

COVID-19 Health & Safety Plan

November 19, 2020



The plan below has been developed with your health and safety in mind with the information derived from public health professionals, WorkSafeBC, the BC Centre for Disease Control, and industry webinars.

Mandatory Policy

- As per British Columbia public health orders, masks are required for all members of the public in all retail environments, restaurants, and indoor public spaces, including common areas of workplaces, except when eating or drinking

Best Practices

- Continue to review provincial health advice
- Review your staffing plan (reference WorkSafe BC)
- Maintain physical distancing throughout building and office
- Communicate with 312 Main about organization's plans
- Consider our community and practice proper health directions when in Downtown Eastside
- Symptoms check for guests

Building Access

- Don't enter the building if you are ill
- Disinfectant spray, paper towels, gloves and hand sanitizer provided throughout building and meeting rooms
- Ground floor support (M-F, 9a-5p)
- Cordova entrance
 - Access 24/7
- Alleyway exit
 - M-F (8a-4p)
 - Security will support those who may not want to exit into the alley
- Members responsible for providing access to guests
 - All guests must be escorted (no lingering on ground floor after meeting)
- Use of dedicated/hot desks on the second floor not permitted without a desk licence agreement

Security

- Plexi glass partitions
- One desk at Cordova entrance, one desk at Elevator 1
- 24/7 guard service

Staffing

- 312 Main staff on-site Mon-Fri
- Staff clean and disinfect high use areas throughout day

Pets

- Currently there is no evidence that pets pose a transmission risk to people
- Out of an abundance of caution, the Centre for Disease Control, recommends that sick individuals limit their contact with pets the way they would with other people
- If you are bringing a pet into the building, please keep them close-by and within two metres of others

Janitorial

- Monday – Friday
- 2 Cleaners
- Extra hour added to ensure extra sanitation
- Desks, tables, and toilets increased to daily cleans

Traffic Flow

- Cordova entrance / alleyway exit
- Access the bike room from Elevator 2 (behind the main elevator) and use the main elevator (Elevator 1) to go up to desired floor
- 6ft floor stickers throughout the building
- Floor arrows directing ground floor and second floor traffic

Elevators

- Maximum 2 people
- Signage stating max capacity
- 6ft distancing sign on wall
- 'Stand Here' markers on floor
- Best practices poster
- Hand Sanitizer

Stairwells

- Wait in landing area if you see someone going up or coming down
- A security desk is stationed at the main elevator where the second security guard can monitor stairwell and elevator traffic

Coworking Desks

- North end hot desks – not available
- North end dedicated desks – 2 per desk seated diagonally
- South end all desks – distanced chairs
- Desk surfaces marked to identify safe distancing
- Chairs only at desk spaces that have active memberships
- For additional chairs for guests, request from the Member Services Team
- North end cluster areas temporarily available to book for member overflow at no cost through the Member Services Team

Kitchens

- Limited number of people permitted in the kitchen at a time
- 10 minutes per person in the kitchen
- No sharing food unless pre-wrapped
- Tables and chairs have been removed from the common kitchen areas
- Handwashing signs
- 6ft distancing signs
- Satellite coffee station at east column in kitchen
- Dishware replaced with disposable plates, cups and cutlery
- All members to either put reusable dishes in dishwasher or take back with them to desk (please do not leave in sink)
- Disinfectant spray, paper towels and gloves provided
- Signage posted indicating guidelines

Phone Booths

- Limited number of phone booths open
- Sanitizing wipes provided in each booth

Meeting Rooms

- Meeting Room policy posted on each open meeting room
- Disinfectant spray or wipes, paper towels and gloves in each room
- **Ground Floor**
 - Ocean, Cove, Reach and Sound are open, all others closed
- **Second Floor**
 - Maple, Willow, Birch, Cedar are open (allocated meeting room hours apply)
 - Fir is open (book via booking site, max 2 hours, no allocated meeting hours apply)
- Half hour gap between meetings

HVAC

- Heating and cooling coils in all air handling units have deep cleaned
- Surfaces of these units have been disinfected
- Hepa filters changed in each air handling unit which efficiently capture particles the size of (and smaller than) the virus that causes COVID-19
- MERV 11 filters are installed
- Regular exhaust and infusion of outside air
- Ongoing indoor air quality testing

Furniture

- Kitchens do not have tables and chairs
- Hard surface chairs have replaced fabric chairs in all meeting rooms

Washrooms

- Limited number of stalls in each washroom
- Closing all stalls in the large washroom on the south end of the ground floor, the handwashing station remains available
- Sinks marked with tape indicate physical distancing
- Hand dryers non-operational / hand towels only
- Handwashing signs

Basement Rooms

- 6ft distancing signs
- Bike Room door remains ajar
- Showers closed

Be Kind. Be Calm. Be Safe.

-Dr. Bonnie Henry