

## **MAIN OFFICE, TRUCK USAGE, WORKSHOP and MISCELLANEOUS**

- Paul, Sharon and Lori will continue to work from home
- Starting the week of July 6<sup>th</sup>, Amanda will be in the office 2 days per week\* (Tuesday/Thursday)
- Mark will return on July 2<sup>nd</sup> at 100%

**The following procedures will be in place to ensure physical distancing is maintained**

### **Main Office**

To allow Amanda the ability to easily communicate with individuals, the door to the Main Office will remain open, however, individuals will not be able to enter the office area.

**Keys** - We will be making every attempt to limit number of keys being passed back and forth. For example, if you've forgotten your keys at home you will need to return home to obtain your keys.

**Meeting Rooms** - Meeting rooms will be unavailable for bookings.

**Shipments (outgoing)** - Amanda will continue to help with your shipment needs. As it will be difficult to physical distance, we are requesting shipments be 1) kept with the sender, or 2) dropped off outside the main office door for courier pick up. While we can't predict each scenario, rest assured Amanda will work with you to ensure your package is shipped.

**Deliveries** - If deliveries arrive during Amanda's scheduled days in the office she will ask the courier to place item outside of the main office door. As always, she will contact you to let you know your parcel has arrived.

**Copier Room** - Please note that Amanda will not be able to photocopy/scan your documents for you. If you need to copy/scan, the following procedures will be in place:

- The door to the photocopy room will remain closed and the communal microwave will be off-limits.
- Only one person will be allowed to enter the copy room.
- Once Amanda unlocks the door, and steps 2 metres away, she will indicate when you can enter.
- Once you leave the space Amanda will lock the door and wipe down the copier and table.

**Stationery supplies** - anyone needing supplies is asked to call/email Amanda; Amanda will gather your items and make arrangements for you to pickup.

**Campus Mail** - Procedure TBD

## **Truck**

At this time, Mark will be the only person operating the truck (single occupancy). If you need to move your gear, individuals can load their gear in the bed of the truck and Mark will drive to the destination. The user must meet Mark at the location and unload their own gear. We will not charge for Mark's time to transport your gear\*\*. Standard truck charge-out rates will still apply.

Please note Mark's hours are 9am-5pm. If you need assistance before/after Mark's regularly scheduled time, it will be left to Mark's discretion whether he can accommodate your request. In this case, our charge-out rate for Mark's time will apply.

Please contact Mark well in advance if you require his help.

## **Workshop**

### **Inner shop (Mark's office/workshop area)**

To practice social distancing, a maximum of 3 people will be allowed in this area at any one time (i.e., using equipment or meeting with Mark). Anyone needing to visit Mark to discuss a project is asked to contact him in advance to set up a mutually convenient time and location.

We recognize some equipment is used/shared by several groups, therefore, we are requesting that people wash their hands (sink/soap in inner shop) before using any of this equipment.

The borrowing of shop items is being discouraged. If it is absolutely necessary, Mark will provide you with cleaner before an item is handed back to him.

### **Outer workshop (mobilization area)**

It is required that members practice physical distancing if they use the this area.

## **Miscellaneous**

**Stairwells** - Because stairwells do not allow appropriate physical distancing, signage will placed on all stairwell entry points. Except in the case of an emergency, the **central** stairwell will direct people upstairs, while the **north and south** stairwells will direct people downstairs.

**Elevators** - Signage will indicate only one occupant at a time.

**Washrooms** - Due to the location of our washrooms, people are not to wait in the small hallway area outside the washrooms. Signage will be posted instructing people to wait in the main hallway area.

---

\* *This schedule could change but we will do our best to keep you notified well in advance.*

\*\* *Unless Mark would have provided this same service in the past. We will continually reassess based on usage and demand.*