

INTRODUCTION



MYRA AND COVID-19 SAFETY GUIDELINES

In accordance with guidance from WorkSafeBC and our Provincial Health Officer, MYRA has established new guidelines for working more safely with respect to COVID-19. **THIS DOCUMENT IS A PUBLIC-FACING EXTRACT OF MYRA'S DETAILED COVID-19 SAFETY PLAN, SPECIFICALLY INTENDED FOR ANYONE WHO MAY BE ARRIVING AT A MYRA LOCATION FOR THE FIRST TIME.**

ARRIVAL CONDITIONS



WHEN, OR WHEN NOT, TO ARRIVE AT A MYRA LOCATION

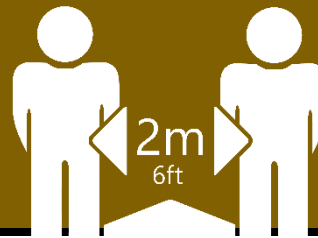
MYRA provides federally and provincially recognized essential services, and you may therefore have sufficient requirement to attend a MYRA location in-person. However, all MYRA workers are enabled for remote working and can be contacted via telephone, email, teleconference and videoconference. Please consider using remote working approaches instead of in-person attendance, where feasible. Similarly, whenever possible, please attend MYRA singly, avoiding group visits. **ALL ATTENDANCE TO MYRA LOCATIONS MUST BE SCHEDULED IN ADVANCE WITH A MYRA WORKER. MYRA WORKERS MUST NOTIFY THE INTERNAL SUPPORT MANAGER OF IN-PERSON ATTENDANCE AT OUR LOCATIONS.**

If you intend to arrive at MYRA, please first confirm you are not subject to any of the following conditions, and reschedule your appointment if you are:

- > *Coughing or sneezing for any reason whatsoever*
- > *At a body temperature over 37.5 degrees Celcius before you depart to attend MYRA*
- > ***Displaying any symptoms of COVID-19 per www.bccdc.ca. (Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache)***
- > *Anyone who has had symptoms of COVID-19 in the last 10 days.*
- > ***Anyone directed by Public Health to self-isolate.***
- > ***Anyone who has arrived from outside of Canada, or who has had contact with a confirmed COVID-19 case, in the last 14 days.***



SEPARATION AND OCCUPANCY



HOW MANY INDIVIDUALS MAY BE WHERE

MYRA MAINTAINS 2M SEPARATIONS FOR ALL INDIVIDUALS AT ALL TIMES. MYRA locations have been rearranged to maintain these separations. As a visitor, you are most likely to be accommodated in our Foyer, our Boardroom, our 488D Meeting Room, our Loading Bay, and our one-way corridor system.

- > **The Foyer is rated for 4 individuals, as is our Boardroom, while the 488D Meeting Room has a limit of 3. The Loading Bay is rated for only 2 individuals.** Our main corridor system has a clearly-signed one-way system to help prevent 'collisions' between individuals that might lead to <2m separations. All washrooms at MYRA are now single-occupancy, with a Free/Busy sign to help avoid collisions.
- > **The total maximum occupancy of the MYRA 488A location is 40, and for the 488D location is 12.** A MYRA worker will confirm with the Internal Support Manager that your arrival will not exceed the maximum occupancy for the location.
- > **All common surfaces and objects (e.g. Foyer desk, boardroom table, countertops by the handwashing station, meeting room keyboards, mice, video displays) are sanitized daily for your protection.** Please wash or sanitize your hands before and after touching common objects or surfaces.



DELIVERIES AND SIMPLE VISITS



MINIMUM EXPOSURE APPROACHES

Most MYRA shipping and receiving has been redirected to the workers who are individually responsible for handling the materials, and will not arrive or depart from MYRA locations. **HOWEVER, SOME MYRA DELIVERIES MAY STILL OCCUR.**

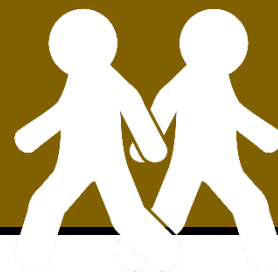
Delivery outside the Loading Bay roller doors at 488A Bay St (facing northwest and accessible from the upper parking lot, inside the parking lot security gates) is recommended in most cases, but is not suitable for unattended drop-offs – a **MYRA WORKER MUST BE SCHEDULED TO HANDLE THE MATERIAL.**

