

COVID-19 Safety Plan

Last Updated: January 10, 2022

Although the office will continue to be open to provide service to community members on a drop-in basis, virtual meeting options and service by appointment will be encouraged wherever practicable. It is preferable that two staff members work in the office when the doors are open to the public, but one staff member working via the Work Alone Policy is also sufficient so long as the responsibilities of the office are equally shared between staff. Everyone who enters the Back-of-House area, including the Boardroom, must be fully vaccinated and be able to produce a BC Vaccine Card.

- No one with COVID-19 Symptoms may enter the premises.
 - Sick leave is available for staff. Office will be closed if both staff are off sick at the same time.
 - Virtual options are available for community members.
- All staff and visitors must either sanitize their hands or wash their hands with soap and water upon entry.
- Everyone must wear a face covering within the premises, unless working within their designated work area.
- Occupancy limits are in place for staff and visitors throughout premises.
- There are four (4) designated working areas: Three (3) for staff and one (1) for the MLA.
- Full vaccination is required to enter the Back-of-House area.
- Plexiglass barriers are in place at reception desks.
- Hand sanitizer and disinfectant is available throughout premises.
- Hand sanitizer must be used *before* touching any shared work or break stations, including (but not limited to) the Xerox machine, rear stationary table, kitchen area, storage room, key box, and BC Vaccine Card printing station.
- Door knobs and other shared surfaces will be sanitized regularly.

Occupancy Limitations:

Front-of-House: Maximum 6 people total in public reception area.

Back-of-House: Maximum 5 people total in staff area. Full vaccination required.

- Boardroom: 3 people
- MLA's Office: 2 people
- Staff Workstation (each): 1 person
- Storage Room: 1 person
- Kitchen Area: 1 person
- Rear Stationary Table: 1 person
- Xerox Area: 1 person

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COMMUNITY OFFICE
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بوئن ما ، نماینده مجلس ، نورث ونکوور- لانزديل

