



MOHAWKS OF THE BAY OF QUINTE

KENHTEKE KANYEN'KEHÁ:KA

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COMMUNITY MEMBERS ENTERING MBQ BUILDINGS

September 4, 2020 - As the Mohawks of the Bay of Quinte (MBQ) continue to navigate the COVID-19 pandemic, we implemented many health and safety protocols and are bringing the staff back into the offices.

We are now moving to the next step of having MBQ members access the buildings, namely the Administration Office and Community Well-being Centre **BY APPOINTMENT ONLY**. **Bookings will begin September 14, 2020.**

Please call before coming to an MBQ building:

- We may be able to assist you over the phone, ensuring everyone's health and safety. We are also able to meet on virtual meeting platforms such as Teams or Zoom.
- Please use the drop boxes installed on each building to drop information and/or documents off for staff.
- All payments will continue to be made electronically.
- If we cannot assist you over the phone, an appointment will be set up by the appropriate staff member.
- The staff will go over the processes put in place to protect you as well as our staff.
- Staff will ask a series of pre-screening questions prior to booking the appointment.

****** Prior to your appointment, please pre-screen yourself before leaving home. Do not come to the building if you are not feeling well and notify the person you have the appointment with.

In order to keep you and our staff safe, the following safety protocols are in place and need to be followed when arriving at the applicable building for your appointment:

- Arrive at the time of your appointment
- The doors will be locked, and you will need to be let in
- Only one person at a time in the appointment
- A mask is required
- Sanitize your hands as you enter the building
- Staff will ask you the screening questions
- Your temperature will be taken
- Reception will sign you in and out of the building for contact tracing purposes - you will be asked to provide your name, address and phone number
- Appointments will be held in one of the rooms off Reception

Following each appointment, the meeting room will be sanitized.

MBQ understands this may be somewhat frustrating, but we need to ensure we keep the number of people in the respective buildings and Reception areas to a minimum to avoid overcrowding and reduce the risk of exposure in the common areas as well as ensuring proper contact tracing is maintained for everyone that comes into the buildings.

As we manage to adapt to these new processes, we appreciate your patience and co-operation. Stay well and stay safe.

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