

# COVID-19 PROTOCOL – MV OFFICE AREA HYGIENE

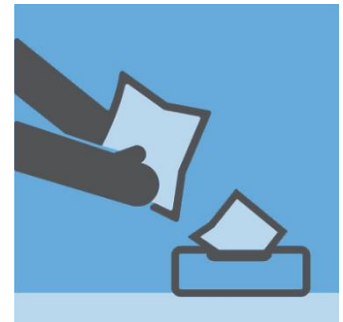
**Your health and safety is our priority.**

In an effort to help staff minimize the potential spread of COVID-19, the following protocol has been established to provide guidance to maintaining proper hygiene in office environments and how to sanitize surfaces in personal or shared Metro Vancouver office areas.

## Step 1: Make office hygiene supplies available in the workplace

Basic office hygiene supplies include:

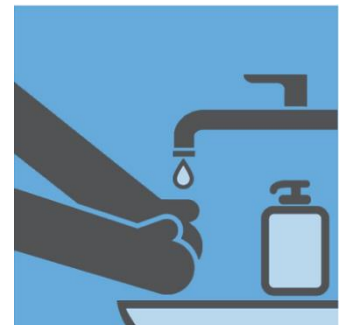
- ✓ Facial tissues
- ✓ Hand soap or hand sanitizer
- ✓ Trash cans
- ✓ Disinfectant solution and paper towels or wipes



## Step 2: Practice Good Personal Hygiene Etiquette

Reinforce the importance of basic hygiene principles, including:

- ✓ Wash your hands frequently and thoroughly
- ✓ Cover your face when coughing or sneezing
- ✓ Monitor your personal health and stay home when sick
- ✓ If sick with COVID-19 symptoms, call 8-1-1 and inform your supervisor immediately

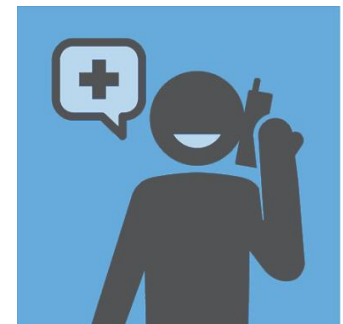


## Step 3: Enhance Sanitizing of High-Touch Surfaces

In addition to enhanced housekeeping by cleaning staff, take time to keep your workstation clean, including remote workspace at home.

Use a disposable sanitizing wipe\* or paper towel with sanitizer spray\* to wipe the following surfaces in your workspace at least once daily:

- ✓ Phones (including cell phones)
- ✓ computer monitors, keyboard, and mouse
- ✓ desk surfaces
- ✓ furniture handles, including file cabinets
- ✓ shared office equipment (such as printer displays, etc.)



\* Link to a list of approved disinfectants against coronavirus/COVID-19 for use in Canada: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#wb-auto-5>