

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.
- 3. Guests in the Office and Boardroom Use**
 - a. Guests in the office are required to make an appointment prior to arrival; complete a health check and sign in with reception.
 - b. Face coverings are to be worn at all times while in the building.
 - c. Maximum 8 people in the boardroom.
 - d. Coffee and catering are not available at this time.
- 4. Hand Washing and Respiratory Etiquette**
 - a. Sanitize hands upon entry.
 - b. Do not touch your face with your hands.
 - c. Sneeze/Cough into your sleeve.
 - d. If you feel unwell while at the office, leave immediately.
- 5. 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.