

Covid19 Pandemic
Return to Office Plan (100-1019 Wharf Street)

Based on our square footage and our current number of staff we can successfully meet the recommended health and safety requirements. To further lower the risks in the office we encourage those with the ability to work-from-home to stagger their works days. Please discuss the logistics with your supervisor and I trust schedules can be accommodated to work for all business areas and teams.

In anticipation of our return to the office and an effort to protect staff and respect workloads the following actions will be put forward (until further notice).

Common Areas:

- All unassigned seating (including chairs in reception area) will be removed
- Front counter plexiglass sneeze shield in place
- Limit your movement around the office as much as possible
- Kitchen area will have a maximum capacity of 2
- Limit your time within the kitchen area
- No common milk, cream, sugar, tea, coffee to be supplied by GVHA
- The following lunchroom amenities are not to be utilized:
 - * Dishwasher * Dishes * Cutlery * Coffee maker
- Use your own glass/mug (or utilize 1 from cabinet for your use only & kept at your desk)
- Immediately rinse glass/mug after each use and store at your own desk
- Bring in ready to eat snacks and lunches (meal preparation to be limited)
- Take home all snack/lunch containers (includes washing them at home)
- Breaks to be taken at your own desk or outside of the office
- Common surfaces will be cleaned every day mid-day (kitchen surfaces, pulls, copier, etc.)
- Limit personal items being brought into the office
- Building Amenities: Bike storage & change rooms accessible / fitness room is not accessible

Other:

- Staff sign in/out at the start and end of their office visit (recommended by OHS Committee)
- Washable fabric masks (2pp) will be provided (ETA: early June)
- Staff will be encouraged to wear a mask when unable to maintain proper distance from others
- Installation of additional hands-free sanitizers (ordered/waiting on ETA)
- Installation of 5' desk dividers in place
- For visual clarity, boundary areas to be identified in some areas
- All staff to immediately wash or sanitize hands upon each office entry
- All staff encouraged to wash hands regularly throughout the day
- Use of one door to come/go is recommended, please refrain from using rear exit
- Post maximum capacity signs in the following areas:

Kitchen area - max. 2	Blue Sky room - max. 4
Shoreline room - max. 3	Beach room - max. 2

Public & Guests:

- Appointment Only
- Posted entry sign “Appointment Only, please call 250-383-8300 x231 or lmclaren@gvha.ca”
- Instruct guests to wait in main lobby area until GVHA host greets and escorts them in
- Guests (those going beyond the front desk area) to sign in & sanitize their hands
- Disposable masks available for guests proceeding past the front desk area
- No water services to be offered to guests
- GVHA host to escort guests to the exit

Other important notes:

- In an effort to limit a bottleneck at our entry, all appointments are to go through Lori at 250-383-8300 x231 or lmclaren@gvha.ca
- Communication is key. It is imperative that ALL staff keep their O365 calendar current with meetings, appointments, working home, working office, vacation, sick days, etc.
- Not feeling well? Showing symptoms of cold or flu? Do not come to the office! Please refer to some important HR policy updates due to COVID-19:
<https://gvhauthority.sharepoint.com/:w:/r/hr/Documents-HR-Info/COVID19/COVID-19-HR-Policy-Updates-May-2020.docx?d=wade11139526c4c498b311a864b9c971b&csf=1&web=1>
- OHS committee will develop and complete a weekly Covid-19 protocol inspection checklist

AS WE RE-START OUR OFFICE OPERATIONS THINGS MAY CHANGE OR WE MAY HAVE MISSED AN AREA OF CONCERN. IF YOU IDENTIFY AN ISSUE, OR IF IT SEEMS LIKE SOMETHING ISN'T WORKING, PLEASE BRING THIS TO THE ATTENTION OF LORI MCLAREN.

call: 250-383-8300 x231 | text: 250-884-3151 | msg: MS TEAMS | email: lmclaren@gvha.ca