

## **2020 COVID-19 Council Office Safety Procedures for Employees and Visitors**

### **\* Please use the hand sanitizer provided upon entering Council office\***

COVID-19 in British Columbia is a serious threat to public health. The current pandemic has necessitated the development and implementation of safety procedures to reduce the risk to Council employees and visitors of becoming infected with COVID – 19 while attending Council office. The following safety procedures will be observed and practiced by Council employees and visitors to Council office at **305-1627 Fort Street, Victoria**.

The primary means of preventing the spread of COVID-19 is through physical distancing, i.e., keeping 2 meters distance between people. The virus is transmitted via liquid droplets when an infected person coughs or sneezes. The droplets fall on people and objects close to the sneezing or coughing person. The virus is carried in these droplets and deposits on the eyes, nose, or mouth if someone is in close contact with an infected person. A secondary means of transmitting the virus is through a contaminated surface. Physical distancing is supported by good hygiene practice, and ensuring surfaces remain clean and sanitized. Therefore, good hygiene, washing hands frequently, sanitation, and cleaning surfaces that people may touch, are critical to preventing the spread of COVID-19.

### **General Procedures**

- Council employees and visitors will monitor and observe public health advisories and guidance applicable to **office settings**, including orders from the provincial health officer and guidance from the BC Centre for Disease Control and WorkSafe BC.
- Provincial health guidelines require anyone with COVID-19 symptoms such as sore throat, fever, muscle aches, sneezing, coughing, or difficulty breathing to self-isolate for a minimum of 14 days.
- Clients and Council members are strongly urged to use video internet systems to conduct normal business interactions with office staff.
- Where individuals must visit the Council office, they will confirm with the Managed Forest Council office at the time of the scheduled visit that neither they nor anyone living in the same household have COVID-19 symptoms or are self-isolating.
- Individuals must not visit Council office until a minimum of 14 days after any COVID-19 symptoms they or anyone living in the same household have ended.
- Visiting individuals may have additional COVID-19 related safety protocols which they may adhere to while at the Council office.
- Employees and visitors to Council office will maintain appropriate physical distancing of no less than 2 meters (6 feet) apart.
- If possible, employees should avoid travelling together in the same vehicle.

- Sharing paper documents will be avoided. Documents to be reviewed will be provided digitally prior to any employee interaction or office visit if possible.
- Common use equipment, furniture, and objects will be appropriately sanitized before and after use. This includes computer equipment, conference table and chairs, door handles, security alarm system, etc.
- Employees and visitors to Council office will have appropriate personal protective equipment if physical distancing is not possible. This includes hand sanitizer, gloves, and a mask.
- Employees and visitors to Council office will practice proper sanitation at all times, including washing hands with soap and water (or using hand sanitizer where this is not practical), coughing or sneezing into one's elbow to minimize spread, and wearing disposable gloves whenever it may be necessary to exchange material.
- Public health guidelines recommend that masks be worn to minimize spread of the virus. Employees and visitors to Council office will wear a mask where requested to do so. Masks must be worn in Council office where circumstances require proximity less than 2 meters apart.

If you have questions regarding these office procedures, please contact the Council office.

Thanks,

A handwritten signature in black ink, appearing to read 'PHOL', written in a cursive style.

Executive Director