



## **NRCA Building Protocols – COVID-19**

**January 2021**

### **Introduction:**

The Northern Regional Construction Association (NRCA) building located in Prince George includes a fully serviced boardroom that is used for internal purposes and 3rd party training services. The seating capacity is 16 people plus an instructor, however, to **ensure compliance with Provincial standards of social distancing** during the COVID-19 pandemic, the seating capacity in the boardroom will not exceed 7 people plus the instructor.

The facility will be rented to firms that ensure compliance with the requisite capacity.

This document is intended to provide employees, instructors, and people attending in-class courses on the requirements when accessing and using the boardroom.

### **Building Protocols for Boardroom Use Only**

To ensure the safety of anyone entering the NRCA facility, the following procedures apply for in-classroom courses and meetings within the boardroom:

1. Masks are now mandatory when entering the building and in common areas. (For example, when going to and from the bathroom)
2. Access to the boardroom will be limited to the east entrance only – the main door entry (North) will be used by employees and members entering the facility. This entry limits movement and access to other parts of the main office.
3. Coffee and Kitchen Area – this area will be closed for any coffee and/or food preparation services.
4. Washrooms – information is posted showing access to washrooms in the lower level.
5. Boardroom Use – the room includes seven chairs only that have been placed based on the social distancing protocols. All other chairs have been removed.
6. Sanitizing – external janitorial services will fully sanitize the boardroom before and after any event.
7. Social Distancing Notices – placards have been affixed to floor and table supporting the 2-meter distancing standards.



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### **HVAC, temperature, and humidity**

The boardroom has a standalone system to adequately control the ventilation and temperature control within the boardroom.

### **Reception area**

The facility includes a door between the boardroom and NRCA offices and remains closed (with signage) to limit access into the general office areas. Guests, other than the instructor will not be permitted in the main office.

Any requests for copy or business services will be provided by the instructor who will be required to maintain social distancing in this area.

### **Copiers, scanners, and other equipment**

Access to the Business Centre will be provided to the instructor only- signage is posted to ensure that all participants to in-class room training are aware these services are restricted.

### **General maintenance**

To the extent not covered above, hand wipes and sanitizers are available in boardroom.

### **Communication to employees and users of the Boardroom.**

Employees of NRCA understand the importance of the practices, procedures, and their roles to ensure the safety and health of everyone accessing and using the facility.

Appropriate notices supporting this procedure is posted in the washrooms, entrances, common areas, and boardroom.

The instructor providing training services is required to adhere to and support the procedures.