

## **COVID-19: PHYSICAL DISTANCING**

**Intent:** Physical separation between persons, termed physical distancing, can help control transmission of the Covid-19 virus. Organizing workplaces and programs to facilitate physical distancing may require planning and / or training.

### **Policies and Procedures**

1. Physical distancing prescribed by Ottawa Public Health (OPH) shall be respected, when ever possible.
  - a. A distance of 2m or more will be maintained between persons.
2. When possible, employees will be encouraged to work from home.
3. Where possible, entrances and exits shall be directional to minimize mixing of persons.
4. Markings indicating physical distances shall be used as visual aids, where possible.
5. Furnishings may be arranged to support physical distancing.
6. To support physical distancing the total number of persons at a work site shall be limited to essential personnel.
7. Water or sensory tables shall not be used.
8. Community playgrounds shall not be used.
9. Drop-off and pick-up shall take place outside of the workplace.
10. Non-essential face-to-face meetings shall be converted to virtual appointments.
11. Employees shall wear masks inside or when physical distancing cannot be maintained.
12. Children in grades 4-12 shall wear masks inside or when physical distancing is not possible.
  - a. Children K-grade 3 will be taught and encouraged to wear masks inside or when physical distancing is not possible.
13. Adults shall wear masks inside, unless engaged in physical exercise 2m away from another person, or when physical distancing is not possible.