

COVID-19 Safety Plan

Ecosign Workplace Policies and Procedures

These are unprecedented times and as such we need to adapt and change the way we operate to maintain safety for all team members. Please review, understand, and follow all policies laid out below to keep you, your fellow colleagues, and their families safe.

Handwashing:

Frequent handwashing is encouraged throughout the workday. Hand soap is available in all washrooms as well as all kitchen / sink areas.

Handwashing should occur when:

- Arriving at work
- Before and after going on a break
- Periodically throughout the day
- After handling delivery documents, packages, boxes, or bags
- When you use the washroom
- As you leave work

Hand sanitizer is also available throughout the office, please use this often when hand washing is not practical. It is also recommended that staff use hand sanitizer before and after using the washrooms and this will be provided at the front desk as well as in front of the washrooms upstairs.

Masks:

- Please wear a mask upon entering the building – either a reusable (washable fabric) mask or a single use disposable mask.
 - Disposable masks are available at the front desk should you forget your mask at home
- Masks must be worn anytime you are away from your workstation.
- Masks are to be worn at your workstation if someone approaches your workstation to speak with you. 2-meter physical distancing should be maintained if possible and all parties must wear a mask.

Workstations:

- Windows around the office should be open whenever possible to allow for fresh air to flow. Even if it is just for a few minutes here and there throughout the day.
- If your workstation is located in an office, please close the office door and open your window for fresh air. Workstations may be reassigned in order to maintain social distancing of at least 2 meters / 6 feet from coworkers. If team members are working from home, their workstations may be reassigned to accommodate those at the office. Should you need to interact with a co-worker(s) within 2 meters / 6 feet, to review plans, etc, please keep the interaction short and it is recommended that all parties wear a mask.
- Please ensure that your workstation is disinfected at the end of the workday (this includes desktop, mouse, and keyboard) and that you wash your hands or use hand sanitizer prior to leaving the office.

Cleaning and Disinfecting:

- Please ensure your workspace is clear of any clutter and unnecessary items (books, magazines, random papers, etc.). Personal office supplies such as pens, scissors, stapler, etc. should be placed in drawers when not in use to reduce surface areas. These items will also be removed from common areas.
- We have cleaners scheduled to come to the office once a week over the weekend. However, during the pandemic it is important to keep our office space clean. Spray bottles with a bleach solution have been provided and should be used at least once daily to clean your personal workspace.
- Common areas and high touch surfaces (light switches, doorknobs, bathrooms, handrails, etc.) will need to be cleaned throughout the day as per BC Health Guidelines. This will be a team effort, clean as you go. When you are leaving an area, please clean surfaces you may have come in contact with.
- All printers must be disinfected at the end of the day and should be cleaned periodically throughout the day.

Kitchens, Washrooms & Common Spaces:

- Maximum one person in a kitchen space at a time in order to adhere to social distancing of 2 meters / 6 feet. When you are done using this space, please disinfect any surfaces you have touched so that it is clean for the next person (Spray, wipe, spray, air dry). All dirty plate ware, cutlery, etc. should be put in the dishwasher for cleaning, not hand washed. The dishwasher should be run more frequently than what we are used to, sometimes when it is not full. When the dishwasher needs to be run, please use the sanitation setting.
- The Staff Lounge should have a maximum occupancy of 3 ppl at a time. This could mean there is one person at the workstation, one person in the kitchen and one person in the lounge area.
- If meeting room is used for meetings / calls, there should be no more than 2 ppl in the room, ensuring a distance of 2 meters / 6 feet between each other. Windows should be open, and the door closed. If more than 2 ppl must attend the meeting, masks should be worn by all participants.
- After using the washroom, use cleaning / disinfecting supplies provided to spray / clean all touch surfaces (toilet flusher, tap handles, light switch, doorknobs, etc.). This should be done after each use.

General policies:

- Once you are at the office, please restrict the number of times that you leave the office over the course of the day.
 - Bring your lunch to work so that you do not have to leave to get food
 - Try to schedule appointments / errands before or after work.
 - If you must leave the office, you must take steps to minimize your exposure to COVID-19 while away from the office. Please ensure you are adhering to social distancing, wear a mask, use hand sanitizer frequently, wash your hands immediately upon returning to the office.
- All staff should maintain a minimum of 2 meters / 6 feet distance.
- All visitors to the office (delivery drivers / clients / etc.) are restricted to the main entranceway.
 - A sign has been posted at the front entrance to the building, requesting all visitors wear a mask.
 - If a meeting is scheduled, use of the meeting room is acceptable. Extra disinfecting measures will be taken.

- When spray bottles are empty, please refill with bleach / water solution (1 Tablespoon per 1 gallon of water)
- When hand sanitizer bottles are empty, please refill them. Hand Sanitizer will be provided in bulk.

Closing Procedures:

- At the end of your workday, please ensure your personal workspace tidy and is disinfected.
- If you are one of the last 2 people in the office, you are responsible for ensuring that the office has been disinfected. Please spray (let air dry) all high touch areas: light switches, taps, door handles, etc.
- All printers must be disinfected at the end of the day

Illness:

- If you are not feeling well and have symptoms such as sore throat, fever, low energy, sneezing or coughing, do not come to work and remain at home.
 - If symptoms persist for more than a few days or worsen, you should get tested for Covid-19
 - If you are well enough to work with these symptoms, a workstation can be provided to enable you to work from home.
- If you are tested and confirmed positive, VCH will instruct you to quarantine for 10 days from the onset of symptoms.
 - If you are well enough to work with these symptoms, a workstation can be provided to enable you to work from home.
 - If you need supplies, food, etc, while in quarantine, please contact the office and we will assist in any way we can. Other resources are also available, and we can assist with this if needed.
 - If you are instructed to quarantine, anyone living in your household will also be asked to isolate for 14 days from their last point of contact with you.
- If you live in the same household as a confirmed or clinical COVID-19 case who is self-isolating, please do not come to work. You will likely be instructed by VCH to stay home and isolate for 14 days before being able to resume your normal routine.
- Workers who have travelled internationally must remain away from the workplace and in isolation as per Public Health Orders for 14 days.

Thank you for your understanding as we work to establish a new normal. We appreciate your cooperation in adhering to our policies and procedures to ensure the wellbeing of all team members and their families. As the situation changes, we will review these policies and adjust as needed. Please stay safe.

Eric, Ryley and Paul