COVID-19 PROTOCOL FOR 8560 CAMPEAU DRIVE
AS OF JUNE 1ST, 2020

Local 93 is planning on reopening the offices located at 8560 Campeau Drive on **Monday, June 1st, 2020**. As you can imagine, this will be a learning curve for everyone, so please be patient as these rules may be amended from time to time. A key takeaway is to exercise common sense.

1. If you are experiencing flu-like symptoms, have a temperature or have recently come into contact with an individual suspected of having COVID-19, **do not come into the office**. Coming in to the office while you may be infected is serious and puts everyone at risk. If you have an appointment, please call to reschedule.
2. Practice increased hand washing and hand sanitizing. This includes before and after touching communal equipment (i.e., door handles, debit machine), after using the washroom, and after coughing or sneezing.
3. Practice social distancing by maintaining a six-foot distance between you and anyone in the building. This means that you should not be congregating in the lobby or in any facilities if you do not have a reason to do so.
4. There is a limit of 5 people in the lobby at once. If you enter and see that there are already 5, please return outside until one person has left. This includes visitors to Local 2041.
5. Pay attention to the signs posted on doors and walls and take note of distancing aids on floor. There are clearly outlined processes in place. Please take the time to learn and follow them.
6. Currently, access to the building by members is limited to the front lobby. We will update you on other openings as they occur.
7. If you have a meeting scheduled with a Business Representative or a member of staff, please arrive on time. If you are going to be late by more than 15 minutes, please call and let us know. If you are early, please wait in your vehicle until the meeting start time.
8. Masks will not be mandatory, but if you feel more comfortable wearing one, please do.

Please view the Workers Health & Safety Centre COVID-19 resources on their website here.