Employee Communication
SAFETY MEASURES AND WORKPLACE UPDATE
UPDATED January 11, 2022
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Please share with your teams.

WHAT YOU NEED TO KNOW:

- Omicron is a highly transmissible form of COVID-19 and cases are increasing in Regina.
- The Saskatchewan Health Authority (SHA) has updated instructions for isolation, testing and close contacts for COVID-19. These most recent instructions (attached and found on CityConnect) should be followed for any workplace exposure.
- Self-testing is safe, easy to use, and provides results within 15 minutes. At home Rapid Antigen Testing Kits are available to the general public free of charge through participating local distribution centres. Find a location.
- Work location arrangements are decided at the Director level and will vary based on business operations.
- Using a multi-faceted approach, we will continue to keep employee safety a priority.
- The City is consulting with medical health experts and is committed to re-evaluating health and safety measures on a regular schedule.

INFORMATION
Health and safety measures are more important than ever.

Vaccination
- The best protection against COVID-19 is to be fully vaccinated.
- Booster shots are now available and are strongly recommended.

Mask Use
- Wearing a properly fitted mask is required in all indoor spaces.
- Masking continues to be strongly encouraged and appreciated while working outdoors.

Limit Interactions and Physical Distance
- Use virtual meetings where possible.
- In person meetings should be limited to settings where 2 meters of physical distancing can be maintained.
- Limit interactions between work units.
- Stagger break times.
- These activities are prohibited:
  - Shared meals with co-workers.
  - Playing card games, puzzles and board games.
  - Shared magazines, newspapers and other non-required reading material.
Clean Workplace Habits

- Clean your own food preparation and serving dishes prior to eating using hot soapy water and rinse appropriately.
- Take personal items home daily.
- Prepare your own meals.
- Use paper towels for hand drying.
- Clean your hands prior to and after using materials and devices commonly shared by other co-workers.

Work Location for Professional/Administrative Employees

- There are measures in place to ensure employees in the workplace are safe, including the mask requirement and enhanced cleaning.
- Work location arrangements are Director-led to accommodate department needs unique to their operational requirements and contingency plans.
- Each department and facility is different and will have a portion of employees working in the workplace and remotely to maintain safety and operational effectiveness.

How to protect yourself and others

- Stay home with even mild symptoms and get tested.
- Wear a well-fitted mask. Learn more about how to properly fit your mask.
- Self-test frequently with at-home Rapid Antigen Tests. Find a location to get your free kit.
- Practise proper cough and sneezing etiquette (into a tissue or the bend of your elbow).
- Wash your hands often with soap and water; if soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Clean and disinfect high-touch surfaces regularly
  - Steering wheels, seat belts, gear shift, radio knobs, etc.
  - Meeting room tables and chairs
  - Hard surfaces in kitchen areas