

# Procedures and Guidelines for Visiting the Divert NS Office during the COVID-19 Pandemic



Across Canada, extraordinary steps are being taken to prevent the spread of COVID-19. Divert NS has a plan in place to protect the health of our employees and office visitors, and to reduce the risk of COVID-19 exposure at our workplace.

Our building managers have rules in place for visitors. When entering 35 Commercial Street, Truro, please follow their rules as described on their signage.

The Divert NS office is open regular business hours: Monday to Friday from 8:30 a.m. to 4:30 p.m. Staff are rotating working in the office and remotely. Please schedule meetings with Divert NS staff in advance.

When you arrive on the 4<sup>th</sup> floor, **use the hand sanitizer** located on the wall to the left of the Divert NS entrance.

## If you are dropping off mail or packages:

- Place deliveries in the labelled box outside the Divert NS entrance.
- If you require a signature, press the doorbell on the wall to the right of the Divert NS entrance and wait for a staff member to let you into our office.

## If you are visiting the Divert NS office for a scheduled meeting:

- Press the doorbell on the wall to the right of the Divert NS entrance and wait for a staff member to let you into our office.
- Before entering, visitors must answer:
  - Have you travelled outside the Atlantic provinces in the last 14 days?
  - Do you have any of the COVID-19 symptoms, as per NS Public Health?

**Note:** If a visitor answers “yes” to either question, they will not be allowed to enter the Divert NS office.
- A Divert NS staff member will record your name and the date and time of your visit in the registration book at the reception desk.
- Visitors are required to follow physical distancing guidelines of 2 metres (6 feet) within the Divert NS office.
- Masks must be worn when in meeting rooms until you are seated. Masks can be removed while seated.
- When leaving the Divert NS office, please use the hand sanitizer at the reception desk.

Thank you for your cooperation to slow the spread of COVID-19 and help keep everyone safe.

*Note: The situation surrounding the COVID-19 pandemic is fluid and it is expected there will be changes to procedures over time. We ask that visitors remain flexible as we adapt to new requirements to keep us all safe.*