



# COVID-19 Safety Plan

To enhance safety, protect the team and reduce the possibility of community transfer

This document represents BCDA's updated COVID-19 Safety Plan based on the current WorkSafeBC guidance, BCCDC guidance and orders from the Provincial Health Officer announced on March 11, 2022.

This is a living document and appropriate changes will be incorporated as the COVID-19 situation evolves in the region, as per the information and guidance received from local health officials.

Return to office for all staff will be undertaken in a phased approach when appropriate based on:

- ✓ Provincial Health Officer's order on physical distancing
- ✓ COVID-19 transmission rates in the Lower Mainland
- ✓ Successful implementation of the BCDA Stage I protocols
- ✓ Prioritization of staff need to access the office and overall business impact

## Risk Assessment

The Safety Plan has been developed after undertaking a risk assessment of the following:

- Areas where employees gather (kitchen/meeting rooms)
- Shared equipment (photocopiers, mail machine, alarm panel, laptops, projector, kitchen equipment, etc.)
- Common high touch areas (doorknobs, light switches, reception gate/handle, elevator buttons, etc.)
- Workstations
- Reception
- Washrooms
- Elevators
- Visitors/Deliveries

## General Reminders for Employees in the Office

(details follow throughout the document)

- Keep two metres/six feet distance from others
- Clean your hands often, using soap and water or an alcohol-based hand sanitizer
- Avoid touching your face
- Cover your cough and/or sneeze into your elbow
- Stay home when you are unwell
- Clean and disinfect frequently touched objects/surfaces

## Protocols for Employees Working in the Office

Employees who are pre-scheduled to work in the office are not to attend the office if they are exhibiting any COVID-19 symptoms. On a daily basis, employees will be required to confirm with reception that they are symptom free. Records will be kept by reception in a secure location.



# COVID-19 Safety Plan (Continued)

To enhance safety, protect the team and reduce the possibility of community transfer

## Protective Measures to Keep Everyone Safe

### First Level of Protection - Elimination

Currently, BCDA continues to limit staff presence in the office, with employees working based on a hybrid model. In-person meetings will be allowed providing that proper distancing is maintained and follow the guidelines regarding current occupancy limits.

Current occupancy limits established at the following locations (with signage posted):

- Up to 14 individuals in the office\*
- Up to 5 individuals in the kitchen (3 in eating area, 2 in prep area)
- Up to 3 individuals in the conference room
- Up to 9 individuals in the boardroom
- 1 individual in each washroom
- 1 individual in the elevator (recommended)

### First Level of Protection - Elimination

- Floors and washrooms have been professionally cleaned
- Several chairs have been removed from the kitchen/meeting rooms
- Identified employees continue to work remotely
- Reception area is being managed exclusively by the Receptionist, aided by a recorded message during lunch break

\* Employees may work in the office based on a pre-determined schedule, agreed upon with their direct Manager, to avoid exceeding the 14 individuals maximum.

### Second Level of Protection – Engineering (Ventilation and Partitions)

- HVAC systems are maintained through our Property Building Managers. Regular inspections are carried out.
- A combination of plexiglass/glass screens installed at reception, open workstations, kitchen and meeting room tables

### Third Level of Protection – Guidelines & Hygiene

The following requirements are in place for employees in the office:

#### GENERAL

- Must wash or sanitize hands each time they enter the office
- Must stay home if feeling unwell
- Must go home if they start to feel unwell at any time during the day
- Must sanitize their own workstations every day, including partitions if applicable (disinfecting wipes placed at each workstation)
- Common areas sanitized upon arrival and throughout the day by Receptionist (meeting rooms/kitchen/washrooms/elevator 4<sup>th</sup> floor buttons, light switches, doorknobs, gate/gate handle, etc.)

#### PHYSICAL DISTANCING

- Posters reminding employees to maintain two metres/six feet from each other, placed across the office

#### KITCHEN

- Employees are encouraged to bring their own food (in personal containers) and utensils (if needed)
- Personal dishes/utensils must be taken home for washing and all office dishes must go through the dishwasher
- Sanitization supplies are available to wipe kitchen equipment, counters, etc. prior to and after use



# COVID-19 Safety Plan (Continued)

To enhance safety, protect the team and reduce the possibility of community transfer

## Protective Measures to Keep Everyone Safe (Continued)

### WASHROOMS

- Sanitization signage displayed on both washroom doors

### PHOTOCOPIER/MAIL ROOMS

- Employees are encouraged to wipe the equipment upon use
- Employees must limit contact with office supplies and touch only what is needed

### Fourth Level of Protection – Masks (in addition to other control measures in place)

A mask is a protective barrier that is worn on the face, covers at least the nose and mouth and is used to contain large droplets generated during coughing and sneezing by the person using the mask. Masks help to minimize the spread of potentially infected material from the wearer to other people.

Masks are no longer required in public indoor setting under a public health order; anyone who selects to wear a mask can do so on a voluntary basis and we are encouraging the staff to respect everyone's comfort levels and recognizing that everyone is moving forward at their own pace.

