



# **COVID-19 Pandemic Building Access Rules**

**(last updated October 2020)**

## **Introduction**

The following building access rules are designed to promote public health and safety during the COVID-19 global pandemic, for everyone who accesses the CommunityWise building, including staff, volunteers, contractors and visitors.

Your cooperation with these guidelines are a vital part of helping to keep our community safe and healthy, and is greatly appreciated. Any questions or concerns you have with these rules should be directed to [info@communitywise.net](mailto:info@communitywise.net).

## **Building Access Prohibition**

Even with the new rules outlined in this document, it is important that you stay home if:

- You are sick;
- You have been in close contact with someone who has COVID-19 symptoms;
- You have travelled outside of Canada within the last 14 days;
- You have been diagnosed with COVID-19 within the last 14 days, or still have symptoms;
- You have been in contact with someone who has received a COVID-19 diagnosis within the last 14 days.

**Anyone who is experiencing cold-like symptoms such as cough, fever, runny nose, nasal congestion, sore throat or shortness of breath MUST NOT be in the building.**

## **CommunityWise Admin Office**

Due to the small size of the CommunityWise admin office and the difficulty of maintaining proper physical distancing among our own staff, our office is currently closed. CommunityWise staff will

still be on-site occasionally but we are unable to offer the drop-in support you have come to expect prior to the pandemic. Please know that we are working hard from home to maintain CommunityWise services to the best of our ability and we're still available for (and welcome!) you to contact us about your questions, concerns, and any other member issues that arise during this time.

You can contact us at [info@communitywise.net](mailto:info@communitywise.net) at any time. We are also checking our phone messages on a weekday daily basis, so you can leave a message at 403-261-9660, and someone will return your call as soon as possible.

## **Masks**

Everyone who enters the CommunityWise building must be wearing a mask or similar face covering which covers the mouth, nose and chin, and forms a barrier to limit the transmission of infectious respiratory droplets.

Masks must be worn in all common and shared areas of the building including the front foyer, by the mail boxes, kitchens, hallways and stairwells. While wearing a mask in your offices is not mandatory, it is highly recommended whenever it is difficult to maintain the appropriate physical distancing of a minimum of 6 feet or 2 metres between people.

If someone arrives without a mask, CommunityWise has masks available in the foyer. These are in limited supply. It is greatly encouraged that people bring their own and if needed only take one of the masks available in the foyer, for use while inside the building. These masks are single use, and must be put into the garbage when the wearer is done using it.

These guidelines apply to everyone who accesses the building, and members are responsible for ensuring that their staff, volunteers and consultants/contractors wear a mask or face covering when they are inside the building.

For more information about the mask bylaw which prompted the creation of this rule at CommunityWise, check out the [City of Calgary's information page](#).

## **General Building Protocols**

The following updated building protocols are currently in place for **all building users**. We ask for your cooperation in following these as part of our collective commitment to public health:

- CommunityWise strongly recommends that members only use the building for work that isn't possible to do outside of the building and that doesn't involve individuals outside of your organization's staff, volunteers, or consultants/contractors visiting the building.

- Exceptions *may* be made for those members who provide one-on-one counselling, one-on-one peer support, or one-on-one case management services
- Members are responsible for communicating all necessary information in this document to all their staff, directors, volunteers, contractors and visitors who enter the building
- Please contact us at [info@communitywise.net](mailto:info@communitywise.net) if you need help ensuring that mandatory public health protocols are in place for your organization
- Always practice physical distancing when in the building (6 feet/2 meters apart), including in individual member offices, when using hallways, and when entering and leaving the building. Wearing a mask is highly recommended when physical distancing isn't possible.
- Wash your hands often with soap and water or alcohol-based hand sanitizer and avoid touching your eyes, nose, or mouth.
- Members are expected to adhere to any and all posted capacity limits within the building, for both shared common spaces and individual offices.

### **Physical Distancing**

There are a number of considerations that make COVID-19 precautions a particular challenge in an older building like CommunityWise, including the narrow hallways and other tight spaces that limit ability for physical distancing, as well as having a radiator heating system that does not rely on air circulation in the way more modern heating systems do.

In addition to physical building characteristics, the vastly multi-purpose nature of CommunityWise; the large number of members we serve; and the high degree of autonomy typically afforded to member activities and use of the building all present unique challenges for our implementation and enforcement of the mandatory public health protocols required by municipal and provincial law.

**As a result, the building will remain closed to common rooms bookings and to access by the public** until such a time when we can ensure a more adequate level of risk management and community safety. This restriction includes the common room, boardroom, dance studio, and any other meeting space that is ordinarily reserved through CommunityWise.

### **Additional Cleaning**

CommunityWise continues to focus on disinfecting high touch surfaces including the front door, light switches, toilet handles, faucets and taps, surface counters, photocopier pad, and handrails. Members are also highly encouraged to utilize additional cleaning and disinfecting practices in their own offices. If you require disinfectant or Personal Protective Equipment (PPE) supplies such as masks or gloves, please reach out to us.

## **Contact Tracing**

While we are committed to taking all possible precautions against the spread of COVID-19 at CommunityWise, and ask that others do the same, it is still possible that someone who has an active or asymptomatic case of COVID-19 could visit the building while they are contagious.

In an effort to ensure that public health workers will be able to contact anyone who may have been exposed to COVID-19 while at CommunityWise, member organizations are strongly encouraged to keep a record of the contact information, dates and times that anyone from their organization visits the building.

The collection of any personal information for contact tracing purposes is voluntary and members are responsible for making sure that any information they collect is stored in a secure and confidential manner, and that they collect no more information than what is necessary to contact someone if they have been exposed to COVID-19 while in the building.

## **Moving Forward Together**

CommunityWise is committed to timely communication with you about what you need to know about visiting the building and will do everything we can to make CommunityWise a safe and healthy environment for everyone. This also means up to and including closing the building for cleaning and disinfecting, if it becomes necessary.

We continue to evaluate the COVID-19 situation, stay informed about Alberta's relaunch strategy, and prioritize public health and the safety of our community.

These rules may change as public health guidelines and current circumstances change and adjust to new information about COVID-19. Please make sure that you have provided CommunityWise with up-to-date contact information for your organization, so we can reach out to you as circumstances progress and we update our building access rules related to the pandemic.

If you need to update your contact information, or have any questions or concerns, please contact us at [info@communitywise.net](mailto:info@communitywise.net). You can also leave a message for the staff collective at 403-261-9660, and someone will return your call as soon as possible.