

Updated Covid Safety Plan

The safety and health of our team, clients and public are at top priority at Core Partners Chartered Professional Accountants. As public health orders are updated, we are ensuring the utmost safety is in place.

Here is what we are doing to keep our team and clients safe:

- Signing a daily health check in is required upon arrival to work
- Staying home if you feel ill.
- Frequent hand washing is recommended
- Providing hand sanitizer for our clients and team
- Providing disposal masks for our clients and team
- Masks must always be worn when not seated at their desk or sitting at the coffee table eating or drinking.
- Masks must be worn upon entering the building by our clients and the public. Should you require a mask, they are available in the front doors or asking reception.
- Appropriate signage is posted in our reception area and front doors regarding practicing social distancing, using hand sanitizer, wearing a mask and staying home if you are feeling unwell.
- Option to work from home has been provided to each team member
- Practicing social distancing of 6 feet
- Occupancy limits has been posted in the following areas:
 - Limit of 4 people in the coffee room
 - Limit of 10 people in the reception area
- Frequent wiping down of all commonly touch surfaces such as light switches, doorknobs, printers, scanners and faucets.
- Plexiglass barriers have been installed in our reception area
- Face to face appointments will be allowed, however, if possible, video or phone appointments are preferred at this time. If a face to face appointment is booked the following precautions must be followed:
 - Mask required when social distancing cannot be maintained
 - Surfaces are wiped down immediately following the appointment
 - Appointments will be spaced out to allow for the proper cleaning in between meetings.
- Our reception area is disinfected frequently

Here is what we are doing if a team member is ill:

- Stay home if feeling unwell and refer to the BC CDC website for the next steps.
- If testing is recommended, the team member must stay home until results are received.
 - If Covid test is positive, you should stay home until you are told by public health to end self-isolation. Public health will perform all contact tracing.
 - If Covid test is negative, you can return to work once symptoms have improved and you feel well enough to do so.
 - If Covid test is recommended by not done because you choose not to get tested, you should stay home for 10 days after the onset of symptoms and you may return to work once you feel well enough.
 - If you have travelled outside of Canada in the past 14 days, you must self-isolate.
 - If a team member becomes severely sick, 911 will be called.
 - All surfaces the team member came in contact with will be cleaned and disinfected.

We appreciate your cooperation in ensuring everyone stays safe and healthy at our workplace.

Should you have any questions or concerns please contact our office.