INTRODUCTION

The purpose of the re-occupancy guide is to introduce the new measures aimed at ensuring the safety of all building users during the COVID-19 pandemic.

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NEW SIGNAGE

Building occupants will notice new signage within buildings as well on external access points. Look for the red signage positioned at the following locations:

- Building access points (entrances and exits)
- Hallways
- Elevators
- Washrooms
- Stairways
PREVENTATIVE MEASURES

PROTECT AGAINST COVID-19

Protect yourself and others

- Cough and sneeze into a tissue or elbow.
- Wash your hands often with soap and water or alcohol-based hand sanitizer.
- Avoid shaking hands.
- Keep your distance.
- Stay home if you are ill.

PROTECT AGAINST COVID-19

Keep our community safe

Stay home if you are feeling unwell.
Please do not enter this building if you have travelled out of country recently, had close contact with someone who has symptoms of COVID-19, or if you are feeling unwell, and/or have any of the following symptoms:

- Fever
- Difficulty breathing (shortness of breath)
- Cough
- Sore throat
- Runny nose
- Muscle aches

This is not a complete list of possible symptoms. If you are experiencing any symptoms or think you were exposed to COVID-19, immediately self-isolate and complete the BC COVID-19 exposure assessment tool found at https://www2.gov.bc.ca/covid19 or call HealthLink BC at 811 for more information.

PROTECT AGAINST COVID-19

Wash your hands often

with soap and water for at least 20 seconds or use alcohol-based hand sanitizer.

PROTECT AGAINST COVID-19

Clean regularly touched items and surfaces.
BUILDING ACCESS POINTS (ENTRANCES/EXITS)

To maintain proper physical distancing when entering or exiting campus buildings, we have assigned specific doors as entrances, and others as exits. The following signage is displayed:

IMPORTANT

Please note, only employees with SALTO card access will be authorized to enter OC buildings.
ELEVATORS

Elevator occupancy has been reduced to one person per car. Look for signage.

WASHROOMS

Facilities and Business Services
STAIRWAYS

A majority of staircases have been assigned for one-way traffic. Look for signage at the access points as well as on the walls for directional indication. Further, ‘KEEP YOUR DISTANCE’ signs have been displayed on the floors as a reminder to ensure a 6ft gap between occupants.
Building Re-Occupancy Traffic Floor Plans

**Trades Building (T)**

Entrance: SOUTH SIDE OF TRADES BUILDING  
Exit: WEST & SOUTH SIDES OF TRADES BUILDING  
Elevator: ONE PERSON MAX  
Stairways: EAST & WEST – DOWN ONLY, CENTRAL – UP ONLY
CAFETERIA BUILDING (F)
Entrance: WEST SIDE OF CULINARY BUILDING
Exit: WEST & EAST SIDES OF CULINARY BUILDING
Elevator: N/A
Stairways: N/A
CENTRE FOR LEARNING (E)

Entrance: NORTH & EAST SIDES OF CFL
Exit: NORTH & WEST SIDES OF CFL
Elevator: ONE PERSON MAX
Stairways: SOUTH & CENTRAL STAIRWAYS – UP ONLY, NORTH STAIRWAY – DOWN ONLY
B-BUILDING (B)

Entrance: NORTH AND SOUTH SIDES OF B-BUILDING
Exit: NORTH AND SOUTH SIDES OF B-BUILDING
Elevator: ONE PERSON MAX
Stairwells: WEST SIDE – UP ONLY, EAST SIDE – DOWN ONLY
H-BUILDING (H)

Entrance: NORTH, SOUTH AND EAST SIDES OF H-BUILDING

Exit: NORTH, SOUTH AND EAST SIDES OF H-BUILDING

Elevator: N/A

Stairwells: N/A
STUDENT SERVICES BUILDING (S)

Entrance: SOUTH, WEST AND EAST SIDES OF S-BUILDING
Exit: NORTH, SOUTH & EAST SIDES OF S-BUILDING
Elevator: N/A
Stairwells: N/A
CONTINUING STUDIES (A)

Entrance: NORTH, SOUTH, AND EAST SIDES OF A-BUILDING
Exit: NORTH, SOUTH, AND EAST SIDES OF A-BUILDING
Elevator: N/A
Stairwells: N/A
SKAHA RESIDENCES (R)

Entrance: TWO-WAY TRAFFIC IN ALL ACCESS POINTS
Exit: TWO-WAY TRAFFIC IN ALL ACCESS POINTS
Elevator: ONE PERSON MAX
Stairwells: TWO-WAY TRAFFIC IN ALL STAIRWELLS
FACILITIES AND BUSINESS SERVICES (P)

Entrance: SOUTH SIDE OF P-BUILDING
Exit: SOUTH SIDE OF P-BUILDING
Elevator: N/A
Stairwells: N/A
LAB BUILDING (C)

Entrance: SPECIFIC PROGRAM ACCESS POINTS ON EACH SIDE OF C-BUILDING
Exit: SPECIFIC PROGRAM ACCESS POINTS ON EACH SIDE OF C-BUILDING
Elevator: ONE PERSON MAX
Stairwells: DOWN ONLY – SOUTH AND WEST SIDES, UP ONLY – NORTH EAST SIDE
LIBRARY BUILDING (L)

Entrance: THROUGH ATRIUM ON SECOND FLOOR
Exit: THROUGH ATRIUM ON SECOND FLOOR
Elevator: ONE PERSON MAX
Stairwells: TWO-WAY TRAFFIC ON SOUTH STAIRWAY, DOWN ONLY – WEST STAIRWELL
OKANAGAN COLLEGE - ORDER GUIDE

DECALS - COVID-19 (printed externally)

D1: 2m Social Distancing, 16”
   Indoor
   Outdoor

D2: 8” Directional Arrow

D3: 8” Max 1

D4: Entrance Door
   Prevention Measures In Effect

D5: Exit Door
   Prevention Measures In Effect

D6: 16” Stand Here
    Indoor
    Outdoor

D7: KEEP YOUR DISTANCE
    Keep Your Distance, 30”x6”

Facilities and Business Services
Clean regularly touched items and surfaces.

Help prevent the spread of COVID-19
- Wash your hands:
  - Before eating, after touching a surface
  - After using the washrooms
  - After handling paper or equipment

Limit of one occupant

When possible, use touchless water bottle refill station.

Help prevent the spread of COVID-19
- Two-way Staircase
  - Keep to the right

Facilities and Business Services
COVID-19 RE-OCCUPANCY GUIDE

PROTECT AGAINST COVID-19
Wash your hands often
with soap and water for at least 20 seconds or use alcohol-based hand sanitizer.

PROTECT AGAINST COVID-19
Wipe equipment before and after use.

PROTECT AGAINST COVID-19
Entrance Only
Thank you for your understanding.

PROTECT AGAINST COVID-19
Do not use this equipment
Thank you for your understanding.

PROTECT AGAINST COVID-19
Exit Only
Thank you for your understanding.

PROTECT AGAINST COVID-19
Two-way traffic Keep to the right
Thank you for your understanding.

PROTECT AGAINST COVID-19
Knock first before entering/exiting
Thank you for your understanding.

PROTECT AGAINST COVID-19
No Entry
Thank you for your understanding.

PROTECT AGAINST COVID-19
Thank you for physical distancing
2 metres (6 ft)

Facilities and Business Services