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.

TABLE OF CONTENTS

NEW SIGNAGE .................................................................................................................. 3
  PREVENTATIVE MEASURES .......................................................................................... 4
  BUILDING ACCESS POINTS (ENTRANCES/EXITS) ...................................................... 5
  ELEVATORS ................................................................................................................... 6
  WASHROOMS ............................................................................................................... 6
  STAIRWAYS .................................................................................................................. 7
BUILDING RE-OCCUPANCY TRAFFIC FLOOR PLANS .................................................... 8
  A, B, C, D & E BUILDINGS .......................................................................................... 8
  E-BUILDING (2ND FLOOR) .......................................................................................... 9
ORDER GUIDE SAMPLE ..................................................................................................... 10
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 you think you were exposed to COVID-19, immediately self isolate and complete the BC COVID-19 symptom self assessment and found at bcwholehealth.ca or call Healthline BC at 811 for more information.

If this is an emergency, contact Security at:
- Kelowna and Salmon Arm Campuses (250) 764-7828
- Vernon Campus (250) 549-2978
- Okanagan College (250) 306-4574
Advise them of your symptoms.

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.

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.
COVID-19 RE-OCCUPANCY GUIDE

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.
A, B, C, D & E BUILDINGS

Entrance: EAST SIDE OF BUILDING
Exit: NORTH, EAST & WEST SIDES OF BUILDING
Elevator: ONE PERSON MAX
Stairways: NORTH-EAST – UP ONLY, NORTH-WEST – DOWN ONLY, ALL OTHERS – TWO-WAY TRAFFIC
E-BUILDING (2ND FLOOR)

Entrance: N/A
Exit: N/A
Elevator: ONE PERSON MAX
Stairways: NORTH STAIRWELL – UP ONLY, SOUTH STAIRWELL – DOWN ONLY
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
Prevention Measures in Effect
Entrance Door

D5
Prevention Measures in Effect
Exit Door

D6
Social Distancing Stand Here
16” Stand Here
Indoor
Outdoor

D7
Keep Your Distance, 30”x6”

Facilities and Business Services
COVID-19 RE-OCCUPANCY GUIDE

- Wash your hands often with soap and water for at least 20 seconds or use alcohol-based hand sanitizer.
- Wipe equipment before and after use.
- Entrance Only
- Do not use this equipment
- Exit Only
- Two-way traffic Keep to the right
- Knock first before entering/exiting
- No Entry
- Thank you for physical distancing

Facilities and Business Services
COVID-19 RE-OCCUPANCY GUIDE

Keep our community safe

Protect yourself and others

DOWN ONLY Staircase

UP ONLY Staircase

Facilities and Business Services