

# COVID-19 Safety Plan

May 17, 2021

Worksite: Main Offices, 268 Fulford-Ganges Road

## 1st Level Protection – ELIMINATION

- Maximum occupancy level for this worksite building is **46**.
- Common areas have posted occupancy limits, and at the main entrances an overview of occupancy limits is also posted. Do not enter an area or building that is at maximum capacity.
- No one may enter this worksite if they:
  - Have possible signs of COVID-19, including sore throat, fever, chills, new or worsening cough, and shortness of breath, new muscle aches or headache. Symptoms may range from mild to severe.
  - Have travelled outside Canada within the last 14 days, or have been in close contact with a person who tested positive for COVID-19.

A notice to this effect is posted at the main entrance of each building.

## 2nd Level Protection – ENGINEERING CONTROLS

- Reception will happen through the main entrance window. Admittance to the building will happen by appointment only. Reception will alert the staff member that their client has arrived.
- It is the staff member's responsibility to screen their clients prior to entry to the building by asking if the client is experiencing any symptoms of COVID-19, referenced on the Symptoms Check notice at the entrance.
- While in the building, the client is under the staff members care and must be escorted in and out of the building.
- Barriers will be placed around the reception desk to maintain distancing with public and staff.
- One washroom on the main floor is designated for use by public.
- Face-to-face counselling can only be held in designated rooms/offices deemed large enough for physical distancing. These rooms can be booked. It is expected that these shared spaces are disinfected by the booker of the space following usage.
- Ventilation should be facilitated wherever it is possible.
- Signs will be posted and, where possible, physical traffic controls put in place to ensure that there is no congregation around doorways, entrances and exits from rooms and building.

### **3rd Level Protection – RULES and GUIDELINES**

- This worksite has rules and guidelines that all workers must follow – see the following documents:
  - Support Document 1: Health and Safety: Cleaning and Disinfecting (WorkSafeBC)
  - Support Document 2: Help Prevent the Spread of COVID-19: Coughs and Sneezes (WorkSafeBC)
  - Support Document 3: Help Prevent the Spread of COVID-19: How to Use a Mask (WorkSafeBC)
  - Support Document 4: Help Prevent the Spread of COVID-19: Handwashing (WorkSafeBC)
  - Support Document 5: Influenza and Pandemic Preparedness and Response (SSI Community Services policy document)
- Workers and clients will follow social distancing rules and keep two metres between people at all times. When this is not possible, such as in a vehicle, masks will be worn by the worker and client.
- Hand sanitizer is kept near entrances. Use sanitizer prior to entry and exit, or hand washing.
- Individual offices do not have occupancy limits posted. If an office can accommodate people sitting two metres apart there may be multiple occupants.
- This site will keep occupancy low to make social distancing easier, so staff will work part-time from home where possible. Give advance warning to management if you need to change your schedule.
- Wash your hands immediately before and after using shared equipment (copier, appliances, etc.).
- Do not share office supplies/equipment (pens, phone, etc.) unless sanitized.
- Avoid using the stair handrail unless essential for your safety/mobility.
- There are established cleaning protocols in this worksite, including a list of high-touch areas.
- No communal food is to be shared between staff and/or public.
- Daily disinfection of common area touch spots will be carried out.
- All staff will perform and document a personal health check and acknowledgement that none of the conditions that would prohibit entry to the workplace apply to them. A sign in sheet is provided at each worksite building.
- Staff will ensure that clients in outdoor spaces respect physical distancing practices, or masks wherever that is not possible.
- Staff will monitor and implement policies with regard to ensuring safe access and egress for all buildings free of having to pass through clusters of people.

#### **4th Level Protection – PERSONAL PROTECTIVE EQUIPMENT**

- All workers in this worksite have been provided with masks. It is required that workers use a mask when they are unable to maintain a two metre distance from others and whenever indoors in common areas.
- Masks should be worn at any time there is more than one occupant in a room, including when in a face-to-face counselling session. Disposable masks are available for clients.
- All workers will know how to take care of a mask, and use a mask safely. See provided documents.
- Other PPE including gloves, N95 inserts for cloth masks, N95 masks and disinfecting equipment is provided for every worksite building and every vehicle.