



COMMUNICABLE DISEASE PLAN GUIDE

All pandemic-related protocols at MoveUP will continue to be guided by [existing public health orders](#) as well as any internal procedures, as needed.

WORKING IN THE OFFICE - All Staff

Please notify Human Resources when you will be working in the office. Although restrictions are being eased, we continue to strongly encourage everyone to complete a daily health check, and continue to practice safe distancing, and practice good hand hygiene, and respiratory etiquette.

- Anyone who exhibits any symptoms is not to enter the office and must either stay home and work or utilize their time bank and follow regular reporting protocols for sick time. *Please note that a medical certificate may be required as per Article 22 of the collective agreement.*

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms.

- **All staff must wear their mask when walking around and working in common areas of our office or where other people are working. (e.g. copier rooms, meeting rooms, washrooms, etc). It is expected that everyone will continue to respect each other's comfort levels and respect each other's personal space. We will reassess this protocol as needed.**
- **Proper distancing protocols, which are a minimum of six (6) feet is strongly encouraged in all areas of the office.**
- Barriers will remain in the open workstations in shared areas such as in the administrative and finance areas. If there are concerns by any staff working in the administrative or finance areas, and they need to be accommodated to work in another part of the office (e.g. in an office, or in a meeting room), please let Human Resources know.

- Disinfectant spray, paper towels and sanitizing wipes will continue to be available around the office and in meeting rooms for your use before and after, if needed.
 - If any COVID-19 symptoms occur while in the office, staff are to report their symptoms to Human Resources and their Work Leader, and immediately leave the office and go home. It is highly recommended that they complete the BC COVID-19 Self-Assessment and following the directions listed, which may involve getting a COVID-19 test. <https://bc.thrive.health/covid19/en>
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OFFICE VISITS – Visitor (Members/Guests/Contractors/Vendors)

All office visits for visitors must continue to be cleared through Human Resources. No visitor coming into the back-office area is to enter without clearance.

Before entry, all visitors must complete the BC COVID-19 Self-Assessment screening questions before coming into the back of the office (past 3rd set of doors at reception). The screening link will either be sent beforehand to all visitors by Human Resources, or it can be completed on site in person, prior to entry.

All visitors must wear their mask when walking around and working in common areas of our office or where other people are working. (e.g. copier rooms, meeting rooms, washrooms, etc). It is expected that everyone will continue to respect each other's comfort levels and respect each other's personal space. We will reassess this protocol as needed.

Proper distancing protocols, which are a minimum of six (6) feet is strongly encouraged in all areas of the office.

If any COVID-19 symptoms occur while in the office, the member/guest is to report their symptoms to the meeting host, and immediately leave the office and go home. It is highly recommended that the member/guest complete the BC COVID-19 Self-Assessment and following the directions listed, which may involve getting a COVID-19 test. <https://bc.thrive.health/covid19/en>
