

TENNIS CANADA OFFICE RULES

Effective July 7th, 2020 and until further notice



NEW RULES AT AVIVA CENTRE

1 **THE TENNIS CANADA OFFICES REMAIN CLOSED** AND YOU MUST CONTACT DAN THORPE PRIOR TO ACCESSING THE FACILITY.

2 YOU SHOULD NOT GO TO THE OFFICE IF YOU HAVE ANY SYMPTOMS OF COVID-19 OR HAVE BEEN IN CLOSE CONTACT WITH SOMEONE WHO HAS ANY SYMPTOMS OR HAS RECEIVED A POSITIVE TEST RESULT.

3 YOU MUST CLEAN YOUR HANDS UPON ARRIVAL TO THE AVIVA CENTRE AND MUST PRACTISE GOOD HAND HYGIENE THROUGHOUT YOUR VISIT TO THE OFFICE.



4 YOU MUST PRACTICE **PHYSICAL DISTANCING** WITH YOUR COLLEAGUES BY STAYING AT LEAST 2 METERS FROM OTHERS AT ALL TIMES.



5 OTHER PEOPLE'S OFFICES/WORKSTATIONS SHOULD BE CONSIDERED THEIR **PERSONAL AREA** AND YOU SHOULD NOT ENTER THEM WITHOUT PERMISSION.

NEW RULES AT AVIVA CENTRE

- 6 **YOU MUST WEAR A MASK WHEN INDOORS** AT THE AVIVA CENTRE. YOU MAY ONLY REMOVE THE MASK ONCE YOU ARE AT YOUR WORKSTATION (AND YOU CAN MAINTAIN 2 METERS FROM OTHERS).
- 7 **GROUPINGS OR MEETINGS** ARE NOT AUTHORIZED AT THE AVIVA CENTRE UNLESS PRIOR WRITTEN CONSENT IS OBTAINED FROM HELENE ST-AMAND OR MICHAEL DOWNEY.
- 8 COMMON AREAS REMAIN CLOSED TO REDUCE THE RISK OF CONTAMINATION.
- 9 **THE CLEANING STAFF IS NOT FULLY OPERATIONAL.** THEREFORE, YOU ARE RESPONSIBLE FOR CLEANING YOUR OFFICE AND SANITIZING YOUR HANDS BEFORE AND AFTER YOU USE OFFICE SUPPLIERS (DOORKNOBS, COPIER, ETC.) ALSO PLEASE NOTE THAT THE AIR CONDITIONER HAS BEEN TURNED OFF IN THE OFFICES.
- 10 PLEASE USE ONLY THE COMMON WASTE BINS PLACED IN THE KITCHENS.
- 11 THOSE USING THE TENNIS COURTS MUST BE DONE IN COMPLIANCE WITH THE RULES AND RECOMMENDATIONS ISSUED BY TENNIS CANADA.



WE ARE PREPARING A KIT TO BE PLACED ON EACH DESK, INCLUDING A FACE MASK, HAND SANITIZER AND CLEANING SUPPLIES. THIS SHOULD BE PUT TOGETHER IN THE COMING WEEKS.