

# COVID-19 Safety Plan for Semaphore Solutions

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

Effective date: January 11, 2022

Semaphore Solutions is protecting the health of our staff and clients by following all federal and provincial guidance from the [public health officer](#).

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 re-opened for staff who chose 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
- Are following all guidance from the [public health officer](#) and the [BCCDC](#)
- 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:
  - Posted occupancy limits and conditions
  - No unscheduled deliveries, in-person client meetings, or guests

# COVID-19 Safety Plan for Semaphore Solutions

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

- Revised office seating and flow guidance
- Regular cleaning and hygiene measures:
  - guidance on handwashing and mask wearing
  - specific instructions for sanitizing
  - provision of additional cleaning supplies and services
- Regular servicing of building HVAC
- 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.