



TIMES CHANGE  
WOMEN'S EMPLOYMENT SERVICE

## How we are keeping us all safe

Over the past 19 months Times Change has been dedicated making sure our clients receive the quality of service they have come to expect. We will continue to offer all our workshops and services virtually for your convenience and level of comfort. For our in person services, here is how we are keeping us all safe:

- Clients are to provide proof of full vaccination and complete a COVID-19 self-screening prior to entering the office
- Personal protective equipment (PEE) including masks, face shields must be used by staff and clients and visitors.
- Masks available to all clients should you need one.
- Plexiglass screens have been installed at reception
- Signage about safety measures including masks and physical distancing is posted
- Safety measures will be enforced by staff
- Larger meeting rooms will be used for clients and shared space will be limited
- Upgraded building measures such as better ventilation, physically distancing in elevators, and increased cleaning in all high-trafficked areas
- Hand sanitizer and disinfectant wipes are located all throughout the office and at personal workstations
- Enhanced cleaning and sanitization schedules

Sincerely,

Times Change Women's Employment Service

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