

# Health & Safety Plan

April 27, 2022



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.

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| <b>Mandatory Policy</b>                 | <ul style="list-style-type: none"><li>• Masks are mandatory within common areas</li><li>• Persons who are exhibiting cold or flu-like symptoms or are required to self-isolate are not permitted to enter the building</li></ul>  |
| <b>Best Practices</b>                   | <ul style="list-style-type: none"><li>• Continue to review provincial health advice</li><li>• Review your staffing plan (reference WorkSafe BC)</li><li>• Maintain physical distancing throughout building and offices where possible</li><li>• Communicate with 312 Main about organization's plans</li><li>• Consider our community and practice proper health directions when in Downtown Eastside</li></ul> |
| <b>Building Access</b>                  | <ul style="list-style-type: none"><li>• 24/7 Access</li><li>• Cordova entrance/exit</li><li>• Alternative alleyway exit</li><li>• Disinfectant spray, paper towels, gloves and hand sanitizer provided throughout building</li><li>• Members responsible for greeting guests on the ground floor</li><li>• Members must accompany guests while in the building</li></ul>  |
| <b>Dedicated Desks</b>                  | <ul style="list-style-type: none"><li>• 6' distance between seats</li><li>• Plexiglass partitions in place</li><li>• Use of desks only with a membership agreement or approval from 312 main</li></ul>  |
| <b>Phone Booths &amp; Meeting Rooms</b> | <ul style="list-style-type: none"><li>• Sanitizing materials provided</li></ul>   |
| <b>Events</b>                           | <ul style="list-style-type: none"><li>• Masks mandatory in common areas</li><li>• Sanitizing materials provided</li><li>• Catering permitted</li></ul>  |
| <b>Kitchens</b>                         | <ul style="list-style-type: none"><li>• Shared open food permitted based on the following:<ul style="list-style-type: none"><li>○ Food to be placed away from the shared kitchen table</li><li>○ Food is covered when not being served</li><li>○ No crowding</li></ul></li><li>• Leave the sinks free of dishes</li><li>• Don't place additional chairs at the round tables</li></ul>                           |
| <b>Washrooms</b>                        | <ul style="list-style-type: none"><li>• Hand-dryers only</li></ul>  |

**Showers**

- Sanitizing materials provided
- Cleaned daily

**Traffic Flow**

- Follow signage and floor markings
- Access the bike room from Elevator 2 (behind the main elevator)

**Elevators**

- Maximum 2 people

**HVAC**

- MERV 11 Filters
- Hospital grade MERV 13 Filters – July 2022
- Heating and cooling coils in all air handling units have deep cleaned
- Regular exhaust and infusion of outside air