



November 1, 2021

## **HEILTSUK ECONOMIC DEVELOPMENT CORPORATION – COVID-19 SAFETY PLAN**

1. All employees confirm they have performed the daily health check.
2. Maximum occupancy of 1 customer at a time permitted in office. Signage posted on entry door.
3. Masks are mandatory for all employees and visitors entering HEDC.
  - Employees may remove masks while working in their respective work spaces provided they maintain social distancing from others.
  - Signage is posted on entry door indicating the mandatory usage of masks.
  - Any visitors refusing to wear mask will be refused service and instructed to leave the premises.
4. All personnel are to use hand sanitizer provided upon to entering HEDC.
  - Employees to wash/sanitize hands as per handwashing instructions.
5. Cleaning and Disinfecting
  - Cleaner to perform thorough cleaning and disinfecting 3 days per week as per the cleaning checklist.
  - Plexiglass barrier at reception area to be disinfected by receptionist prior to morning break, lunch break and afternoon break.
  - Debit/Credit/ terminals and customer-use pens to be disinfected after each use.
  - Employees to disinfect their work space prior to leaving each day.
  - High contact surfaces sanitized frequently.
6. General Manager will monitor Worksafe BC and provincial government website daily to keep informed of any new or modified provincial health orders.