



## **BCFSC Safety Protocols - Clients and Visitors**

### Procedure for Visitor Attendance

In cases where visitor attendance at the office can be accommodated, the following will apply:

- Meetings are to be restricted to the (Main Boardroom) and must respect the room capacity restrictions.
- Meetings in these boardrooms must be scheduled in advance with Reception.
- Visitors will be instructed to wear a mask, use hand sanitizer provided at reception, to bring their own beverage, and to confirm on the day they attend the office but before they arrive that they are symptom-free and not under quarantine.
- When arriving, visitors will check in with Reception, will be asked to use the available hand sanitizer and to confirm they are symptom free. Signage will be placed at reception asking clients and visitors to self-identify if they have symptoms.
- Should a client or visitor have COVID-19 symptoms or self-identify as being positive for COVID-19, alternate arrangements will be made by BCFSC staff member hosting the visitor or guest and the client or visitor will be asked to leave our offices. Alcohol based hand rub, masks and tissues will be available at reception so that clients or visitors who self-identify can perform hand hygiene and don a mask prior to leaving.
- Visitors will be ushered into the meeting room and will not wait in the reception area.
- Visitors will be advised of the seating arrangements permitted in the meeting room.
- Non-essential communal items will be removed from meeting rooms.
- Beverage and food service will not be provided.
- Meeting rooms will be equipped with garbage disposal and recycling containers.