

# Covid 19 Informed Guidelines-staff & members

## We ask that you commit to the following:

*\*\*You will not come in if you are feeling ill, display any covid-19 related symptoms, or have travelled outside of the Yukon in the past 14 days (other than BC, NWT, NU)\*\**

## At all times we ask members & staff to follow our current recommendations:

1. Upon entry, sanitizer hands immediately (sanitizer pumps will be stationed at both main entrances).
2. Maintain 6+ feet from other members / staff. Follow the floor markers and signage indicating proper spacing and zones open to Sport Yukon members and the general public.
3. Check in at the front desk when you arrive (staff exempt)
4. Staff with offices in the Sport Yukon side of the building are encouraged to use the boardroom or back entrance during office hours.
5. Limit movement between zones when possible e.g. mailbox/parcel area, boardrooms.
  - Staff only beyond front desk.
  - Hallway entrance is for staff only.
  - All Sport Yukon Members and general public must use the main entrance for services
6. Members needing access to the photocopier and postage machine have two options.
  - a. #1. Email files with instructions and deadline to Sport Yukon staff to print and have available for pick up. ([info@sportyukon.com](mailto:info@sportyukon.com))
  - b. #2. Pre-arrange a time with Sport Yukon staff to use the equipment and follow instructions given at time of booking.
7. Max of 4 people in lobby at one time (spacing stickers will be placed on the floor leading to the reception area). Upstairs will be closed off as well as portions of our lobby.

8. We will be launching our online store soon and encourage using that platform with curbside pick-up where possible. We can make arrangements to try on the garments in store if needed.
9. Boardroom Booking-Maximum of 5 people per room
  - Online boardroom booking is no longer available.
  - Day Bookings: Available Monday to Friday 9:00am-5:00pm.
  - After business hour bookings: Hours are limited, please inquire
  - Bookings can be made by calling 867-668-4236 or email [info@sportyukon.com](mailto:info@sportyukon.com).
  - Staff will block off a half hour between bookings for cleaning during office hours.
  - Only one booking per room will be available after hours.
  - Use of kitchen space is NOT available.
  - One restroom will be available for boardroom users only.
  - Staff will be given a key to access the restrooms.
  - The lobby is not available for meetings or gatherings of any kind.
10. Staff must bring/take away your own water bottles & bring your own coffee / tea / beverages as these items are no longer available in the kitchen area.
11. Staff must greet anyone visiting their office at the front desk area and escort them to their office. Only one person at one time can visit a tenant's office (Sport Yukon side of building).
12. In order to keep traffic relatively low in our joint space, please encourage your clients to use your online services where available.
13. Refer to posters throughout the building for reminders on our recommendations
14. Ask staff if you need help or have questions / concerns
15. NEW office hours Monday to Friday, 9:00am-5:00pm (open during lunch) to allow for morning cleaning.

\*\*These are guidelines for a soft opening of the Sport Yukon building. We will adjust where needed as we go and keep up to date on any new recommendations from the CMO's office\*\*

### **STAFF Contacts**

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