



STEPS FOR BRINGING VISITORS INTO THE AGENCY DURING COVID

All external visitors (including volunteers) must be approved by your Supervisor before coming to the Agency and scheduled in advance by emailing Reception200Ardelt@facswaterloo.org.

Please include: visitor name(s), meeting time and meeting room you have booked for the visit. We also need to know if the visitor is only attending at Reception to pick something up.

For Access Visits, please continue to follow the current process and schedule through FVP@facswaterloo.org or call ext. 3987 and a Unit Admin will be available to take your call. (Supervisor – Liz Hedley)

Please remember:

- Meeting space is limited and is booked by you through Room Bookings (the bracketed numbers indicates max. room capacity)
 - **200 Ardelt:** Room 199 (4), Room 300 (4), the Boardroom (8) and Interview Room 175 (Max. 2 capacity – has video recording equipment for police interviews)
 - **65 Hanson:** Room 404 (4)
- Proper physical distancing and PPE procedures shall be followed at all times
- The meeting host should plan where each participant will sit, at least 2 meters (or 6 feet) apart, prior to the meeting occurring
- Visitors must:
 - be made aware of the mandatory screening questions that will be asked at the time of the in-person meeting;
 - be made aware of personal protective equipment requirements;
 - be made aware, in advance of the meeting, that they are to limit any personal belongings that are brought into the Society's offices;
 - be greeted by the person who is hosting the meeting.