

BC Tech's guide to *(slowly)* getting back to the office

As we start to think about returning to the office, BC Tech offers some ideas and practices for your consideration. Government is recommending businesses put in place a phased plan to have people gradually return after 18 May. Clearly document policies and communicate expectations to employees. If you have questions or ideas please contact hello@wearebctech.com


Assess Risk

Aim for low contact intensity by adopting modifications

	← Modification Potential →				
CONTACTS INTENSITY	HIGH	Dark Orange	Dark Orange	Dark Orange	
	MED	Orange	Orange	Orange	
	LOW	Light Orange	Light Orange	Light Orange	
		LOW	MED	HIGH	
		NUMBER OF CONTACTS			

Remote working

Encourage continued part-time use of remote working.



Stay home if sick

This is mandatory! Introduce policies to support this.



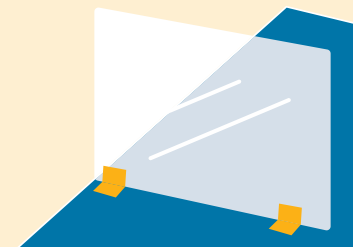
Set physical distancing rules

Keep 3-6ft apart. Pay attention to social settings like kitchens or staff rooms.



Increase ventilation & physical barriers

This will help stop airborne particles from reaching you or your neighbours.



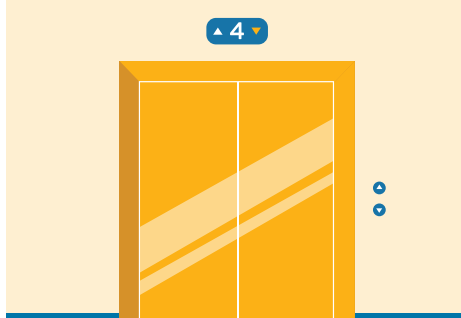
Gatherings

Make sure that any smaller gatherings are set up to allow the right amount of social distance (3-6 ft).



Avoid elevators

Use stairs whenever possible!



Encourage the use of non-medical masks

Cloth masks are recommended. These protect others!



Janitorial protocols

Increase cleaning of high touch areas, plan gap time between shared meeting rooms & desks.



One of the ways we as a tech sector can support the rest of the economy is getting back on its feet is as customers to other businesses. Please support community businesses where you can.