

BC Games Society Office Space Plan

Updated November 26, 2020



Premise

- Everyone plays a role in the safety of the office environment.
- If everyone cleans items after use they will be ready for the next person to use. Individuals can also choose to clean items before use.
- Staff and visitors are not to come into the office if they are not feeling well.
- Staff and visitors to wash or sanitize their hands when coming into the office or after coming in contact with public areas or communal items.
- Staff can request to work from home if they are not feeling well (not so sick that they cannot work), do not feel comfortable about the safety of their work environment, or when the work that they are doing can be done (or more easily done) from home.

Workplace Operations

- The entrance door to the office will be propped open during office hours. A table has been placed at the entry for mail and deliveries. Hand sanitizer is available at the entry. Only one “guest” chair will be kept at the office entry.
- Boardroom capacity will be 3 or less people.
- Copyroom/kitchen capacity is 2 people and then only if they are at opposite ends (one by copier and one by kitchen area).
- Staff are expected to eat at their desks or outside of the office and are encouraged to bring meals that are self-contained and to take containers and dishes home for washing.
- Only one person at a time permitted to prepare meals in the kitchen. All surfaces (door handles, counter, microwave, coffee maker, kettle, water dispenser) in the kitchen to be wiped down after use.

Safety Checks

- Effective November 30, 2020 when working in the office, staff must do a self-health check (confirming that they do not have any COVID-19 symptoms, have not been outside of the country, etc.) and confirm this by responding to an email. Based on the response emails from staff, a spreadsheet will be used to track who is in the office on which days and that those working in the office have completed a self-health check.

General

- All staff are expected to wipe down their workspace at least once daily.
- Hand sanitizer and a cloth for cleaning electronic devices have been provided at each staff's workstation for their personal use.
- Paper towels, soap, sanitizer spray, hand sanitizer, electronic device cleaning solution, and cleaning wipes are available in the copyroom/kitchen.
- Snacks or treats for sharing are not to be placed in common areas.
- At this time travel for work is not being done. When the time comes that travel is needed, protocols will be established regarding how travel will be done and how many staff can travel together.

Workstations

All staff have their own workstations. Seven of the nine staff have their own closed-in offices with a door. Two staff share space at the entrance to the office but their desks are more than 6' apart. One of these staff sits closest to the office entrance but is more than 6' away from the entry door.

- The desk located closest to the entry door to the office will be outfitted with a Plexiglas barrier to ensure separation if someone comes into the office and approaches the staff sitting at this desk.
- Staff should not use another person's workstation/computer. If it is necessary to do so; the workstation computer is to be wiped down before and after use.
- The server computer to only be accessed by the Technology Manager and IT Contractor and wiped down before and after use.

Visitors and Deliveries

- Family, friends, and pets of staff are not permitted in the office. Staff should direct friends and family to meet them outside.
- Staff will be encouraged to arrange video conference meetings instead of inviting people to the office.
- Individuals attending meetings in the office will be limited to access to the boardroom and will be asked to sanitize their hands upon entering the office.
- The staff member who has invited an individual to a meeting in the office will send the Office Space Plan Summary document to the visitor in advance of the meeting.
- The name of the visitor to be added to a note in the Shared Calendar on the date they were in the office.
- Refreshments will not be offered to visitors.
- A table has been set-up at the office entry for mail and deliveries. If deliveries need to be signed for the delivery person will be asked to put down the documentation and step back to allow a staff member to sign for the package.

Meetings

- Meetings in the office of 3 people or less can be done in the boardroom.
- Meeting of 3 people or more will be done by video conference.
- Staff discussions or meetings can be done at individual offices/workstations where physical distancing can be maintained – either by the “visitor” standing at the doorway to the office or at least 6’ away from the person in the office or by meeting in the boardroom.

Communal Spaces and Items

The office has one boardroom and a copyroom/kitchen all staff access at various times. These spaces will have capacity restrictions identified at the entrances and cleaning supplies are available in each room. The washrooms are shared by tenants in another office on the floor are cleaned by property manager.

- Copyroom/kitchen capacity is 2 people and then only if they are at opposite ends (one by copier and one by kitchen area). Only one person at a time permitted to prepare meals in the kitchen.
- All items such as pens, staplers, etc. have been removed from the copyroom and boardroom. The exceptions are the shredder, paper cutter, hole punches, and larger stapler.
- Additional office supplies have been purchased to ensure everyone has supplies they can use and keep at their workstations.
- Staff will be provided with the opportunity to take dishes and utensils from the kitchen for their personal use. They will keep these items at their desks and wash them after use. All other dishes/utensils will not be available for use.
- All communal items, including the workstation, table, and chairs in the boardroom, all surfaces in the kitchen (door handles, counter, microwave, coffee maker, kettle, water dispenser), any surfaces on the copier/printer or the polycom speaker phone (including the connection cables), and any common equipment (such as the paper cutter, stapler, etc.) are to be wiped down after use/being touched.
- The workstation, chairs, and table in the boardroom are to be wiped down after use.
- The property manager will add sanitization of common spaces such as the elevator, handrails, door handles, etc. at midday (in addition to current evening cleaning).
- Effective November 20, 2020, staff are required to wear a mask when entering/leaving the office and when in common space within the office, including when in the halls (including when at the doorway of another staff person’s office space), going into the photocopy room, when in the boardroom, etc. Staff with their own closed-in offices can choose to not wear a mask when alone but need to wear a mask if someone comes into their office. Staff without closed-in offices must wear a mask at all times, except when eating. Staff are encouraged to eat in their own offices and those without closed-in offices should consider eating meals in the boardroom.