

**MG ENGINEERING COVID-19 PLAN**

**1.0 What MG is Doing**

- 1.1** MG Engineering is implementing various measures in accordance to the Hierarchy of Controls set forth by WorkSafe BC and the Government of British Columbia to keep employees safe and healthy. These measures include Elimination/Substitution, Engineering Controls, Administrative Controls, and PPE.
- 1.2** MG Engineering has made it available, and encourages you, to work from home to prevent the spread of the disease. If you have any technical issues that arise from this change, please let the office administration or IT know, and they will make every effort to resolve the issue.
- 1.3** For those that choose or are required to come into the office, know that we will do our best to provide a clean office environment. This includes providing disinfecting gel/soap, cleaning of common areas at least twice a day, and minimizing non-MG staff from entering the offices.
- 1.4** The Vancouver MG Office building (1140 W. Pender - Bentall Green Oak) has provided guidelines for building use; these have been posted for employees, and employees are expected to follow them.

**2.0 What Employees Should Do**

- 2.1** As an employee, you should stay home as much as possible, only coming into the office if completely necessary. If you do plan on coming in, please make sure to wash your hands immediately after arriving, or use disinfecting stations before entering the office.
- 2.2** If you are feeling ill, have travelled internationally, or live in the same household as a confirmed or clinical COVID-19 case, stay home and monitor yourself. You must self-isolate for minimum 10 days **and** until symptoms completely resolve, or for 14 days after travelling internationally.
- 2.3** If you have symptoms of a cold or flu, or are feeling ill, please phone 811 to speak to a healthcare professional.
- 2.4** If you plan on returning to the office on a more regular basis, please share your planned office work days with the office administration. We have an obligation to inform Bentall Green Oak and their cleaning staff to ensure adequate supplies and cleaning are provided.

- 2.5** While working from home, or working at the office, it is recommended you clean your work station on a regular basis [at least once per week]. This should include your desk, chair, keyboard, mouse/trackpad, cell phone, landline, pens/pencils, and even work bags.
- 2.6** While in the office, we ask that you take care to distance yourselves from others, maintaining 2m (6ft) distance, and limiting the number of people in an office to no more than 2 people. Please follow the posted occupancy limits to specific rooms, such as the kitchen or conference room.
- 2.7** While in the office, we ask that you take care to limit exposure to shared items and areas unless absolutely necessary. These include the printer, coffee cups (you are encouraged to bring your own), pens, paper documents, as well as the kitchen, bathroom, back computer room, and the conference room. Please follow posted instructions in these areas.
- 2.8** Please do not share food with other employees.
- 2.9** Travel between MG offices (Vancouver and Gibsons) may be required, but should be limited as much as possible.
- 2.10** Visits to client sites may also be necessary, but should be limited if possible. If an employee is required to visit a client site, they are required to follow site-specific Covid-19 rules, guidelines, and requirements, and to use the necessary PPE. If a client does not have a sufficient plan, employees must adhere to MG's plan.
- 2.11** Visits to the MG offices from non-MG employees are discouraged at this time. Any visitor must have approval from management before visiting either office, and must abide by both MG's and building management rules.
- 2.12** In the event of an emergency building evacuation, please maintain measures to prevent the spread of Covid-19 while evacuating to the muster station. This may include physical distancing or wearing a mask, and allowing more time to return to the office.
- 2.13** Your home workstation may not be as ergonomic as in the office, so it is important to review [the attached](#) article "Setting Up Home Workspace" document by [WorkSafeBC](#). This can be found at [worksafebc.com](http://worksafebc.com).
- 2.14** Please raise any questions or concerns you have to a health and safety Worker Representative.