COVID-19
Re-occupancy Guide
Penticton Campus
Summer/Fall 2020
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

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

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

PROTECT AGAINST COVID-19

Clean regularly touched items and surfaces.

Facilities and Business Services
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 two-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.
Entrance: EAST & WEST SIDES OF BUILDING
Exit: WEST SIDE OF BUILDING
Elevator: ONE PERSON MAX
Stairways: TWO-WAY TRAFFIC
PE BUILDING

Entrance: EAST, WEST & SOUTH SIDES OF BUILDING
Exit: EAST, WEST & SOUTH SIDES OF BUILDING
Elevator: N/A
Stairways: N/A
PL BUILDING

Entrance: SOUTH SIDE OF BUILDING
Exit: NORTH AND EAST SIDES OF BUILDING
Elevator: N/A
Stairways: N/A
**DECALS - COVID-19** (printed externally)

- **D1**: Social Distancing, 16" Indoor, Outdoor
- **D2**: 8" Directional Arrow
- **D3**: 8" Max 1
- **D4**: Entrance Door
- **D5**: Exit Door
- **D6**: Social Distancing Stand Here Indoor, Outdoor
- **D7**: Keep Your Distance, 30" X 6"
OKANAGAN COLLEGE - ORDER GUIDE
POSTERS - COVID-19 (printed in-house)

PROTECT AGAINST COVID-19
Clean regularly touched items and surfaces.

Help prevent the spread of COVID-19
- Wash your hands often with soap and water for 20 seconds.
- If soap and water aren't available, use an alcohol-based hand sanitizer.

Wash your hands:
- When you first arrive at work
- Before and after eating
- After using the washrooms
- After handling cash or other negotiable items that come into contact
- Before eating and drinking
- Before and after using touchless or other personal protective equipment

Limit of one occupant
To maintain physical distancing of at least 2 meters, please limit the number of occupants in a single office.

Help prevent the spread of COVID-19
When possible, use touchless water bottle refill stations.

Two-way Staircase
Keep to the right

Facilities and Business Services
COVID-19 RE-OCCUPANCY GUIDE

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