**PRUDE INC. Health and Safety Guidelines (YELLOW \*new level)**

**All staff, visitors or clients must sign in and out at the front desk before coming into the office/work space. The maximum number of staff allowed in the workspace is 7. The maximum number of clients is 8. The total number of people in the space is 15. The 2-meter distancing rule MUST be applied at all times in the workspace. \* We are not offering any group tours at this time. If the travel bubble opens up within Atlantic provinces we will consider doing small group tours after visitors have been screened. All visitors must use hand sanitizer or wash hands as they enter and sign in. They will be screened with temperature gauge by one of PRUDE's staff members as entering the classroom or office.  Contact tracing information will be kept and maintained.**

**Entering the building and using the Elevator**

* Allowed to enter PRUDE’s workplace only after have answered the health and travel questions negatively at our front desk.
* MUST wear a mask while entering and leaving the building. Masks can be removed when sitting down at your own workspace or desk.
* The elevator is limited to one person or family unit at a time.
* While waiting for the elevator downstairs please remain in the entrance area. Only enter the inside lobby by the elevator if there is nobody waiting for the elevator.
* When leaving can use stairs to go down the front or take the elevator. Again, in the stair ways or elevator MUST be single file and one person at a time.

**Entering the PRUDE INC. front lobby on the 3rd floor**

* If you have been in contact with COVID exposure you must stay away from the workspace and office. If you have travelled outside NB you must stay away from the office. Any travel requires 14 day self-isolation before visiting.
* Staff must self- answer the questionnaire upon entering. If you have recently travelled outside NB. You must stay away from the workspace.
* There are designated spots for people to stand within the facility for you to practice the 2-meter distancing rule
* Visitors MUST use hand sanitizer located at the front desk or wash hands upon entering.

**Washrooms**

* Limited to one person at a time. MUST wait if someone is in the washroom.

**Personal Cleanliness and Hygiene**

* MUST wash your hands with soap and hot water for at least 20 seconds upon entering or after using the washroom and periodically during the day
* Hand sanitizing dispensers are located at the front desk and in the classroom to use
* Clean your work surface (desk) when finished at end of the day. Pay attention to high touch spots. Try not to share supplies

**Doorways and hallways**

* + At the doorways and hallways maintain 2-meters distancing rule
	+ MUST wear a mask when walking around any common space.

**Seating**

* MUST maintain the 2-meter distance when sitting or meeting and this includes during lunch hours where everyone MUST keep the 2-meter distancing rule as well.

***PRUDE’s COVID Health and Safety Committee, updated March 2, 2021***