

<i>(Insert Logo Here)</i>		Return to Worksites - Phased Approach <i>(very flexible & will be updated as the Province & City make changes to restrictions)</i>			<i>(Date Implemented or date updated)</i>
Phase	Staff	Facilities	Programs & Services	H&S Protocols	Dates
1	All Staff Teleworking exceptions as needed with Mgr. approval	Closed to all staff and the general public	All services virtual	Onsite staff; - 6' physical distancing, floors taped/marked - Masks/Gloves required if closer than 6' - Wipes to be used on all 'shared' tables, chairs, restrooms and kitchens - Bring your own lunch and eat in your workspace	<i>Insert dates here when started / ended Could highlight what stage Ontario /GTA is in?</i>
2	Partial Staff back at offices, exceptions as needed with Mgr. approval <i>(intent is to rotate between days onsite/days telework)</i>	Closed to the public and existing clients <i>Testing by appt client intakes</i>	All services virtual	Onsite staff; - 6' physical distancing, floors taped/marked - Masks/Gloves required if closer than 6' - Cleaners nightly - Bathrooms 1 @ a time - Wipes/gel assigned to every desk/station	<i>Insert dates here when started / ended Could highlight what stage Ontario /GTA is in?</i>
3	All staff back at offices <i>(intent is to rotate between days onsite/days telework)</i>	Open, by appointment only for 1-2-1 services	All intakes and workshops etc. still virtual	Onsite staff/clients; - 6' physical distancing, floors taped/marked - Masks/Gloves required if closer than 6' - Cleaners nightly - Bathrooms 1 @ a time - Wipes/gel assigned to every desk/station	<i>Insert dates here when started / ended Could highlight what stage Ontario /GTA is in?</i>

4	All staff back at offices (intent is to rotate between days onsite/days telework)	All sites open to the general public	All services virtual and in-person, based on physical distancing options	Onsite staff/clients; - 6' physical distancing, floors taped/marked - Masks/Gloves required if closer than 6' - Cleaners nightly - Bathrooms 1 @ a time - Wipes/gel assigned to every desk/station	<i>Insert dates here when started / ended Could highlight what stage Ontario /GTA is in?</i>
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