

SOCIAL DISTANCING TIPS

Hello,

We know there have been many questions about social distancing – what are good practices and how should we apply them at work? The answer is below, together with an update on our Shared Services Centre as well as reminders about our [Employee Assistance Program](#) and how to submit cleaning requests related to COVID-19.

Here are some basic tips:

Meeting and communicating with colleagues

- Communicate as much as possible by phone or Google Hangouts – even with colleagues in the same office.
- Keep face-to-face interactions and meetings with colleagues to a minimum.
- When together, keep at least a one-metre distance from colleagues. However, if you are interacting with someone exhibiting cold- or flu-like symptoms, maintain at least a two-metre distance and encourage them to talk to their manager to evaluate if they should go home.
- If you must attend an in-person meeting, use a conference room big enough for everyone to spread out and maintain a one-metre distance from each other.
- All conference rooms in all locations are available for anyone to book. (Departmental restrictions have been lifted temporarily.)

Workstations

- If possible, move to an unoccupied desk or office area so that you are able to maintain at least a one-metre distance from your colleagues.

Elevators

- When using elevators, limit the number of people in an elevator car to a maximum of four (4).

SHARED SERVICES

The Shared Services Centre is fully operational. If you need help with human resources, technology services or finance, call or email Shared Services. You can find out more on the [Shared Services iO page](#).

EMPLOYEE ASSISTANCE PROGRAM (EAP)

If you or any of your family are feeling stressed, isolated, exhausted or overwhelmed by events, please call the Employee Assistance Program (EAP) at 1-866-839-7897 or visit [this page](#) on iO.

Face-to-face consultations are temporarily suspended.

You may also consult this [two-page guide](#) on managing the impact of COVID-19.

CLEANING REQUESTS

If you have a COVID-19 cleaning request, DO NOT SEND AN EMAIL.
Instead, you should call BGIS at 1-866-771-1211.

Emails should only be used for regular cleaning requests.

If you have any additional questions, please post them in the comments section below, email them to info-2019-ncov@radio-canada.ca or talk to your managers.

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