



## SUMMER VILLAGE OF SUNDANCE BEACH

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### Office Guidelines for COVID-19

1. Practice good hygiene and disinfect shared surfaces between uses
2. Hand sanitizer available
3. Aid in physical separation through Plexiglas barrier between public and staff
4. Signage posted
5. Limit of 1 person (or cohort) in office at a time
6. Masks required if meeting face-to-face with public
7. Physical distancing required (2 metres) between people at a table
8. Community Library: Closed until further notice, please do not remove or add any items to this collection. As we will not be implemented safety protocols required for libraries, we will wait until Stage 3 has been lifted and it is safe for residents to use this service.
9. Cloth chairs have been removed, and plastic chairs are in place for the public which are easier to clean between resident usage.

Dr. Hinshaw: "Every time we step out the door we should all ask ourselves, 'Who am I protecting today?' We all need to continue respecting each other and working together to keep everyone safe and healthy."