

PANDEMIC RESPONSE OFFICE PROTOCOLS – BC REOPENING PLAN PHASE 3

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

Hand Hygiene

All personnel and visitors shall either wash their hands or use the provided sanitizer spray upon entry to the offices.

Office staff

Office personnel have the recommended amount of personal space to conduct business. The barrier between administrative personnel and visitors at the front desk will remain in place.

Mask use is optional for office personnel who are fully vaccinated (i.e. two weeks past their second vaccination). It is recommended that employees who are not fully vaccinated wear a mask in common areas.

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.

Visitors

The office is open to visitors. All visitors (including BSS personnel who are not based out of the office) must be screened for symptoms, have their temperature taken, and sign in on [BeConnected's Daily Screening form](#) upon entry. Any individual experiencing symptoms of illness or a temperature over 38°C are not permitted.

Visitors are requested to wear a mask for the duration of the visit (masks are optional for BSS personnel who are fully vaccinated).

Common Spaces

Common spaces are now open with no capacity limits. Staff will practice hand hygiene, and respiratory etiquette at all times. The meeting space must be cleaned after each use.

Cleaning

Commonly touched areas and shared equipment should be cleaned and disinfected daily, when visibly soiled, and following meetings where visitors are present. Examples of high touch areas to be cleaned include:

- Front door handle
- Bathroom door handles
- Copy machine
- Fax machine
- Reception counter
- Light switches
- Refrigerator handle
- Single Use Coffee Machine

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

Personnel are responsible for cleaning their own work surfaces as needed.