

First level protection:

- Essential visitors only, no solicitors or customers allowed.
- Occupancy limits for lunchroom, washrooms, and hallways.
- No in person meetings on site, using conference calls, Microsoft Teams or Zoom instead.
- Foot traffic from office to warehouse and vice-versa eliminated via door closure.

Second level protection:

- Plastic barriers for reception areas.
- Plastic barriers on strategic cubicles.
- Plastic barrier by water cooler.
- Kitchen door remains open and unhinged for easy movement via foot.

Third level protection:

- WorkSafeBC posters and custom signage at entrances and common areas.
- Social distancing required at all times.
- One way on stairwell and hallways, one at a time.
- Disinfectant located at entrances and high traffic areas.
- Wipes located in higher traffic areas.
- Daily health check required at start of work day.
- Eating at desk temporarily approved.
- Non-essential travel eliminated.
- Weekly Covid-19 educational update to staff.
- Management team educated on testing sites and procedures.
- Workplace sickness and isolation policy in place and communicated.
- Workplace communication and conflict regarding Covid-19 highlighted to employees.

- Open dialogue with employees on additional measure ideas.
- Weekly management meeting to further discuss changes.

Fourth level protection:

- Masks required by all when not at workstation or eating.
- Signage on proper mask usage posted for daily reminder.

Cleaning protocols:

- Employees clean their own workstations and barriers as required.
- Management team cleans common areas 2x daily.
- All common areas including kitchen cleaned after use.
- Contracted cleaning company cleans 1x per week.