

Kamloops Innovation's Gradual Phased Reopening

Phase 3 updated September 15, 2020.

PLEASE READ AND FOLLOW PROTOCOLS

Limiting the number of **public** in the building.

Unless the Province advises otherwise, the doors will continue to remain open to receive mail, courier packages and specific visitors to registered tenants. General coworking will remain closed to the general public.

We continue to encourage companies to limit visitors to the building, and to inform them in advance about our safety protocols. If you are expecting a visitor to the building please plan to meet them at the sign-in area to ensure they sign in, use the hand sanitizer and go directly to your planned meeting area. Please also walk them to the door upon departure. We want to minimize people wandering through the building.

Reducing the number of **staff** in the building when possible.

We understand that employers are staggering work days for their staff, and encouraging them to stay home if feeling at all unwell. Thank you everyone for continuing to implement this important safety measure.

Contact Tracing

Please continue to sign in each time you use the space (a grid tracking system has proved easy to use and helpful. Sanitizing wipes are available to clean the pens and sign-in desk surface, and a hand pump bottle of hand sanitizer is on the table for each person to use upon entry. There is also hand sanitizer in the lobby which can be used on entry and exit.

The sign in sheet is important for contact tracing but it also allows others to see before entry, how many people are presently in the building so they can choose to enter or not. Thank you for following this protocol.

Travel and Self Isolation

If you have travelled outside Canada, please ensure you have completed your mandatory 14-day self isolation before entering the building. If you have traveled outside BC, please consider doing the same if you were in any high risk areas.

Practicing safe physical distancing while in the office.

- We have marked the floor areas to show safe distances in the kitchen, and posted physical distancing signage throughout the building. Let us know if the tape needs updating.
- With many halls and ways to move throughout the space, please take a moment look for others and continue to practice safe physical distancing while walking from one area to another. Please plan to yield and give way to whomever you might meet.
- Safe physical distancing signage has been put up throughout the space.
- It's nice to see people again, but please be respectful of everyone's personal space - please keep 2m distance from everyone.

Cleaning and disinfecting.

- The kitchen and dish cabinets will remain closed at this time. Please continue to bring your own dishes (keep in your office) or use disposable cups and plates provided.
- The coffee machine and microwave have not been removed. If you choose to use them, please wipe them down before each use with the wipes/sanitizers provided.
- Wall mounted hand sanitizer pumps have been installed at multiple locations around the building. More sanitizer and wall mounted pumps are available, if you see an area where another dispenser could be used, please let us know.
- Enhanced professional cleaning services will continue every other day, with emphasis on all high touch surfaces and common areas.
- Self-use sanitization kits have been deployed around the building (spray, paper towels and hand sanitizer). Please let us know if supplies get low.
- Common high touch items have been removed, eg whiteboard markers. Please continue to bring your own.

Personal Protective Equipment (PPE)

If you or your coworkers/staff are unable to keep 2m distance apart, please consider wearing non-medical masks and/or installing plexiglass barriers.

Other safety measures:

- Please observe safe physical distancing practices at all times in all areas (eg meeting rooms).
- You are welcome to use an unoccupied, undesignated office space during this time for enhanced physical distancing. Please use the kits provided to disinfect the space before each use.
- Wipes are provided in the printer room and kitchen for sanitizing equipment before use.
- **Please stay home if you feel at all unwell.** Even if you're sure you're certain you're experiencing seasonal allergies, please stay home. There are others who absolutely can not be exposed, and we must avoid the risk of any unintentional transmission and give everyone the confidence that the workspace is as safe as possible to return to.
- New COVID-19 entry signage posted at entry doors, along with hand washing instructions, FYI.
- Continue to be the awesome person you are.

Positive tests for COVID-19

If you feel unwell in the workplace, please go home immediately. If you need to wait for a ride, please self isolate while you wait. If you or someone in your 'bubble' tests positive for COVID-19, please self isolate and inform us immediately so we can take enhanced safety measures, eg:

- Inform all tenants immediately of any potential risk
- Advise Interior Health and follow their guidelines
- Schedule a deep clean sanitization of the entire premises and advise when the space is suitable for return

Thanks everyone!