



Covid -19 Safety Plan

The virus that causes Covid -19 can be spread in many ways. It spreads when droplets are spread via a cough or sneeze. It also can spread if you touch a contaminated surface and then touch your face.

Person to person transmission increases the closer you are to someone and the more time you spend with them.

We have taken the following precautions in each of our offices to help stop the spread and keep our employees safe.

1. Hand sanitizer in the office available for customer use, as well in the main building lobbies
2. Barriers at office desks to protect staff and tenants.
3. Disinfecting wipes and cleaning supplies so that debit machines, door handles, pens and office desks can be wiped down after each tenant.
4. Offices large enough to allow social distancing and limiting the number of tenants in the office at one time to no more than 5.
5. No bathroom use for tenants and vendors so staff are not required to clean them after use.
6. Separate bathrooms with sinks and handwashing items for staff use only.
7. Staff work alone typically so no sharing of kitchen, bathrooms and other works areas with other.
8. Hand washing posters in bathroom reminding staff to wash hands after collecting cash payments, using shared tools etc

9. Signs on doors reminding tenants to not enter if not feeling well or been out of the country – printed specifically from WorkSafe website.
10. Provided masks and gloves for staff to wear optionally should they choose to. We recommend wearing both masks and gloves when touring tenants on site. Please reference WorkSafe print out on how to wear a mask.

Some other changes we have made and will continue to implement will be encouraging more online payments, rentals and not enforcing tenants to enter the office to sign in and out. Instead fobs will allow recording of who is on site as well as they can call from the car or push the buzzer to dial the office from outside. Also some of our locations offer partitions in the office to protect both staff and tenants.

Staff disinfect building handles, dollies, elevators, railings, light switches etc three times per day. If that building and office space has been accessed on a more consistent basis in one day (like month end) then this should be increased to reflect the increased activity. Debit machines to be disinfected after each payment transaction.

Any employees showing symptoms must of Covid must self isolate and seek out a test to confirm. Alternately you can check <https://bc.thrive.health/covid19/en>

Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, new aches or headache.

Should these symptoms arrive while on shift please contact the manager and we will have someone come in and cover your shift. The office will be disinfected by the employee coming in to cover and they will be expected to wear masks and gloves when entering the office.

Also any employee who travelled internationally must quarantine for 14 days.

Anyone who tests positive for Covid must notify management and we will report it accordingly.