

GENERAL OFFICE COURTESIES

Please be considerate of your fellow employees and remember the following courtesies while on-site at SSA:

- Continue to adhere to physical (social) distancing guidelines.
- Wash or sanitize your hands upon entering and exiting the building.
- Wipe down all surfaces you touch during your time here and before leaving with disinfectant spray and cloths provided.
- Restrict your movement and where possible, remain in your office.
- Do not attend the office for at least 10 days if you are ill, showing any symptoms of illness or have been in contact with someone who has fallen ill. See attached: WATCH FOR SYMPTOMS
- Do not congregate in stair wells, rooms, hallways, offices or public areas at the present time. If you wish to meet, we encourage staff to do so outside, while maintaining an appropriate physical distance of 2 metres (6 feet) from one another.
- Follow all directional signs and enter/exit processes, if applicable.
- The kitchens are currently for food and beverage preparation only. Please bring your own utensils and eat in your office or outside, etc.
- Any use of boardrooms is for staff only and for those that have office space in that building. Staff must adhere to the boardroom COVID-19 Protocols posted.
- Your health and safety are our main priority

WATCH FOR SYMPTOMS OF COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms.

For all Visit:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

