



SEMIAHMOO
HOUSE
SOCIETY

PENINSULA
ESTATES HOUSING
SOCIETY

THE
SEMIAHMOO
FOUNDATION

UNITI Re-Opening Policies

As of May 15, 2020—This document will be updated regularly, please use the most current one (will be uploaded on Sharevision here)

Illnesses

If any of the following applies to you, do not come to work:

- Anyone with any symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing, must self-isolate at home for a minimum of 10 days
- Anyone under the direction or recommendation of public health to self-isolate
Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, must self-isolate for 14 days and monitor for symptoms before returning to work

It is your responsibility to not enter the workplace if any of the above conditions apply to you. Your supervisors may ask some simple questions upon entry or during shift to ensure compliance. Please refer to the [Ministry of Health BC COVID-19 Symptom Self-Assessment Tool](#) to assist you.

If you feel ill while you are on shift or at our worksite immediately contact your supervisor who will make arrangements for your replacement.

Visitors

Only people that need to be in the UNITI buildings are allowed in the buildings. Please do not bring family members, pets or others that are not required in the building for business or service purposes.

Working Alone

SHS's current [Working Alone Policy](#) applies during COVID-19.urrent policy applies. Please see Sharevision for details on policy and procedures, which include the following:

"Semiahmoo House Society is committed to the maintenance of a safe work environment.

Staff who are working alone or in isolation, where aid or assistance in the case of an emergency, injury, or ill health, cannot be readily accessed, must follow check-in guidelines. Any equipment needed (such as cell phones) will be in place to ensure the safety of the staff."

Working at Home

Please ensure you are following the guidelines of the health and safety policy for working at home but assessing your workspace and reporting any potential hazards (Policy being developed).

Protocols while on site

Please follow all signs posted indicating directions for movement throughout the building:

- Practice physical distancing of at least 2 metres (6 feet) between people
- Follow the directional arrows throughout our buildings, including stairways
- Maximum 2 people in the elevator (avoid using if possible)
- Follow maximum number of people advisories posted on doorways of each room (and in chart below)
- Wipe down any shared surfaces after you have touched them (cleaning products will be provided in the appropriate areas)
- Wear a mask (does not have to be medical grade) if you are unable to maintain a 2 metre physical distance from other staff members or people you support
- Wear a mask and gloves if you are providing personal care
- Advise a manager/supervisor if you notice supplies are short/missing or any other hazard.

Building and Room Maximums until May 31, 2020

As of May 15, 2020

Building/Room	Maximum # People	Notes
South Campus (Treehouse)	25	With room limits below also respected
Great Hall	12	
Kitchen	4	
Doug's Office	2	Popping head in to ask question is ok
Finance Offices	1	Popping head in to ask question is ok

Building/Room	Maximum # People	Notes
HR Offices	1	Popping head in to ask question is ok
CSN Office	1	Popping head in to ask question is ok
Bathrooms	2	
Basement	Avoid Use of Basement, except bathroom	
Gym	Gym remains closed to CS at this time	
Sewing Room	2	
Large Boardroom	6	
Small Boardroom	4	
Full Boardroom	10	
Computer lab	8	Stay at least one computer and 2 metres apart from each other
Upstairs kitchenette	1	
Upstairs Photocopy Area	1	
Front Desk Area	2	
Downstairs Photocopy Room	1	

Building/Room	Maximum # People	Notes
Art Room	4	
Music Room	2	
SC-PC Office	2	
Sheri's Office	1	
Liz's Office	1	
North Campus	15	With room limits below also respected
Offices	1	
Upstairs	3	
Great Area	4	
Focus Room	3	
Kitchen	1	
Encore Building	4	Maximum 2 people per room
The Branch	6	With room limits below also respected

Building/Room	Maximum # People	Notes
Fibre Arts Room	3	
Front Room	3	
Small Middle Room	Do not use this room at this time	
Kitchen	1	
R&L Clubhouse	3	
Seasons	6	With room limits below also respected
Great Room	4	
Office	2	
WISE Offices	5	1 staff per room

Building/Room	Maximum # People	Notes
Chorus Common Room	6	
Gabriela & Lise's Office	2	Popping head in to ask question is ok
Elevator	1 person or 1 group of people from same household	