



NATIONAL ARTS CENTRE CENTRE NATIONAL DES ARTS

PANDEMIC: REOPENING SAFETY PLAN

APPENDIX L

Personal Protocols

Should you feel ill prior to beginning your work day or shift, please remain at home, do not attempt to attend the workplace and notify your supervisor.

While in the workplace, continue to maintain a physical distance of 2 meters (6 feet) from one another as much as possible, if this is not possible utilize the provided face masks.

Wash your hands for 15-20 seconds, avoid touching your face at any time that your hands have not first been washed with soap and water or hand sanitizer. You should be doing this several times a day.

Listed below are guidance and protocols to remember:

- Remain in your car until your scheduled start time.
- Avoid group gatherings when entering and exiting the facility.
- When you talk to someone in line, make sure you do not directly face each other.
- Sanitize your office or work area at the start of work day or shift, and again prior to departing for the day.
- Sanitizing supplies will be available at or near shared equipment throughout the NAC, use these products prior to and after operating the equipment.
- Call ahead to the person with whom you wish to speak in order to discuss the issue and avoid having a face-to-face conversation; or arrange an agreed-upon meeting location to maintain physical distancing.
- Utilize videoconferencing, teleconferencing or texting to avoid having more than one person in the office or other gatherings for communication purposes.
- Respect signage posted for maximum capacities posted in meeting rooms, offices, locker rooms, lunch rooms and washrooms.
- Break and lunch periods will be staggered for employees working in the same departments or areas where feasible. Respect the break and lunch times as your colleagues are waiting for their turn for the break period.
- Prior to and after using the refrigerator, you must wipe the handle.
- Microwaves will be taken out of service as cross-contamination could occur between usages.
- Employees are encouraged to bring their own food and beverage items from home and manage them within their respective work area.
- Place the entire lunch container in the refrigerator rather than placing containers on the shelves.
- Sanitize the table, chair or other items, such as a vending machine in the lunch room prior to using it.
- Employees are permitted to eat at their work areas, provided they are cleaned or in a boardroom or lunch room by respecting the maximum capacity posted.
- Bring your own utensils, travel mug, water bottle and wash at home, no dish washing at work is permitted.
- After having eaten your lunch, leave the lunch bag and containers at your desk and wash them at home.
- Congregating in groups in kitchenettes and lunch room areas is not permitted until further notice.

INSTRUCTOR: _____ TRAINEE: _____
DATE: _____ Please print your names.