

COVID-19 Safety Plan for Semaphore Solutions

200 - 844 Courtney St. Victoria, BC V8W 1C4

Effective date: September 14, 2020

Semaphore Solutions is protecting the health of our staff and clients by following all federal and provincial guidance including [BC's Restart Plan](#) and [COVID-19 and returning to safe operation](#).

Semaphore has posted a full copy of our Covid-19 safety plan at our worksite: 200-1844 Courtney St.

Beginning on September 14, 2020, Semaphore offices will open for limited groups of staff who choose to come in, following special protocols including those listed below. **Please note that Semaphore is not accepting client visits, unscheduled deliveries, or visitors or guests at this time.**

Guidance for Staff

Semaphore has created a comprehensive safety plan, which all staff working in the office must read and follow. Plans have been developed in consultation with staff representatives and our JOHSC.

Staff attendance in the office at this time is entirely voluntary. Staff may continue to work at home and follow the working from home policy until the risk of COVID-19 has been mitigated.

Staff may attend the office only if they:

- Feel entirely healthy and have passed the [BC COVID-19 Self-Assessment Tool](#) checklist
- Have requested addition to an in-office cohort
- Have reviewed all safety plan details and agreed to uphold them

Enhanced Safety Protocols

Special policies are now in place to protect the health of those in the office:

- Limited occupancy:
 - Max 9 staff members per day

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- No unscheduled deliveries, in-person client meetings, or guests
- Revised office seating and flow guidance
- Enhanced cleaning measures:
 - guidance on personal hygiene
 - specific instructions for workspace disinfection
 - provision of additional cleaning supplies and services
- Checklists for arrivals and departures to support new protocols
- Kitchen closure for all food and drink use; special guidance on eating and drinking at desks
- PPE provided and required for shared spaces

Changes and Updates

Semaphore understands that as conditions change, we may need to alter or update our plans. We reserve the right to change details of our plans and procedures at any time, and will review with staff and update our online and posted materials accordingly.