



Building a Brighter Future for Foster Kids

First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible.

- Operating hours: 9AM - 5 PM Monday to Friday
- Employee work hours: Employee work schedules have changed, staff will be working out of the office 50% of their time. Staff are to add their name to the office schedule in Google Calendar Schedule
- Office occupancy limit: No more than 18 Staff can be in the building at one time. No limit on number of participants in the building. This is in conjunction with the vaccination policy.
- Entering and Exiting the building: All staff and visitors will enter and exit through the front door (20th Street) to help in monitoring the flow. Staff will only use the back door to go upstairs
- Office occupancy limit: No more than 1 employee in each office, except for bigger offices (i.e. Office 2, 5, and 9).
 - All 1-1 meetings with participants should be held in the Flex Space, Main Boardroom, Resources Room, Upstairs Boardroom, Workshop Space or in the larger offices.
- All meeting spaces are clearly defined by the Maximum Occupancy Sign posted in each space, as well as the number of chairs and orange tape on the floor
- Staff are required to wear face masks outside of their office (i.e. hallway, photocopy room, 1-1 meeting)
- Maintain physical distance: Employees must be at least 6 feet apart from co-workers and participants. All areas in meeting spaces are clearly marked with orange tape.

Second level protection (engineering barriers and partitions)

- Reception: Plexiglas has been installed around the reception desk. Staff and participants are required to stand behind the orange line marked on the floor.
- Flex desk/work station: Plexiglas barrier has been installed at the flex desk. Staff and participants are to stay behind the Plexiglas and within the orange squares



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Third level protection (administrative): Rules and guidelines

For employees:

- Stay home if you feel unwell or show symptoms of COVID-19:
 - Fever
 - Cough
 - Shortness of breath
- Maintain at least 6 feet distance from co-workers and participants. All staff are required to wear facemask in the common area of the building.
- Practice good hygiene and wash your hands frequently. Use hand sanitizer in between hand washing.
- Building is cleaned 2 times a day. Once by the cleaners in the evening and once at 1 pm by staff. (See cleaning checklist) Staff will disinfect the high touch points including doorknobs inside and out, light switches, alarm keypad, doorbell, bathroom, photocopier keypad, table in photocopy room, sign in pens, Plexiglas barriers.
- Change gloves frequently to avoid cross contamination.

For participants:

- Hot meal will be provide on Wednesdays between the hours of 3PM-5PM
- Sanitize hands upon entry. Hand sanitizer units are available upon entry to the office and there are other hand sanitizers throughout the office
- Masks and gloves are available at the main entrance to use
- Signs and floor markers are located throughout the office to remind participants to maintain physical distancing.



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Fourth level protection: Using masks

- All employees are required to wear a mask while on shift.

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- Aunt Leah's Place has an external contractor to clean and disinfect the office 6 days a week after hours, including sanitizing high touch areas
- We have a sanitizing schedule for high touch areas in the office at 1PM

Additional information

- Occupancy limits are set for Main Boardroom at 3 people, the Upstairs Boardroom at 2 people, the Kitchen at 2 people and Workshop Space at 3 people.
- Soap, disinfectant, and single use paper towels are readily available for staff to use.

BE KIND, BE CALM, BE SAFE!