

GENERAL BEST PRACTICES PROTOCOL

General Best Practices for All Staff

1. Follow all suggested handwashing, hygiene and public health protocols and advisories at all times
2. Ensure customer facing Team members have sanitizer, wipes, Kleenex, etc. and are following proper procedures (wiping down work surfaces, equipment, debit machines after use, don't share pens, etc. – follow best practices)
3. Limit meetings and gatherings and use technology whenever possible. Meetings of over 5 people are strongly discouraged.
4. Follow new building cleaning protocols
5. For work in units, if resident is ill or on self-quarantine we will not enter unless it is an emergency, in which case Team members are to use protective equipment (mask/gloves) to be used and disposed of after use. We shall always follow clear directive from the local Public Health Authorities.
6. Make sure washrooms are stocked at all times
7. Ensure all required signage is posted
8. Ensure all ventilation systems are working properly
9. Be prepared to work from home if your role permits and ensure you have adequate office equipment and personal supplies for your home
10. Maintain good health by ensuring you get adequate rest and have a healthy diet and proper exercise
11. Managers should monitor local health unit updates and advise senior management of any updates

