



## Visitor Guidelines for COVID-19 Safety

The Saskatoon Community Foundation is committed to protecting the health and safety of every employee and every community member our employees interact with. Our guidelines describe the measures we are taking to manage health and safety during the COVID-19 pandemic, in response to public health advice.

### Limiting gatherings:

If possible, the Foundation will hold virtual meetings and avoid holding public gatherings or face-to-face meetings.

The Foundation is open by appointment only, not for drop-in. You may contact us by email at [office@saskatooncommunityfoundation.ca](mailto:office@saskatooncommunityfoundation.ca) or by phone at (306) 665-1766 to arrange.

### Use of face masks:

Everyone is required to wear face masks when they are in the Saskatoon Community Foundation office public areas. This includes employees, board members, fund holders, volunteers, community partners, delivery people, and tradespeople. If you have forgotten to wear a mask, you will be reminded.

### Visitors:

Visitors will be provided with the **Visitor Guidelines for COVID-19 Safety** document before arriving.

You are required to maintain a distance of two metres or greater and limit the duration of meetings. You are asked to use good hand hygiene, washing hands thoroughly with soap and water, using an approved alcohol-based sanitizer, avoiding touching your face, mouth, nose, and eyes, and covering any sneezes with the inside of your elbow.

You may not enter the office if you have been diagnosed with COVID-19, if you are experiencing symptoms consistent with the virus, if you have been exposed to the virus, or if you have travelled outside of Canada within the last 14 days.



### Symptoms of COVID-19:

One or more of the following symptoms may be associated with COVID-19, even if mild.

- Fever
- Cough
- Headache
- Muscle and/or joint aches and pains
- Sore throat
- Chills
- Runny nose
- Nasal congestion
- Conjunctivitis
- Dizziness
- Fatigue
- Nausea/vomiting
- Diarrhea
- Loss of appetite (difficulty feeding for children)
- Loss of sense of taste or smell
- Shortness of breath
- Difficulty breathing

### Contact tracing logs:

For your safety, the Foundation maintains a visitors' log.

### Office cleaning:

Surfaces in the office are sanitized regularly and after each use with approved cleaning products.