

September 2, 2020

## **All Staff Memo: CSAM Office Operations, Training, Events**

**From: Sean Scott**

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As we move into the Fall season, I wanted to remind everyone of the processes WCA/CSAM have in place both here in the office, and around Manitoba. With the rising number of infections in the Province recently it is clear we need to remain vigilant. Don't forget the basics:

- Stay home when sick.
- Practise social distancing, hand washing/sanitizing and cough etiquette.
- Wear a mask in indoor settings where social distancing is not possible.
- Follow public health guidance on travel and self-isolation.
- Limit group sizes to a maximum of 50 people indoors and 100 outdoor

CSAM will continue to operate as we are now, with restricted access to the second floor (WCA space). Sanitizer is provided everywhere, masks are provided if you want them, and you are encouraged to wipe down your space frequently. Our cleaners are in here after 5pm every day and we are told they have enhanced cleaning procedures. Assume they are not wiping your space as well as you would.

\*If you are symptomatic, get tested. Self-Isolate and wait for the results at home (typically 24-48 hours). Similarly if a spouse or child is symptomatic, self-isolate, stay at home and wait for test results. In either case, advise myself and Maureen. You will be allowed to utilize your sick days (up to the annual maximum of 8 days).

If your child is sent home (non-symptomatic) due to a school closure or class closure, and you have to stay home, we will deal with this on a one-on-one basis. Advise myself and Maureen. If you are able, and approved to work from home, a work plan will be developed – if not, we will also allow you to utilize sick days or to draw from your accrued holidays.

We obviously hope no one contracts the virus but if that happens, we will support you.

### **Training in the Construction Education Centre.**

Training has resumed in the CEC and most are familiar with the protocols in that area. WCA will also be resuming in-person training in the next few weeks. If you do not have to be in the CEC – please avoid that area when classes or meetings are in session. Remember – there is only supposed to be 50 persons in that space by Health Order.

**WCA / CSAM Events** are obviously not proceeding, other than WCA's Fall Golf on Sept 10. Builders Night has been cancelled, and the WCA/BOMA Building Expo is off as well. We will be making a decision on the 2021 CSAM – THE Safety Conference in the next couple of weeks. We will keep everyone informed of any of these changes.

**Voluntary Travel.** If you decide to travel, and you are required to quarantine upon return (either you traveled to an area requiring quarantine **OR** the Manitoba Public Health Act Orders changed during your absence) work from home arrangements will be considered on a one-on-one basis. We would remind you to check with your Travel Health Insurance Plan as they might not support you if you get sick when you are away.

## Pandemic Response System

On Aug. 19, the Manitoba Government announced the Pandemic Response System, which allows for rapid and precise changes to health orders for broad and localized areas (such as facilities, towns, cities, health regions, or the entire province) in Manitoba.

The website for monitoring this is here: <https://www.gov.mb.ca/covid19/restartmb/prs/index.html> Note: today the level in Brandon is "Orange –Restricted" while it is "Yellow–Caution" in Winnipeg. The WCA/CSAM Response is below and is aligned with Manitoba Health's recommendations.

Levels	Manitoba Health Description	CSAM Response
<b>Green: Limited Risk</b> 	<ul style="list-style-type: none"> <li>• Transmission of the virus is very low to undetectable levels.</li> <li>• A vaccine and effective treatment are available.</li> <li>• There may be single or isolated small cluster outbreaks which are quickly contained.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff are in the office.</li> <li>• On-site visits as per current protocols.</li> <li>• Business as usual.</li> </ul>
<b>Yellow: Caution</b> 	<ul style="list-style-type: none"> <li>• The spread of COVID-19 is at low to moderate levels.</li> <li>• Household and close contact transmission is occurring.</li> <li>• Schools are open with physical distancing and cohorting measures.</li> </ul>	<ul style="list-style-type: none"> <li>• Masks and additional precautions are recommended for site visits.</li> <li>• Physical distancing in the office as much as possible.</li> <li>• All staff are in the office.</li> <li>• Work-from-home to be considered for childcare accommodations or special cases with President/ED approval.</li> </ul>
<b>Orange: Restricted</b> 	<ul style="list-style-type: none"> <li>• Community transmission of COVID-19 is occurring across much of Manitoba.</li> <li>• New clusters are occurring, but can be controlled through self-isolation, testing and contact tracing.</li> <li>• Gathering sizes will be limited further.</li> <li>• Added restrictions to visitation in hospitals, long-term care, personal care homes, and assisted living facilities.</li> <li>• Capacity in childcare facilities and home-based providers may be more limited.</li> <li>• Further restrictions around K-12 schools with more requirements for remote learning.</li> </ul>	<ul style="list-style-type: none"> <li>• On-site visits are limited to "emergency" only.</li> <li>• Masks and additional precautions are required for site visits.</li> <li>• No unnecessary visitors to the office.</li> <li>• Work-from-home and/or work rotation scheduling recommended for all staff.</li> <li>• Physical distancing required for staff who are in the office.</li> </ul>
<b>Red: Critical</b> 	<ul style="list-style-type: none"> <li>• Extensive community transmission of COVID-19 is occurring and is not contained.</li> <li>• There are widespread outbreaks and new clusters that cannot be controlled through testing and contact tracing.</li> <li>• The virus is being transmitted at levels that the public health system deems concerning or critical.</li> <li>• K-12 schools may be closed for in-class learning.</li> <li>• Retail Businesses may be only open for essential services.</li> </ul>	<ul style="list-style-type: none"> <li>• All non-essential staff are required to work from home.</li> <li>• The office doors will be closed to all outside visitors.</li> <li>• No site visits.</li> </ul>