**Better Me and Other Program Basic Guidelines/Practices**

Until further notice, there will be a few rules put in place to ensure the safety of staff and individuals.

**General**

* We will have no more than 15 people in the common room including staff total 18 in the building.
* Staff and individuals will sign in and fill out health questionnaires.
* Everybody must take their temperature upon entry. If their temperature is above 37.5 degrees Celsius (99.5 degrees Fahrenheit) then they will be asked to return home and self isolate.
* Please try not touch everything.
* **If you are sick do not come to programs or events!!!**

**Social Distancing**

* Staff are to ensure that they exercise appropriate social distancing as much as possible (2 meters or 6.5 feet).
* Staff are required to continuously mask or wear an approved face shield.
* If appropriate social distancing can’t be maintained, then staff and/or individual must wear a mask.
* Individuals that are able will be asked/required to wear a mask during activities if they cannot maintain appropriate social distance.
* Staff are to encourage individuals to maintain distancing during activities.
* If someone is unable to maintain social distancing they may be asked to leave.

**Food**

* We can no longer have group lunches at the office.
* If someone brings snacks they must not share.
* As of this moment, we can’t do cooking classes.
* Staff and individuals will not have access to most of the kitchen appliances including the stove, microwave and the fridge.
* No cube sugar, use single use packages and creamers.

**Equipment**

* We will try to minimize the amount of equipment that is shared.
* Crafts that come to be worked on stay at the office.
* When one person is done using equipment, we will sanitize it including bags.
* We ask that people from the same home sit together during events.
* We strongly encourage people to pick a spot at a table and stay at that spot for the duration of their time at the office.
* **Make sure you use Lysol Wipes or Microban on the surfaces in the bathroom after you use it!**
* If someone requires assistance with wiping down the surfaces in the bathroom please assist, or ask someone that can assist to help.

**Outings**

* Maintain distancing with members of the public.
* Different situations require different guidelines.