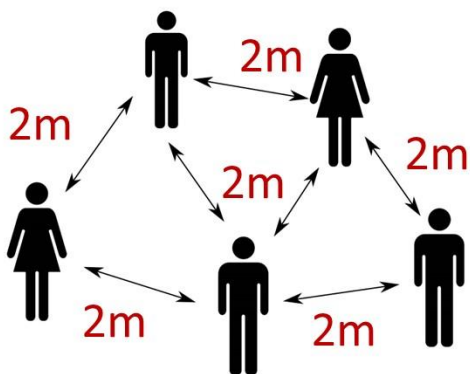
- Very general advice to workplaces not typically accessed by the public includes:
 - Encourage working from home
 - Offer shortened, staggered schedules for working in the office
 - Ensure employees, their desks and workspaces are at least 2 meters apart
 - Rigorously clean all surfaces frequently
 - Ensure all employees follow physical distancing
 - Send employees home immediately if any symptoms

WSCC Information for Employers

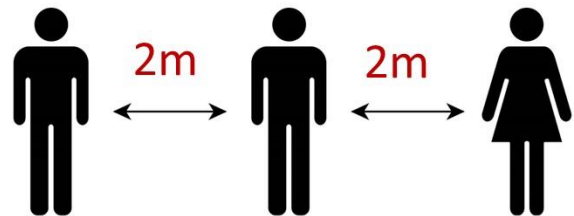
- Specifies that employers do not need approval from the WSCC to reopen once the CPHO has lifted business restrictions under *Emerging Wisely*
- Requires that employers have an Exposure Control Plan in place before they open. Employers do not need to submit their completed Exposure Control Plans to WSCC but must keep plans up-to-date and be able to present them to WSCC Inspectors if requested.
- Requires that the Employer complete the *COVID-19 Risk Assessment and Worksite Precautions*
- Requires that workers complete the *COVID-19 Field Level Risk Assessment for Workers*

WSCC Exposure Control Planning for COVID-19

- Requires that the employer create an Exposure Control Plan in consultation with workers, for how to manage operations during the pandemic, including the following:
 - How will the workplace control the risk of exposure at work (risk assessment and infection control measures)
 - What training workers will receive, and how it will be provided
 - Procedures to follow if a worker believes he or she may have been exposed
 - How to measure and track the effectiveness of the protection measures
 - How to keep current with new information and directives about COVID-19
- Requires completion of risk assessment forms as outlined above under *Information for Employers*



STAY AWAY FROM
EACH OTHER




MAINTAIN DISTANCE
WHILE STANDING IN QUEUE

WHEN AND HOW TO WEAR A MASK

Wearing a mask can help to prevent the spread of some respiratory illnesses, but it can also become a source of infection if not worn or discarded properly. When you wear a mask, be sure to **clean your hands before putting the mask on**, and after removing and properly discarding it. Wash hands and frequently with soap and water or alcohol-based hand sanitizer

Wear a mask if:

- You have symptoms of COVID-19 (i.e., a fever, new or worsening cough, shortness of breath, a general feeling of unease, or being 'under the weather', muscle aches, fatigue, sore throat and runny nose, headache, diarrhea, vomiting or loss of smell) and are around other people.
 - You are caring for someone who has COVID-19.
 - Unless you have symptoms of COVID-19, there is no clear evidence that wearing a mask will protect you from the virus, however wearing a mask may help protect others around you if you are sick.
- 



How to wear a mask:

- Before putting on your mask, wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer.
- Secure the elastic loops of the mask around your ears. If your mask has strings, tie them securely behind your head.
- Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask.
- **Do not touch the front of the mask while you wear it.** Wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer if you accidentally touch your mask.

How to throw away your mask:

- Do not touch the front of your mask to remove it.
- Remove the elastic loops of the mask from around your ears or untie the strings from behind your head.
- Hold only the loops or strings and place the mask in a garbage bin with a lid.
- Wash your hands with soap and water for at least 15 seconds or use alcohol-based hand sanitizer after you have discarded your mask.

More information about masks:

- When a mask becomes damp or humid, replace it with a new mask.
- Do not reuse a single-use mask. Discard your mask when you have finished using it.

For information on use of homemade masks please see
Health Canada: Considerations in the use of Homemade Masks to Protect against COVID-19

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Appendix Q – Maximum Capacity of Boardrooms

Maximum capacity of boardrooms 1 person/5 metre²

Yellowknife Boardroom

Large Boardroom – 25 ft 5 inches (7.75 metres) by 19 feet 7 inches (6 metres) = 46.5 metres²

Total Capacity (1 person/5 metre²) = 9 people

Small Boardroom 17 ft 4 inches (5.3 metres) by 12 ft 5 inches (3.8 metres) = 20.14 metres²

Total Capacity (1 person/5 metre²) = 4 people

DCLP Boardroom

26'6" (8.1 metres) x 11'11" (3.6 metres) = 29.6 metre²

Total Capacity (1 person/5 metre²) = 5 people

Gamètì & Whati Boardroom

22' (6.7 metres) x 22' (6.7 metres) = 44.89 metre²

Total Capacity (1 person/5 metre²) = 8 people