

COVID-19 Risk Overlay Process

1. Print out this guide with attached example plans for reference.
2. **Review work-settings in your workplace on a furniture plan**
3. **High Risk Areas** - Begin by identifying spaces that are high risk for surface transmission of the COVID-19. High risk is identified as spaces that people share as part of their normal workday. Consider instituting a higher cleaning frequency in these areas to reduce the opportunity for surface transmission and a lower occupancy to prevent human-to-human transmission. While each office is unique, typical high risk areas can include:
 - a. **Lift Lobbies** - Consider both passenger and service elevator lobbies in this grouping
 - b. **Reception / Waiting Spaces** – Consider your main reception, security desk, breakout spaces outside conference rooms, etc.
 - c. **Break / Cafe Areas** – Consider communal, departmental, group spaces that are shared.
 - d. **Shared Phone Rooms** – Consider rooms shared on an as needed basis, not reserved or assigned.
 - e. **Washroom** – Consider both single/disabled and group washrooms
 - f. **Printer / Copier / Mail Areas** – Consider spaces that contain shared printers / copiers, mailrooms/mail distribution areas/drop off areas, shared trash / recycling drops, etc.
 - g. **Office Supply Areas** – Consider areas where shared supplies are stored
 - h. **Specialty spaces** – Consider libraries, multi-faith rooms, IT support spaces/help desks, storage areas, coat cupboards, departmental filing cabinets, shower rooms, fitness areas, etc. – spaces shared by more than 4-5 people.

- i. **Stairwells/Exits** – Consider spaces you use to move between floors or within your space.
 - j. **Vending Areas** – Consider spaces where you provide vending for office/tech supplies, snacks, beverages, coffee, etc.
- 4. **High Risk Intersections** – Consider intersections along circulation paths where staff come within close proximity as they move through the office. Also look at pinch points such as access doors where multiple staff need to touch handles. Often these doors can be propped open and remain open while occupied to limit the number of people who come in contact with handles/hardware.
- 5. **Medium Risk Areas** – Consider areas where people meet more on a scheduled basis or spaces that are shared within small groups or departments.
 - a. **Group Coffee / Food Areas** – Consider makeshift and informal spaces created by groups. (i.e. don't forget group coffee pots, refrigerators, etc.)
 - b. **Conference Rooms** – Consider all enclosed meeting spaces that accommodate groups whether scheduled or ad-hoc.
 - c. **Shared Equipment / Services** – Consider areas where shared equipment like local printers are located and where services are shared like local mail stops for teams, etc.
 - d. **Shared Storage / Filing** – Consider file rooms, storage areas, etc.
- 6. **High-Touch Devices** – Consider areas, and items like touch screens, white boards/markers, conference room controls, AV/TV controls, window blind controls, etc.
- 7. **Lower Risk Areas** – Consider workstations/offices/individual spaces that are occupied by one person during the day or shift. Consider providing products/resources for individuals to clean these spaces before and after each use.

8. **Review with Your Cleaning Company** - Once risk levels have been identified, review them with your cleaning company to determine the cleaning levels and frequency needed in each space.

- a. **High Risk** – Depending on your occupancy approach, consider having these spaces cleaned once to twice a day in an effort to reduce the potential transmission.
- b. **Medium Risk** – Depending on your occupancy approach, consider having these spaces cleaned at a minimum each day, or as with conference rooms, after each use.
- c. **High Risk Intersections** – Consider cleaning the hardware in these spaces frequently, keeping doors open to make touchless and signage/indicators to raise awareness of these spaces.
- d. **Lower Risk** – These spaces should also be cleaned once a day, or more frequently, depending on your occupancy model. These spaces should be cleaned by the individual using them before and after use but can also be cleaned by a vendor at the end of the day or between shifts.
- e. **High Touch Devices** – Devices and hardware that are high touch need to be cleaned frequently. Provide wipes and cleaning materials that allow individuals to clean these items as used.
- f. **Signage** – This is a behavior change for everyone. Consider signage that reminds and educates individuals on the protocols and their role in maintaining a safe environment. Above all – remind everyone that frequent hand washing is the number one limiting factor in transmitting COVID-19.

9. **Finalize and Communicate Your Plan** – Once you have finalized your plan with your cleaning company and stakeholders, develop a communication for everyone in the office so that they understand the approach and their role in maintain a safe working environment for everyone, including visitors and suppliers. Every office and every office culture is unique, so create your plan with




an understanding that this is a change for everyone and behaviour will need to be reinforced to promote adoption.

Note that this document is not intended to provide guidance, set a standard or identify specific obligations as it relates to the workplace.

COVID-19 RISK OVERLAY



PLAN NOT TO SCALE

-  HIGH RISK AREAS
-  HIGH RISK INTERSECTIONS
-  MEDIUM RISK AREAS



PLAN NOT TO SCALE

COVID-19 RISK OVERLAY



COVID-19 RISK OVERLAY