Employee Communication  
SAFETY MEASURES AND WORKPLACE UPDATE  
August 27, 2021  
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Please share with your teams.  

WHAT YOU NEED TO KNOW:  
- As COVID-19 cases in Regina rise, the safety of our employees and the community continues to be our top priority.  
- There are signs Saskatchewan is entering a fourth wave and as an organization there is an opportunity to be a leader in the fight against the pandemic.  
- Using a multi-faceted approach, we will continue to keep our employees and workplace safe.  
- Changes to mask requirements outlined here take effect through the course of the week of August 30.  
- The Return to the Workplace plan for professional and administrative staff who have been gradually returning in August is being reassessed by each Director.  
- The City is consulting with medical health experts and is committed to reevaluating health and safety measures on a regular schedule.  

INFORMATION  
In July, the Province of Saskatchewan lifted all public health orders. Since then, employers have been given discretion to make decisions about the safety of their own employees. After consultation with medical health experts and due to the increase in COVID-19 cases, changes to safety measures are being implemented.  

Vaccination  
- The best protection against COVID-19 is to get fully vaccinated.  
- Employees continue to have access to paid time off for vaccinations.  
- Vaccinations are not mandatory for employees but are encouraged.  

Masking  
- Wearing a mask is an everyday action we can take in preventing transmission of COVID-19.  
- Effective the week of August 30, employees are required to wear a mask in these cases:  
  - When physical distance cannot be maintained in indoor and/or enclosed spaces  
  - While working in public facing spaces such as the Transit Information Centre, recreation facilities, City Hall, and the Cemetery Admin Office  
  - While in common spaces (any indoor or confined space that is not a separate individual workspace)  
  - Transit Operators are required to wear masks at all times
• While in Henry Baker Hall
  • Masking continues to be strongly encouraged and appreciated in these cases:
    o Outdoors
  • Public entering City facilities and using transit will be strongly encouraged to wear a mask. Posters are being prepared and will be provided by the Communications team.
  • Facility operators/vendors (ie. at golf courses and Regina Exhibition Association Limited) will be required to use the same practices as City employees.

Limiting Interactions and Physical Distancing
• Limiting interactions and maintaining physical distance are additional measures in preventing the transmission of COVID-19.
• Use virtual meetings for large groups.
• Stagger break times.
• Minimize circulation.

Work Location for Professional/Administrative Employees
• There are measures in place to ensure employees in the workplace are safe, including the masking requirement and enhanced cleaning.
• Adjustments to the return to the workplace plan will be Director-led to accommodate department needs unique to their operational requirements.
• Each department and facility is somewhat different and, therefore, will have a portion of employees working in the workplace and remotely to maintain safety and operational effectiveness.
• Directors may choose to pause their departments return plan or provide options to employees to continue to work remotely or return to working remotely taking the following into consideration:
  o Workspace layout – are there individual offices versus open office shared workspaces, how spread out are employee workstations?
  o Can flex scheduling/alternating employees in the workplace be used effectively?
• Advance notice of when return to the workplace plans fully resume will occur.

How to protect yourself
• Stay home with even mild symptoms and get tested
• 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
• Wear a mask