



Head Office Protocols

June 2020 (phase 1)

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch contaminated surfaces then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

As part of Arcus' efforts to ensure the health and safety of all staff who work or visit the head office we have developed and implemented the following:

- Staff will have their temperature taken as soon as they entering the building (follow Coronavirus policy)
- Only one person in an office (exception is WCB/CQI office; Staffing office and HR office).
- Each room will have a sign posted with the occupancy limit (this is the limit without masks)
- If unable to maintain 6 foot distance staff will wear a mask
- Staff will disinfect the bathroom after use (toilet, sink, taps, door handle, light switch, etc.)
- Staff will disinfect shredder and photocopier after each use
- Staff will disinfect counter top, cupboard handles and dishwasher handle after each use
- Windows will be open (weather permitting)
- Staff will not come to the office if sick (coughing, sneezing, etc.)
- No communal eating (unless outside on deck)
- No air conditioning units will be used (fans will be allowed)
- There will be disinfection supplies in each office to allow staff to disinfect own area daily
- If communal areas are used (kitchen, multipurpose room, etc.) each staff member will disinfect their own area at the end of use