

# BAYTEX RELAUNCH - RECEPTION

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## Guidelines:

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### Distancing Measures –

#### Staff/Staff contact:

- Staff members are to maintain 2m (6ft) distancing from one another at all times
- Only 1 staff member to be in reception area at a time when possible
- Where maintaining 2m (6ft) distancing is not possible, masks are to be worn by all staff members in close proximity

#### Staff/Public contact:

- “Sneeze guard” plexiglass partitions installed on front counter to act as barrier to separate staff from patrons
- Stanchions will be utilized to indicate where patrons must stand to comply with social distancing when lining up at front desk
- Patron flow in and out of facility will be managed through “IN” and “OUT” specified doors & stanchion guidance
- Staff meeting with a member of the public should do so at the meeting table in the communal office area, rather than in individual offices
- Always avoid any physical contact with members of the public (i.e. handshakes, high fives etc.)
- Staff must wear gloves when completing a cash transaction
- Where possible prop open doors to avoid high contact zones (ie. Stairwells and hallways)

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### Cleaning – Using EP50 disinfectant spray, disinfectant wipes, or a combination of the two

- Prior to opening the reception area for the day sanitize the front counter surfaces, debit machine, computer workstations, and door handles
- Sanitize front counter surfaces and door handles hourly
- Sanitize the debit machine after every use
- Frequently clean and disinfect high-touch/shared surfaces such as; light switches, phones, keyboards, stapler etc.
- Sanitize surfaces, computer workstations, meeting room after every meeting and at end of each shift

## COVID-19 INFORMATION

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### Screening for Symptoms -

- Emphasize that anyone who is sick with cold-like symptoms such as cough, fever, runny nose, sore throat or shortness of breath, MUST NOT be in the workplace
- Post notices to inform patrons that if they have/present symptoms they should not be allowed in the facility and should return home
- Contractors working within the facility must complete and sign a COVID screening and sign in/out form

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### Personal Protective Equipment (PPE) –

- “Sneeze guard” barrier in place at front desk to ensure safety of reception staff and patrons
- Masks are available to staff and should be worn when a spacing distance of 2m (6ft) cannot be maintained
- Gloves are to be worn when handling cash
- Proper removal and disposal of gloves and masks must be followed at all times (discard masks and gloves in lined garbage immediately upon removal, do not reuse)

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### Responsibilities

- All staff are responsible for maintaining proper hygiene with frequent and thorough hand washing and use of hand sanitizer
- Everyone is to self monitor for COVID symptoms, no one is to be in the workplace if presenting symptoms or feeling unwell – no exceptions
- If you are unwell and experiencing COVID symptoms: Follow the Town of Peace River Sick Leave Policy for reporting to your Supervisor: “Employees who are unable to attend work due to an illness, injury or disability shall notify their immediate Supervisor as far in advance as possible and within the first 30 minutes the commencement of their scheduled shift at the latest.”
- Supervisors will report staff absences due to illness to Leanne Cottrell, HR Coordinator [lcottrell@peaceriver.ca](mailto:lcottrell@peaceriver.ca), on the day of the absence. HR will be tracking staff absences for the duration of the pandemic

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