

BCFMWU Guest and Boardroom Protocols

Key Points:

- 1. Do not come to the office** if you feel unwell and are showing any flu like symptoms (fever/sore throat/cough).
- 2. Social Distancing**
Always maintain 2 metres (6 feet) of physical distancing. In areas that you are not able to maintain 2 metres distance, please use a non-medical face mask. Guests to the office are not permitted to travel freely throughout the building, please check with reception if you have a request to move to an area other than reception entrance or the boardroom.
- 3. Hand Washing and Respiratory Etiquette**
 - a. Hand washing for more than 20 seconds is the best way to prevent illness.
 - b. Wash hands upon entry, exit, before eating etc.
 - c. Do not touch your face with your hands.
 - d. Sneeze/Cough into your sleeve.
 - e. If you feel unwell while at the office, leave immediately.
- 4. Guests in the Office and Boardroom Use**
 - a. Maintain physical distancing at all times.
 - b. Guests in the office will be required to sign in with reception and wear a mask at all times while in the building.
 - c. Maximum 8 people at the boardroom table and maximum of 10 in the boardroom.
 - d. Boardroom use must be scheduled with reception.
 - e. Catering is not available at this time for meetings.
- 5. Washrooms**
 - Two washrooms are open for guest use, signage is posted for access.
 - Please wipe down touch points in washroom after use.
 - Signage is posted on proper handwashing procedures.
- 6. Kitchen Use**
 - a. The kitchen is not currently available for use by guests to the office.

Thank you for helping all of us with respecting everyone's space and keeping our office healthy.