## Policies

### Illness

#### GENERAL

- Employees must stay home if feeling unwell (symptoms may include fever, chills, cough, shortness of breath, sore throat, muscle aches, headaches, etc.)
- If starting to feel ill while at work, employee must notify the Operations Director or their Director, via email, and go home
- If an employee becomes seriously ill (difficulty breathing, chest pain, etc.) while at work, 911 will be called
- The workstation of the reporting employee will be cleaned/disinfected thoroughly following their departure by Operations

#### COVID-19 RELATED

- All employees must follow the guidance of public health around COVID-19 illness, isolation, and symptom management
- An employee must self-isolate, stay home and keep away from others to help stop the spread of COVID-19 if any of the following apply:
  - Tested positive for COVID-19
  - Have symptoms of COVID-19
  - Are a close contact of someone with COVID-19 and you are not fully vaccinated
  - Travelled outside of Canada (certain people entering BC from outside of Canada will need to self-isolate upon arrival)
- If the self-isolating employee develops COVID-19 symptoms during this period and COVID -19 testing was not recommended, they'll need to self-isolate until their symptoms improve, they no longer have a fever, and they feel well enough to return to normal activities.
- If the self-isolating employee develops COVID-19 symptoms, tests positive for COVID-19 and are fully vaccinated, employees need to self-isolate at home for 5 days AND until their symptoms improve AND they no longer have a fever.
- If the self-isolating employee develops COVID-19 symptoms, tests positive for COVID-19 and are not fully vaccinated, employees need to self-isolate at home for 10 days AND until their symptoms improve AND they no longer have a fever.
- If an employee **develops** COVID-19 symptoms **while at work**, they must immediately put on a mask, notify the Operations Director or their Director, via email, and go home.



# COVID-19 Safety Plan (Continued)

To enhance safety, protect the team and reduce the possibility of community transfer

## Policies (Continued): COVID-19 RELATED

- If an employee **develops symptoms** (or tests positive for COVID-19) **after having been at work**, they must immediately notify the Operations Director or their Director, via email, and remain at home.
- For any employee who developed symptoms while at work or tested positive for COVID-19, after having been at work, the Operations Director will consult with the reporting employee and determine all individuals and workspaces that they have been in contact with. All identified employees will be notified that they may have been exposed. Disclosures will be minimized to information necessary to address risk.
- Operations will ensure that areas exposed to the reporting employee are promptly cleaned and disinfected.
- An employee who is self-isolating is not to return to work until:
  - a fully vaccinated employee has self-isolated at home for 5 days, their symptoms have improved, and they have no fever.
  - a partially vaccinated employee has self-isolated at home for 10 days, their symptoms have improved, and they have no fever.
  - the Operations Director or their Director has approved their return to work
- Employees are supported in receiving COVID-19 vaccination.
  - An employee who requests leave can take up to 3 hours paid leave to be vaccinated against COVID-19.
  - There is no requirement for a request to be in writing, or for the employee to give the employer advance notice.
  - If necessary, the employee can take an additional paid leave of up to 3 hours for additional doses.

## Travel

- The Public Health Agency of Canada is advising travellers, regardless of their vaccination status, to avoid non-essential travel internationally.
- If an employee is travelling within Canada or leaving the country, make a plan to show proof of vaccination. Avoid all travel, if not fully vaccinated.
- Recreational travel within Canada is allowed. Wherever an employee travels, keep the group small and respect local communities. The employee will need to show proof that they're fully vaccinated to access some types of travel, businesses or services.

## Work from Home Policy (currently under revision)

### Public Transit

- Masks are encouraged on public transit and BC Ferries, but not required.
- Flexible start/stop times are an option for employees, to avoid rush hour (to be handled on a case-by-case basis).

### Visitors

- Employees are encouraged to hold meetings via Zoom or other videoconferencing platforms to limit the number of visitors in the office.
- Upon entry into BCDA's premises, all visitors will be required to complete a screening questionnaire. If visitors refuse to complete the screening questionnaire, they will not be permitted access to the premises.
- If inviting visitors, employees and visitors must adhere to the established occupancy limits and physical distancing requirements.
- Employees inviting visitors must inform Operations in advance to avoid conflicting schedules.
- BCDA office continues to remain closed for members of the public to walk in until further notice (appointments can be scheduled via phone or email).



# COVID-19 Safety Plan (Continued)

To enhance safety, protect the team and reduce the possibility of community transfer

## Policies (Continued):

### Deliveries (when elevators re-open)

- Mail and kitchen supply deliveries will be left on a table near reception and delivered to the kitchen by the Receptionist
- Larger deliveries (heavy boxes, etc.), will be placed in the mail room directly by the delivery person (maintaining physical distancing)

## Safety Plan Communication And Updates

- The COVID-19 Safety Plan was implemented as follows:
  - draft plan circulated to all employees
  - finalized plan posted on BCDA website
- New employees will be provided with the Safety Plan during their on-boarding session
- The Safety Plan will be reviewed regularly, at least annually, and will be updated as necessary
- Future questions/concerns can be forwarded to the Safety Plan Committee for consideration
- Staff will be notified of any changes/updates to the plan

## Safety Plan Committee

- Alina Aradei, Director, Operations & Human Resources
- Reagan Balcaen, Senior Brand & Graphic Designer
- Jenny Greenwood, Practice Advisor
- Debbie MacLean, Manager, Operations
- Hydia Shi, Assistant Director, Executive Office