

**COMMUNITY FUTURES DEVELOPMENT
CORPORATION OF NADINA
COVID-19 Safety Plan Procedures**

COVID-19 SAFETY PLAN PROCEDURES

Prepared By: Ais Sheridan, Administrative Assistant - June 2020 – Approved by GM

Effective Date: June 17, 2020

Last Reviewed: _____

Review Schedule: Quarterly or when necessary

BETWEEN:

COMMUNITY FUTURES DEVELOPMENT CORPORATION OF
NADINA (“COMMUNITY FUTURES”)

AND: Smithers Co-Working Users

Risks within our Workplace

SURFACE AREAS OF CONCERN	PROTOCOLS TO REDUCE RISK
Door Handles – front door, interior doors, washroom doors	<ul style="list-style-type: none"> - Ensure proper sanitation of front door handles between clients - Sanitize washroom handles on the hour - Sanitize all interior handles regularly - When able, allow front doors to be open to reduce contact with door handles
Reception Counter	- Sanitize all counter surfaces between each client
Tables and Hard Surfaces in Reception Area	<ul style="list-style-type: none"> - Staff are encouraged to work mainly in their designated office area for organizing printing and filing -Sanitize tables and hard surfaces hourly
Magazines and Reading Material in Lobby	- Remove all magazines and reading material until risks are lowered
Light Switches	- Sanitize all switches after use
Security Alarm Pad	- Sanitize alarm pad when disarmed

	<ul style="list-style-type: none"> - Implement one staff member to active and disarm alarm
Shared Printers	<ul style="list-style-type: none"> - Sanitize all shared printers hourly
Shared Keys	<ul style="list-style-type: none"> - Sanitize shared keys after each use - Implement one staff member to be responsible for handling keys
Filing Cabinet Pulls	<ul style="list-style-type: none"> - Sanitize filing cabinet pulls after each use
Staff Room – table, dishes, coffee machine, cupboards, fridge, microwave	<ul style="list-style-type: none"> - Ensure staff properly wash their hands upon entering communal kitchen / breakroom - Staff are encouraged to sanitize all tables, countertops, hard surfaces, fridge, microwave, cabinets, sink and faucets after use - Encourage staff to bring their own dishes and utensils - Coffee, tea, water is not to be offered to clients or staff at this time. Staff are encouraged to bring their own coffee, tea, water should they need it. - The use of water shared dispensers are discouraged at this time.
Washrooms – toilet handles, sink faucets, light switch, partition doors and locks	<ul style="list-style-type: none"> - Sanitize all washroom surfaces daily - Ensure signage requesting all individuals wash their hands is clearly posted - Everyone using the washrooms is encouraged to properly sanitize their hands before and after using the washroom.
Shared Tools – pens, staplers, hole punch	<ul style="list-style-type: none"> - Reduce shared office tools if able. Each staff be responsible for their own tools and sanitation of tools - Sanitize any shared pens after each use
(Use for Additional Information)	

JOBS DUTIES OF CONCERN	PROTOCOLS TO REDUCE RISK
Face-to-face meetings with clients	<ul style="list-style-type: none"> - Encourage virtual meetings with clients - Avoid meetings or gathering where physical distancing cannot be maintained - When face-to-face meetings must occur, meet with clients in breakroom or training room to ensure proper social distancing
Staff Meetings	<ul style="list-style-type: none"> - Meet via Zoom or Microsoft Teams - Should face-to-face staff meetings occur, ensure there is at least 2m between each staff member - Masks should only be worn if staff can not social distance
Board Meetings	<ul style="list-style-type: none"> Meet via Zoom - Should face-to-face board meetings occur, ensure there is at least 2m between each participant - Meet only in the training room to ensure proper social distancing - Coffee, tea, water should not be offered at this time
Banking – deposits, bill payments	<ul style="list-style-type: none"> - Continue after hour deposit drop box use - Continue online bill payments - Reduce number of visits to the bank. Try to go once a week
Cheque Signing	<ul style="list-style-type: none"> - Ensure there is at least 2m between staff when signing - Sanitize any shared pen used between staff - Wear gloves if required
(Use for Additional Information)	

COMMON AREAS USED BY EMPLOYEES / CLIENTS	PROTOCOLS TO REDUCE RISK
Breakroom	<ul style="list-style-type: none"> - Ensure staff properly wash their hands upon entering communal kitchen / breakroom - Staff are encouraged to sanitize all tables, countertops, hard surfaces, fridge, microwave,

	<p>cabinets, coffee machine, sink and faucets after use</p> <ul style="list-style-type: none"> - Remove all shared reading material - Staff are encouraged to eat at their desks - A limit of 1 staff is allowed in the kitchen area at one time in the Smithers office and 2 in the kitchen area in the Houston office - Ensure handwashing signage is clearly displayed and encouraged - Encourage staff to bring their own dishes and utensils - Refrain from providing communal foods
Washrooms	<ul style="list-style-type: none"> - Sanitize all countertops, faucets, handles, switches, soap dispensers daily. - Washrooms will be for staff and client use and will not be permitted for public use. - Ensure consumables (soap, paper towel) are available and continuously replenished - Ensure signage on proper hand sanitation is posted
Training Room	<ul style="list-style-type: none"> - Follow the BC Health Ministers regulations and rent to the recommended group size at that time - Sanitize all hard surfaces, desks, white board markers, remotes, handles, light switches after each room use - Do not offer coffee, tea, or water services at this time
Lobby / Reception	<ul style="list-style-type: none"> - Ensure signage indicating that employees, contractors, or visitors exhibiting COVID-like symptoms are not allowed to enter the office building - Ensure hand sanitizer is available and request that all people entering and exiting the building properly sanitize their hands - Ensure there are 2m apart between all clients while using the lobby area - Post occupancy limit in all common areas that allow for proper social distancing - Remove any reading shared reading material - Remove extra seating or arrange seating to ensure social distancing can take place - Do not provide coffee, tea, water to outside visitors at this time
Desk Space – Common Area	<ul style="list-style-type: none"> - Ensure staff follow a one directional pathway to reduce personal interactions - Where possible, cancel in-person meetings and hold meetings by teleconference, video conference, or email instead

	- Minimize sharing office space or workstations
Elevator	- Ensure proper signage for occupancy limit is posted. - Ensure tape or markings are placed on the ground to indicate where workers should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator.
(Use for Additional Information)	

All staff and tenants are encouraged to discuss any concerns and protocols they feel would help make our workplace safer. Please bring all concerns forward to management.

Acknowledgment & Agreement

I acknowledge that I have read and understand the COVID-19 Procedures of Community Futures NADINA. Further, I agree to adhere to these procedures.

Please Initial:
