

Policy: COVID-19 Safety Plan

Policy Number: BCCSW-Operational-02

Revision: 00

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**Self-Isolation:**

• If you have had symptoms in the last 10 days, please self-isolate at home
• If you have been identified by public health as a close contact of someone with COVID-19, please self-isolate at home
• If you have been directed by Public Health to self-isolate, stay home
• If you have arrived from outside of Canada, self isolate for 14 days and monitor symptoms
• If feeling unwell at work, please sanitize, mask up and isolate and go straight home
• If severely ill, call 911
• If a staff member leaves work due to not feeling well, clean and disinfect any surfaces the ill staff have come into contact with

**Workplace areas with increased risk:**

• Areas where people gather
• Breakrooms
• Meeting rooms
• Narrow spaces, hallways, and doorways
• Job tasks and processes where people are close to one another
• Tools and machinery and equipment that are shared while working
• Surfaces that people touch often, doorknobs, elevator buttons, light switches, etc

**Limit the number of people in the workplace and ensure physical distance whenever possible.**

• Limit time spent in shared spaces
• When unable to social distance, a mask must be worn
• Occupancy limits for workplace spaces are posted
• Work from home arrangements are available to reduce number of people in office
• Staggered work schedules are available to reduce number of people in office
• Visitors to the workplace are limited to an as needed basis and coordinated to prevent overcrowding

<ul style="list-style-type: none"> <li>Measures are designed to keep staff and visitors at least 2 meters apart</li> </ul>
<ul style="list-style-type: none"> <li>Staff are trained in the proper use of masks</li> </ul>
<ul style="list-style-type: none"> <li>There is understanding to the limitations of masks to protect the wearer from respiratory droplets. Masks should only be considered when other control measures cannot be implemented</li> </ul>

### Cleaning protocols

Cleaning protocols have been implemented for all common areas and surfaces and staff have reviewed protocols on cleaning and disinfecting surfaces. The frequency for these items must be cleaned, before work, after work, after lunch, after use.

- Shared equipment
- Shared tables
- Light switches
- Door handles

<ul style="list-style-type: none"> <li>Remove unnecessary tools and equipment to simplify the cleaning process</li> </ul>
<ul style="list-style-type: none"> <li>There are enough handwashing facilities on site for staff and hand washing locations are visible and easily accessed</li> </ul>
<ul style="list-style-type: none"> <li>Staff must wash their hands upon arrival to work, before and after going on break, after using the washroom, after handling materials that may have come in contact with the public, before and after handling shared tools and equipment, before and after using masks or other personal protective equipment</li> </ul>

### Communication plans and training

<ul style="list-style-type: none"> <li>Everyone entering the workplace knows how to keep themselves safe while at work</li> </ul>
<ul style="list-style-type: none"> <li>All staff are trained in workplace policies and procedures</li> </ul>
<ul style="list-style-type: none"> <li>All workers have received the policies for staying home when sick</li> </ul>
<ul style="list-style-type: none"> <li>Signage is posted in at the workplace with regard to occupancy limits and effective hygiene and cleaning practices</li> </ul>
<ul style="list-style-type: none"> <li>Airport posted signage at our main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms</li> </ul>
<ul style="list-style-type: none"> <li>Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed</li> </ul>
<ul style="list-style-type: none"> <li>When working alone if you need assistance you can call Registrar Mark Hillenbrand at 604-612-8658, if you need immediate assistance related to personal safety call 911</li> </ul>
<ul style="list-style-type: none"> <li>When working at home, if you need assistance, you can call Registrar Mark Hillenbrand at 604-612-8658, if you need immediate assistance related to personal safety call 911</li> </ul>

**Monitoring the workplace and updating plans as necessary**

<ul style="list-style-type: none"><li>• We will monitor risks and change plans as health recommendations are updated</li></ul>
<ul style="list-style-type: none"><li>• Policies and procedures may change as necessary</li></ul>
<ul style="list-style-type: none"><li>• Contact Mark Hillenbrand with any health and safety concerns</li></ul>
<ul style="list-style-type: none"><li>• New staff will be trained in this office COVID-19 Safety Plan</li></ul>

## Employee COVID-19 Safety Checklist

This checklist is to help you remember to follow safe practices.

Please keep at your desk as a reminder

1.	<p>Before coming to work today, am I experiencing flu-like symptoms (e.g. fever, headache, body aches, cough, difficulty breathing)?</p> <p><i>If Yes, do not come to work. Let us know you are not feeling well. Contact your health care provider immediately.</i></p> <p><i>If Yes and you did come to work or if you feel ill during the day, contact your your manager and health care provider.</i></p>
2.	<p>Am I washing my hands frequently enough (before and after breaks, lunch, meetings, or using the bathroom)?</p> <p><i>Wash for at least 20 seconds each time in accordance with CDC guidelines.</i></p>
3.	<p>Are hand sanitizer and/or sanitizing wipes available in my work area? Am I using them when entering and when leaving my work area?</p> <p><i>If sanitizer or wipes are out, notify your manager immediately.</i></p>
4.	<p>Do I have the proper protective equipment, PPE (mask, gloves)? Is my equipment clean?</p>
5.	<p>Am I practicing 6-foot distancing in my work area, during lunch and breaks, and when I enter and leave the workplace?</p>
6.	<p>Have I wiped down areas in my work zone, etc?</p>
7.	<p>Is there anyone in the building I am not sure should be here?</p>