



**2<sup>ND</sup> EDITION COWORKING**  
***COMMUNICABLE***  
***DISEASE PREVENTION***

**CREATED JULY 2021**



## INTRODUCTION

As COVID-19 vaccinations have become widely available to British Columbians, the overall risk of COVID-19 transmission and serious consequences has diminished. Despite this, the virus will still circulate like other communicable disease. This plan outlines the steps in place at 2<sup>nd</sup> Edition Coworking to reduce the risk of communicable disease within our coworking space.

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from person to person. Examples of communicable diseases that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza.

## SYMPTOMS & SELF-ASSESSMENT TOOL

It is critical that if you have any symptoms of COVID-19 or even mild symptoms, you should stay home to avoid spreading illness to others.

Below is a list of symptoms and guidelines:

- Anyone with symptoms of COVID-19 including fever or chills, cough, loss of sense of smell or taste, and trouble breathing should stay home and look into [getting tested](#)
- Anyone under the direction of the PHO to self-isolate must follow those instructions.
- Anyone that has arrived from outside Canada, or who has been in contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.
- Call 8-1-1 for guidance in symptoms, testing and self isolation
- If you develop even mild symptoms while at your workplace, separate yourself from others and go home, avoiding use of public transit (e.g. buses, train, taxi) if possible. Contact your local Public Health Authority and follow their advice. A doctor's note will not be required if you are sick.

If you develops symptoms, [this resource](#) can be used to help determine if you need further assessment or testing for COVID-19.



## DAY-TO-DAY PROCEDURE FOR 2ND EDITION COWORKING

- **Entering the building**
  - Individuals will have to sign in and sanitize their hands when entering the coworking space.
- **Sanitization**
  - **Entire coworking space** – Professionally cleaned every weekend.
  - **Common spaces** – All touch points within the kitchen area and bathrooms are sprayed with sanitizer after each use by the user.
  - **Cleaning products** - We use disinfectants that meet local government guidance.
- **Increased ventilation**
  - **HVAC systems** – The HVAC system will operate for extended schedules with fan permanently on.
  - **Open Windows** – Windows will be open when weather permits to increase fresh air flow through the coworking space.
- **Reduced Hot Desk Capacity**
  - 2<sup>nd</sup> Edition will run at a reduced hot desk capacity over the summer when we see an increase in daily drop in users to limit close contacts within the space.
- **Behavioral signage**
  - **Hand washing** – Steps to effectively wash your hands are posted in both washrooms and in the kitchen area.
  - **Buffer seating** – Signage will indicate available seating for members, to provide buffer space between individuals.
- **Additional Safety Measures**
  - **Reporting a COVID-19 Case** – If you or an employee has a confirmed case of COVID-19 in your space, please contact the Coworking Community Manager immediately. You can find their email on your 2nd Edition Coworking app in the building guide. We ask that individuals with a confirmed case of COVID-19 do not return to their 2nd Edition Coworking location until they have met local government criteria for discontinuing home isolation.
  - **Masks Required** – All staff, members and guests are required to wear a face mask or covering to enter 2<sup>nd</sup> Edition Coworking. This may be removed once you are seated however if you leave your workstation for any reason (bathroom, printing etc.) you must put your mask on. If



required, 2<sup>nd</sup> Edition staff may be able to provide a one-time use, disposable face coverings—if none are available. If you are not able to wear a mask for health reasons, please contact the Coworking Community Manager in advance of booking your space and showing up to use the space.

- **Screening** - 2nd Edition Coworking employees and vendors accessing our spaces will be required to sign in upon entering the space confirming they do not have any COVID-19 symptoms, they have not come into contact with anyone who has tested positive for COVID-19 and that they have not travelled outside of Canada within the last 14 days. If you are sick, please stay home until you are well.
- **Physical Barriers** – All desks in the open coworking area will have a barrier between them to reduce contact between those using them.

#### **RISK IN OUR WORKPLACE**

The following are areas in our workspace that may have increased risk for transmission:

- Common areas
- Reception/front desk area
- Meeting room
- Bathrooms
- Kitchen
- Hot desks
- Staff, coworking members, day users and guests
- Shared equipment such as the printer, pens, tables, chairs, payment terminal, cash, sanitizer bottles
- Other frequently touched areas such as doorknobs, handles, light switches

#### **CLEANLINESS AND HYGIENE**

Respiratory viruses, like COVID-19, spread when mucus or droplets containing the virus get into your body through your eyes, nose, or throat. Hands are one of the most common ways that the virus spreads from one person to the next. During an outbreak, one of the cheapest, easiest, and most effective ways to prevent the spread of a virus is to wash your hands frequently with soap and water.

