



Personnes | Espace | Technologie

Milieu de travail EDSC

ESDC Workplace

People | Space | Technology

Frequently Asked Questions

UNDERSTANDING ESDC WORKPLACE

What is ESDC Workplace?

ESDC Workplace is our department's version of GCworkplace which is adopted by the Government of Canada for workplace modernization.

It is based on the implementation of Activity-Based Working (ABW) and is a modern, efficient, and inclusive workplace which responds to the public service workforce needs and supports a flexible way of working.

What is a zone?

A zone designates an area that has been designed to suit a specific type of activity. The three zones of ESDC Workplace are: the Quiet Zone, the Transitional Zone and the Interactive Zone.

What is a workpoint?

A workpoint is any space where employees perform their work. They consist of individual workstations and seating areas.

What workpoints can I use?

You can use any workpoint that is free. However, some workpoints may be reserved ahead of time.

What is the difference between a workpoint and a workstation?

A workstation is an individual workpoint that most closely resembles the space in which many employees still work: an individual desk with a chair, at least one monitor and low dividing panels.

Will lockers be available for storing personal items?

Yes, lockers are available for storing personal items. Instructions on how to use the lockers are found on site.

UNASSIGNED SEATING

What does unassigned seating mean?

Unassigned seating means that workstations are shared. Employees will no longer have a dedicated workstation to work from, store information, or keep personal effects at.

Will there be exceptions to the unassigned seating rule?

As always, the duty to accommodate still applies and employees needing special accommodations will be supported. Contact your manager for more information.

Can I leave my things in the workstation if I know I am coming back the next day?

No. This would go against the Enhanced Clean Desk Guidelines that accompany the vision of ESDC Workplace.

ERGONOMICS

How will ergonomic needs be met across all work points?

Furniture with ergonomic and adjustable features have been installed in each workstation. The duty to accommodate still applies and employees needing special accommodations will be supported.

Where can I find information on how to adjust a workpoint to my preference?

Please visit the [Quiet Zone located on the Second Floor](#) of the platform for more information on how to adjust your workpoint.

HEALTH, SAFETY AND WELLNESS

What are the plans regarding any duty to accommodate requirements in a shared environment?

The duty to accommodate still applies and employees needing special accommodations will be supported.

How will cleanliness be managed?

Taking the approach of clean in, clean out, you are responsible to clean your workpoint upon arrival and to clean your workpoint when you leave.

Are ESDC Workplaces scent-free environments?

Yes, ESDC Workplaces are scent-free work environments.

TECHNOLOGY AND INFORMATION MANAGEMENT

How easy will it be to set up my computer in the morning if I have to connect all the wires?

Universal docking stations with a single cable are available at all workstations. And secure GC WiFi is available in all ESDC Workplaces.

What about monitors? Is each employee keeping their own?

All individual workstations are equipped with adjustable dual monitors.

Will there be storage space for documents?

Yes, filing cabinets will be available on site, but only for the department operational files that were identified by your branch/section.

MISCELLANEOUS QUESTIONS

How will your laptop be secured when you need to leave?

When you leave a workpoint, you will need to carry your personal effects if you are away for more than an hour. You can leave your laptop at a workpoint for up to an hour as you will be working on a secure floor. When leaving your laptop unattended, ensure to lock the screen to prevent any sensitive information from being shown.