



# Nuu-chah-nulth Tribal Council

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PORT ALBERNI, BC  
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## Announcement of NTC Operations Gradual Return to Work

NTC is committed to providing a safe and healthy workplace during the Covid-19 pandemic and has been monitoring closely the Provincial Health Officer and BC Center for Disease Control reports and safety protocol updates from WorkSafeBC. It became necessary to close all of the administrative offices on temporary basis, until the status updates on the Covid-19 pandemic gave indication that some of the restrictions were lifted.

We are pleased to announce that the NTC operations will be implementing a gradual return to work for staff, effective June 15, 2020. What this means, is that we will be re-opening but there will be a new "normal" that we will have to operate within. It is important for visitors to the NTC offices be informed of the new operational in-office guidelines that are now in effect until further notice.

- The NTC administration hours remain 8 am to 4:30 pm.
- If you are feeling sick with the flu, coughing or sneezing or are experiencing any Covid-19 symptoms, please do not attend the NTC office. We are doing our part to keep both staff and visitors safe and healthy, and your cooperation is appreciated.
- The number of employees and visitors allowed in any NTC building or shared space (e.g. meeting rooms) at one time will need to comply with a Maximum Occupancy Limit, in accordance with public health guidelines so as to ensure that physical distancing may take place.
- Maximum Occupancy Signage will be posted at each location.
- There will be an attendance log kept for staff and visitors to sign in and out, at each location when they enter and leave the office. This will enable us to monitor the building occupancy and ensure safety protocols for everyone.
- Plexiglass barriers have been installed where there may be high volume of direct interaction with a staff member is required.
- Enhanced disinfecting and cleaning protocols have been introduced at all offices.
- Only essential staff travel is being authorized at this time.
- Wearing of face masks in NTC offices are voluntary.
- If you plan to attend any of the NTC office locations for support or services, you are strongly encouraged to please call in advance so that you can ensure the staff member you want to see will be present and can be expecting you.
- Zoom virtual meetings can be arranged as an alternate means of communication.

We ask for your ongoing patience and understanding as we implement the gradual return to work plan. This is an extraordinary time that we have been going through, and we have never had to deal with a pandemic. We have done our best to prevent the spread of Covid-19, and want to continue to do our part. We will continue to monitor and adhere to the Provincial Health Officer reports and update our operational plans accordingly as the Covid-19 pandemic situation improves.

Thank you,  
*Florence Wylie*  
Executive Director