

# UA LOCAL 170

## COVID-19 Safety Plan

### General

---

**Occupancy Limit for Building Trades** (including Metal Trades, Organizing, Dispatch offices) = **100**

**Office Hours: Re-Open to General Public – JULY 6, 2020**

**8:30 am to 4:00 pm (doors locked during lunch 12:30 to 1:00 pm)**

**All meetings for 6 or more to be conducted remotely via Zoom or Teams, unless otherwise approved by the Business Manager/Financial Secretary.**

**Members are encouraged to use telephone, email and online services wherever possible and visit the office only if necessary. Appointments are recommended when visiting the office so that we can safely manage the number of people in any one area.**

**Front entrance will be the only entrance that open to the public. All visitors must report to front reception.**

### Access/Distancing Barriers

---

#### 1. **Main Floor Entrances (1<sup>st</sup> Floor reception)**

**Capacity of front reception area: 5** (if more than 5 in front area – visitors must wait outside)

- Plexiglass Shields (3) have been installed at front main counter
- Stickers on floor appropriately distanced from others and front reception desk
- Table partially blocking entrance to main building with Hand Sanitizer Station (and masks).
- Couches are to be turned or covered to discourage any gatherings in front reception.
- All magazines, brochures to be removed
- Door to/from Reception and Dispatch to be locked at all times.
- Door to stairwell, Metal Trades and at top of stairs to 2<sup>nd</sup> Floor to be opened in am and remain open to minimize the touching of door handles by staff and visitors
- Door between Building Trades and UAPICBC to remain closed and locked.
- Laptop access for members to access SUB/CRA has been removed – members to access reports online and submit via email.
- Exterior Door close to Dispatch and Emergency Door at bottom of stairs to remain locked and closed – all members/visitors to enter via the front entrance.

**Signage at front door/counter:**

Phone numbers, office hours and access to other departments.

In order to limit and manager visitors at any one time to building – appointments are recommended. If you have any of the following symptoms, or have been out of the country, please.....(WorkSafe BC signage)

No social gatherings/meetings at this time.

**Signage/Capacity at Elevator:**

No more than 2 occupants in elevator at one time.

**Washrooms, Lunchroom & Mailroom Facilities on Main Floor:**

Doors are to be kept locked at all times – accessible only by staff.

# UA LOCAL 170 COVID-19 Safety Plan

## 2. 2<sup>nd</sup> Floor reception

**Capacity of 2<sup>nd</sup> floor wait area (by chairs): 3**

**Capacity at 2<sup>nd</sup> floor counter: 1**

- Plexiglass Shield (1)
- Stickers on floor appropriately distanced from others and front reception
- Hand Sanitizer Station (and masks) by chairs
- Chairs blocked off to only distance between visitors
- All magazines and brochures removed

## 3. Dispatch

**Capacity at Dispatch: 3**

- Plexiglass Shield (1)
- Stickers on floor appropriately distanced from others and dispatch
- Hand Sanitizer Station (and masks)
- Keyboard and mouse to removed from counter.

## Protocols for Visitors

---

All visitors must report to front reception. Jeanne will keep a log of all visitors – taking names and telephone number and time of entrance and exit.

If visitors require Business Mgr, Agents, 2<sup>nd</sup> floor staff, M/T- Jeanne to call ahead to ensure person is available before allowing entry to rest of building. Members are encouraged to use the telephone, email and online services as most services are available online. Visits to office should only occur when necessary and by appointment.

### **For members paying dues:**

No cash will be accepted – credit/debit only

Receipts will be emailed or mailed – no receipts will be printed at counter.

Credit/debit terminal to be wiped after every use.

## Distancing Protocols for Staff

---

Local 170 has sufficient space to ensure that all staff can maintain physical distancing measures however, we encourage everyone to:

- keep a minimum of 2 metres distance between yourself and your co-workers;
- avoid face to face meetings wherever possible use email or phone to exchange information wherever possible – there is no need to go into your co-workers area for most situations;
- refrain from visiting other offices in the building – use phone or email instead

# UA LOCAL 170

## COVID-19 Safety Plan

### Distancing Protocols for Staff (cont'd)

---

**If you are feeling unwell or have any symptoms of COVID-19 (fever, chills, cough, shortness of breath, sore throat, painful swallowing, or have come into contact with someone who has COVID-19, please stay home, self-isolate and contact 811. Please notify Al Phillips, Jeff Chapman or Faye Nowak.**

### Handwashing Protocols for Staff

---

Handwashing is one of the best things we can do to stop the spread of COVID-19. It is recommended that employees wash their hands frequently throughout the day and at minimum:

- When you arrive to work
- Before lunch/coffee break
- Before you leave to go home

### Cleaning Protocols

---

- Daily cleaning – and disinfecting of all high touch surfaces including: front counters, plexiglass, doorknobs, handles, elevator buttons – during lunch hour and end of the day.
- Wiping of counters first thing in the morning.
- Wiping of surfaces after contact by customers/visitors