

BUILDING ACCESS AND SCREENING THROUGH RECEPTION DURING COVID

Reception is tracking all staff and visitor access to the building during COVID. You are required to enter through the main Reception entrances.

200 Ardelt

- If you need to drop by 200 Ardelt, or work from this location for the day, you may do so without making an appointment, however you must be sure to maintain physical distancing eg. If you share an office, you must ensure that only one (1) person at a time is in the space
 - When working out of this location, masks must be worn at all times by staff volunteers and service users. Cloth masks are to be used by staff and volunteers only if they are not having direct contact with service users. All service users (including children ages 5 and up) will be required to wear a face covering while engaged in service
 - Staff may only remove their masks in Agency spaces when they are alone in their offices or their workstations.
- You must enter through the Reception doors for screening before proceeding into the building (one screen per day is all that is required)
- For on-site meetings with visitors, or for special accommodations, please send an e-mail to Reception200Ardelt@facswaterloo.org. Theresa Edmonson (or Paula Gilbert) will review and respond back to you.
 - ✓ Before bringing visitors to the building, please reference document: [Steps For Bringing Visitors into the Agency During COVID](#)
- Access to the Community Room at Ardelt will be limited to one (1) staff person at a time
- With the exception of the staff groups listed below, fob access is limited to business hours only from 8:15am to 6:00pm Monday to Thursday and 8:45am to 5:00pm Friday
- The following staff groups have 24/7 access to Agency buildings: Leadership, Facilities, Tech, After Hours (when staff are on shift), Legal Counsel and the Executive Assistant-Operations
- **Extended Reception Hours:**
 - Reception at **200 Ardelt** is now be available Monday to Thursday from **4:30pm to 6:00pm** to assist with screening visitors who are not able to attend the office during regular business hours
 - If you arrive to the 65 Hanson location, you will be required to call 200 Ardelt Reception at ext. 3199 for screening and assistance with entering the building

168 Hespeler

- You will be permitted to enter the Cambridge office for brief periods of time by appointment only Monday to Friday (eg. to pick up something from your workspace).
- To request access to the building during this time, please e-mail Reception200Ardelt@facswaterloo.org and Theresa Edmonson (or Paula Gilbert) will do their best to respond to you within an hour or two so that a time can be booked to allow you entry
- You will be required to wear a face covering at all times. This includes entering the building and walking through the hallways to your office. Once in your office or at your workspace, you may remove your face covering.
- **On Wednesdays only:** The Cambridge office is available for access visits only.