

COVID-19 Protocol for the Office

Purpose

This COVID-19 protocol has been created by Purpose Driven Development to outline the policies and procedures that have been put in place to protect Purpose Driven Development employees, office co-shares, guests and others entering the office from the potential transmission of COVID-19.

Responsibilities

This policy applies to all PDD employees, office co-shares, guests and others entering the office. Please follow this safety plan as a condition of visiting our property.

Covid-19

COVID-19 is an illness (disease) caused by a coronavirus. The World Health Organization declared COVID-19 a global pandemic on March 11, 2020.

Symptoms of the disease range from mild to severe and can be fatal. Symptoms can appear up to 14 days after initial exposure and include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

The virus that causes COVID-19 spreads from person to person in several ways, including through droplets when a person speaks, coughs or sneezes, or from touching a contaminated surface before touching the face.

The risk of transmission increases the closer you come to other people, the more people you meet and the length of time you spend with other people.

Therefore, it is critical to control these interactions in the workplace to help reduce the transmission of COVID-19.

Prevention Measures

Health Checks

Please self-screen prior to entering the office. Don't enter the worksite if any of the following are present:

- Fever of 100.4 degrees Fahrenheit (38.0 degrees C) or higher or report feeling feverish
- Undergoing evaluation for SARS-CoV-2 infection (such as pending viral test)
- Diagnosis of SARS-CoV-2 infection in the prior 10 days
- Close contact to someone with SARS-CoV-2 infection during the prior 14 days

Masks

Masks are one of many layers of protection we use to help prevent the spread of COVID-19.

When visiting the office, please wear a mask in all common areas such as hallways, stairways, bathrooms, kitchens, printer rooms and when entering and exiting the office.

Make sure your mask covers the mouth and nose and goes under the chin and fits tightly with no gaps (consider adjustable masks).

For more information on masks, please see [BCCDC Masks](#).

Physical Distancing

Physical distancing means limiting close contact with others.

When in the office, keep 2 meters (6 feet) away from each other. Greet people with a wave instead of a handshake or hug.

Hand Washing

Hand washing is one of the best ways to prevent the spread of COVID-19. Frequent hand washing helps prevent the transfer of infectious material from the hands to the eyes, nose, and mouth, or to other surfaces that are touched.

Please see [Hand Hygiene Poster](#) for more information on how to wash your hands.

Hand Sanitizer

If you are using alcohol-based hand rub, ensure your hands are not visibly soiled, apply about a loonie-sized amount of sanitizer and rub all surfaces of your hands until completely dry, about 20 seconds.

Cough and Sneeze Etiquette

Cough and sneeze etiquette is a combination of prevention measures that minimize the transmission of diseases via droplet routes. When coughing or sneezing, employees are expected to:

- Turn away from others and cover mouth and nose using a bent elbow or tissue
- Promptly dispose of used tissue in a waste container
- Wash hands with soap and water for a minimum of 20 seconds

Cleanliness

The cleaners will clean all commonly touched surfaces once a week.

Employees must:

- Frequently disinfect personal items at the workstation. This includes cell phone, keyboard, mouse, or other personal items
- Disinfect commonly touched surfaces and objects after-use or handling common surfaces with a paper towel or wipe.

Questions or Concerns

If you have health questions, you can call HealthLink BC at 8-1-1 toll-free in B.C., or if you are deaf and hard of hearing, call 7-1-1 or contact us through Video Relay Services (VRS). Give VRS the number 604-215-5101 to call them. Translation services are available in more than 130 languages. If you have non-health related questions about topics such as child care, travel or business call Service BC at 1-888-268-4319.