



## Welcome back to OFE!

As we respond to COVID-19, you will experience the following changes to our environment:

### To encourage social distancing, we have:

- Staggered the return to in-person services, with intake and one-on-one appointments starting on June 10<sup>th</sup> and classes and assigned access to the Job Resource Area beginning on June 22<sup>nd</sup>. Please speak with your Employment Consultant to learn more.
- Moved our main reception to the fourth floor where we have a large space for individuals waiting for appointments
- Removed 30% of the computers in the Job Resource Area (JRA)
- The Job Resource Area (JRA) access will be scheduled on an AM / PM rotation
- We have created a new Intake Area on the fourth floor that will be accessed by appointment only
- Participants in the JRA and all classrooms are now spaced one person per table vs two
- The participant lunchroom is temporarily closed; please plan to go off premises for breaks

### To encourage cleanliness, we will:

- Wipe down every work station in-between use
- Plexiglas shields will be used at the reception and help desks
- Building maintenance will be increasing the cleaning of all high touch areas

### To encourage the safety of our staff and you, our participant, we commit to:

- Encourage everyone to stay home if they are feeling ill in any way
- Place signage in many places encouraging safe hygiene practices (ex. coughing and sneezing into one's elbow, frequent hand washing)
- Follow social-distancing and safety protocols recommended by [public health officials](#)
- Use the [self-screening tool](#) before coming to OFE

### At this stage, we ask that when you come to OFE please:

- Attend the office **by appointment only**
- Arrive at your appointment time; no more than five minutes in advance
- Go directly to your assigned classroom if you have a class
- **Check in at the 4th floor Welcome Desk** if you have an appointment with a staff member or are wanting to use the Job Resource Area
- Phone **204-925-3490** if the entrance doors are closed
- Take note of signage that will be posted to help you navigate the changes to our space and protocol

**Questions?** Please call us at (204) 925-3490, email us at [ofe@ofe.ca](mailto:ofe@ofe.ca) or chat with one of our Service Advisors at [www.ofe.ca](http://www.ofe.ca).

Our staff will make every effort to ensure a safe environment as you look for meaningful employment. Thank-you in advance for your patience and cooperation as we navigate our new reality and the precautions that have been put into place for everyone's safety.

For more information regarding our COVID-19 response, please visit our [website](#).