



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

- You do not need to advise Human Resources when you will be working in the office. However please be sure to check in and out with reception as per our usual protocols.
 - Checking in and out with reception is only needed when you arrive at the office for the day, are leaving the 3rd floor (e.g. lunchtime or for a break), or are leaving for the day prior to 4:30pm. *(If you arrive before 8:30am, please still advise reception you are in the office by sending them an email, Teams message or in person).*
 - Checking in and out with reception is done to ensure that everyone is accounted for in case we must evacuate the building, and it also helps in case someone internally or a member is attempting to contact you.
- Anyone who exhibits any COVID 19 or other respiratory illness symptoms are 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.

- Wearing a mask in the office is now optional, but please continue to respect each other's comfort levels and respect each other's personal space. We will reassess this protocol as needed.
 - However, if you have anyone sick at home with any cold/flu symptoms or other respiratory or communicable disease, please wear a mask if you need to be in the office, even if you are feeling well yourself or work from home instead.
 - Proper distancing protocols, which are a minimum of six (6) feet is encouraged in all areas of the office, whenever possible.
 - Barriers will remain in the open workstations in shared areas such as in the administrative and finance areas. If there are concerns by 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 follow the directions listed, which may involve getting a COVID-19 test. <https://bc.thrive.health/covid19/en>
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OFFICE VISITS – Visitors (Members/Guests/Contractors/Vendors)

- All visitors must also check in and out with reception as per our standard sign in and out procedures. This is necessary not only so we know who is in the office, but also for evacuation purposes.
- The same protocols listed above apply.