- Wash your hands often with soap and water for at least 20 seconds and wash hands properly. Follow “how to handwash” signs posted in all washrooms and kitchen.
- Employees need to wash their hands at the start of their shift, before eating or drinking, after touching shared items, using the washroom or

lunchroom, and before leaving the building. Remove jewellery before washing.

- If soap and water are not available, use an alcohol-based hand sanitizer
- Avoid touching your eyes, nose and mouth.
- Cough or sneeze into the bend of your arm or with tissue paper and dispose of nasal and mouth discharge properly. Avoid touching your face.
- No handshaking and other unnecessary person to person contact
- Use any necessary personal protective equipment (gloves & masks provided for you).
- Use Government approved Virex 256 disinfectant spray when cleaning
- Masks are available to members, guests and staff upon request
- Employees should refrain from using colleagues' phones, desks, workstations, pens, handhelds/wearables, or other office tools and equipment. If shared, clean all infected equipment with alcohol or disinfectant spray
- Wash hands or sanitize after touching high contact surfaces or equipment, such as door handles
- Maintain good personal and environmental hygiene

#### **CLEANING PROCEDURES**

- To disinfect a surface effectively, you must clean it first to remove surface dirt and debris. Any residue left on work surfaces and equipment may deactivate the disinfectant. Use soap or detergent as a cleaning agent.
- Disinfection after cleaning, apply a disinfectant to the surface. You need to leave the disinfectant on for a specified contact time to neutralize any remaining organisms. Look for recommended contact times on product instructions.
- Clean using Diversity Virex® II 256 only, an approved hard-surface disinfectant against COVID-19 by The Government of Canada
- Bathroom cleaning checklist should be done once per day, will need to be done 2 times on high traffic days
- A professional cleaner will do a deep clean of the entire coworking space every week
- Disinfect bathroom after each use
- Disinfect kitchen after each use
- Disinfect hot desks after each use
- All desks cleaned each night at closing
- Use your own designated pen, computer, and phone, if shared then disinfect immediately after use



# Cleaning & Disinfecting Daily Checklist WASHROOMS

Date: \_\_\_\_\_

DUTIES	CLEAN #1	CLEAN #2	INITIAL
Doorknobs/handles			
Soap Dispensers			
Wipe Down Counter & Sink			
Polish Sink Faucets			
Clean Mirrors			
Toilet Flushers & Stall Door Handles			
Hand Railing in Wheelchair Accessible			
Garbage Bin			
Sweep/Mop/Pick up Debris			
Check & Replenish Bathroom Supplies (toilet paper & sand soap)			

Clean using **Diversity Virex® II 256** only, an approved hard-surface disinfectant against COVID-19 by  
The Government of Canada



# Cleaning & Disinfecting Daily Checklist

## 2<sup>nd</sup> Edition Coworking

Date: \_\_\_\_\_

DUTIES	Clean #1	Clean #2	INITIAL
All Doorknobs/handles (front & back entry way, offices, meeting room)			
Front desk			
Hot desk tables and chairs			
Front sanitation station			
Light switches			
Telephone			
Shared equipment in meeting room			
Kitchen (including fridge handles, microwave handle, kettle handle, coffee maker buttons, faucets, countertops)			
Sanitizer bottles			

Clean using **Diversity Virex® II 256** only, an approved hard-surface disinfectant against COVID-19 by The Government of Canada



## **PERSONAL HYGIENE FOR VISITORS**

We ensure that materials for adhering to hand hygiene are available on the premises.

- 12 alcohol-based hand sanitizer bottles throughout Coworking Space
- Supplies for handwashing (liquid soap) are consistently available.
- Information posted in bathrooms on step-by-step process for handwashing
- Masks available upon request
- Posted “sanitize after use” signs in kitchen, bathrooms and at hot desks

## **MESSAGING TO VISITORS:**

The following message is posted on front doors of 2<sup>nd</sup> Edition Coworking and at the sanitation station as soon as you walk into the building:

**PUSH DOOR HARD  
KNOB ALWAYS FEELS  
LOCKED**

**Reception hours:  
Monday – Friday 9 am – 5 pm**

**PLEASE READ BEFORE  
ENTERING**

- **DO NOT ENTER IF YOU HAVE ANY COVID-19 SYMPTOMS** (cough, shortness of breath, sore throat, runny nose, fever, chills, muscle aches, headache, and fatigue) or traveled outside Canada in the last 14 days
- **Masks are required when entering this space**
- **Please complete the user sign in sheet and sanitize your hands upon entering**

Thank you!  
Be kind. Be calm. Be safe.



**RESOURCES:**

[BC Centre for Disease Control](#)

[Government of British Columbia](#)

[Interior Health Public Exposures](#)

[Tourism Fernie](#)

[Fernie Chamber of Commerce](#)