Heavy or large equipment may require bringing into the MYRA premises, this will be into the Loading Bay via the roller doors at 488A Bay St, noting that the **Loading Bay's variably-occupied space has a standing occupancy limit of 2.**

Small, lightweight drop-offs, unattended drop-offs and the simplest visits may be conducted entirely within the MYRA Foyer (a glass door facing west, beneath the main MYRA sign, and accessible via two small flights of stairs from the lower parking lot), exiting back through the Foyer entrance without entering the main MYRA airspace. **The occupancy limit of the Foyer is 4.** The Foyer has a telephone, but no other audio-visual equipment, meeting aids, etc.



ARRIVAL/DEPARTURE PROCEDURE



ALL STAFF, AND IN-OFFICE VISITORS

ONCE YOUR ONSITE PRESENCE HAS BEEN SCHEDULED, AND YOU HAVE CHECKED THE FOREGOING CONDITIONS PRIOR TO YOUR ARRIVAL, YOU MAY ENTER A MYRA LOCATION.

To begin with, you must be re-screened for a possible fever. After entering the Foyer, there is a touchless infrared forehead thermometer. Use one of the provided tissues to pick up the thermometer, hold it within 5cm of the centre of your forehead, and hold the trigger button until the unit beeps. **It will alarm if your temperature is 37.6 degrees Celcius or over.** Otherwise, it will display your current body temperature for reference. Replace the thermometer and **DISPOSE OF THE TISSUE IN THE WASTE BUCKET PROVIDED.**

IF YOU HAVE A HIGH TEMPERATURE, PLEASE LEAVE THE MYRA LOCATION IMMEDIATELY, BACK THROUGH THE FOYER DOOR, AND NOTIFY YOUR MYRA CONTACT OR MYRA INTERNAL SUPPORT MANAGER THAT YOU MAY HAVE A FEVER AND THE FOYER REQUIRES DISINFECTION.

If your temperature is within limits, please sanitize your hands with the provided alcohol-based sanitizer and notify your host that you have arrived – using the telephone provided in the Foyer, if required. **Please sign into our arrivals log in the Foyer so that if anyone at this location develops COVID-19 we can contact you, or vice-versa.**

A MYRA worker will then guide you to our handwashing station to wash your hands thoroughly, and then to your meeting location. *MYRA now prefers bowing as a salutation over handshaking, which is to be avoided.*

Please abide the 2m separations at all times and follow any directions from your host. If you must cough or sneeze, please do so into a tissue (provided in all meeting rooms) or into your elbow or clothing. Hand sanitizer is also provided in all meeting rooms.

We apologize, but in accordance with the latest WorkSafeBC recommendations, MYRA will not be providing typical refreshments for in-office meetings, and *we ask that you do not bring any with you.* Our washrooms are still available if required, on a single-occupancy basis.

If you notice any issues that you suspect may represent a risk to your well-being, please notify your host (or the Internal Support Manager) immediately.

On departure, you will be guided through the one-way corridor system to our exit door. **PLEASE SIGN OUT IN OUR DEPARTURES LOG JUST BEFORE YOU LEAVE. ALCOHOL SANITIZER IS PROVIDED FOR BEFORE AND AFTER HANDLING THE LOG.**



AFTER YOUR VISIT



ALL STAFF, AND IN-OFFICE VISITORS

IF YOU DEVELOP A CONFIRMED CASE OF COVID-19 WITHIN 14 DAYS OF VISITING MYRA, PLEASE CONTACT YOUR HOST OR THE INTERNAL SUPPORT MANAGER SO THAT WE CAN REVIEW OUR LOGS AND TAKE APPROPRIATE SAFETY MEASURES.

MYRA WILL, SIMILARLY, CONTACT YOU VIA THE DETAILS YOU LEFT IN THE LOGS IF ANY OTHER MYRA WORKERS DEVELOP COVID-19 WITHIN 14 DAYS.

