

PANDEMIC RESPONSE OFFICE PROTOCOLS – BC REOPENING PLAN PHASE 2

The following protocols are an addendum to the BSS COVID-19 Pandemic Continuity Plan.

Screening

All personnel and visitors must be screened for symptoms, have their temperature taken, and sign in on BeConnected's Daily Screening forms ([Personnel](#) & [Visitors](#)) upon entry. Any individual experiencing symptoms of illness or a temperature over 38°C are not permitted.

Office staff

Office personnel have the recommended amount of personal space to conduct business either in offices or cubicles, with the exception of Head Office's front desk where two personnel share the same space. A barrier has been installed to provide separation. Office personnel are to wear a mask while in *common spaces*.

Visitors

The office building doors are now open. Visitors will continue to be limited to BeConnected leadership, delivery personnel, and those with appointments. All visitors are required to wear a mask for the duration of their visit. Delivery personnel must minimize contact with people and surfaces and utilize contactless drop-off procedures whenever possible. BSS personnel accepting deliveries must wash their hands after handling deliveries.

At Head Office, a plexiglass barrier separates visitors from administrative personnel. Visitors are to follow markings on the floor to maintain appropriate distances.

Hand Washing

All personnel and visitors are required to either wash their hands or use the provided sanitizer spray upon entry to the offices. Office personnel are asked to wash their hands every 2 hours during their shift.

Cleaning

Commonly touched areas and shared equipment must be cleaned and disinfected at least twice daily, when visibly soiled, and following meetings where visitors are present. Staff will perform the office cleaning, including cleaning of the restrooms at Head Office, on a rotating schedule during normal business hours. If office staff work outside of normal business operating hours, they are responsible for cleaning the office prior to leaving. Examples of high touch areas to be cleaned include:

- Front door handle
- Bathroom door handles
- Copy machine
- Reception counter
- Light switches
- Refrigerator handle

- Fax machine
- Single Use Coffee Machine

All dishes/cutlery must be cleaned in the dishwasher to ensure thorough sanitization.

Personnel will be provided with alcohol wipes are required to clean their own work surfaces daily.

Common Spaces

Staff will practice physical distancing, hand hygiene, and sneeze etiquette at all times.

Where possible, meetings should continue to take place virtually. When meeting in person personnel are to ensure appropriate distancing at all times. The meeting space must be thoroughly cleaned after each use.

Head Office Meeting Spaces: In person meetings may take place in the boardroom for groups of 6 or less. The small meeting room is being used for storing essential supplies and is not open for meetings at this time.

Head Office Common Rooms: Only 3 people may be in the kitchen and 2 people in the file room at any given time.

Duncan Office: In person meetings may take place in the boardroom for groups of 4 or less.

Sick Leave

At no time are personnel to work at a BeConnected Office when experiencing any symptoms of illness. If preferred, personnel can arrange to work remotely. Should personnel start to feel ill at work they are to notify the CEO/DPSQ and return home immediately. All surfaces must be thoroughly cleaned and disinfected.

Occupational Health and Safety personnel can assist in monitoring employee symptoms and provide advice in line with the provincial public health order.