



COVID-19 Safety Plan

Return to Office 2021

June 15, 2021

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Overview

- SafetyDriven transitioned to remote work for all staff and did not cease major operations at the outset of the pandemic.
- The primary goal of this plan is for SafetyDriven to transition back to the office full-time in a safe manner.
- The secondary goal of this plan is to introduce additional in-person interactions with clients and members and continuing to be compliant under the guidance of the provincial and federal orders.
- Due to the changing environment, this plan may be updated to reflect provincial and federal health guidance.
- Hours of operation/availability to remain Monday - Friday 8:30 AM – 5:00 PM.
- This COVID-19 Plan is to be communicated to all staff, a hard-copy posted in an accessible area for both staff and visitors, and on the website.

Staff Scheduling

- Managers and staff to begin transitioning back to work in the office starting June 15, 2021.

In-Office Schedules

- In-office days will be staggered to reduce the amount of staff on-site.
 - New schedule is to be as follows:
 - All staff are to be in the office 2-3 days per week (schedule to be determined by their manager).
 - Ensure at least 1 manager on-site.
 - Ensure at least 1 member of each department on site.
 - Individual circumstances will be considered and approved by management on a case by case basis.

Remote Work

- Staff who are not working in-office are expected to work remotely. The goal of remote work is to reduce in person interactions and exposures while still maintaining productivity.
- Remote work and scheduling will be looked at by management and assessed on a departmental basis to determine what allows staff to remain productive while reducing risk of transmission.
- Staff are to remain accessible by phone, email and/or in person as requested and required for operations during working hours 8:30 AM – 5:00 PM and continue taking precautions to reduce exposures while working remotely.
- Staff are expected to take their laptops and chargers home every night to work remotely without coming into the office should the need arise.
 - *NOTE: taking home non-essential equipment (monitors, etc.) is not a standard operating procedure, and to be used only for special extenuating circumstances cases, at the discretion of the employer, and only when the request to work at home is required/approved by the employer.*

Health Screening

- Any person entering the office, whether a staff member, contractor, or visitor, is to be made aware of the requirement to not enter the building if they are feeling even mild symptoms that may be related to COVID-19.
 - Signage will be posted.
- Expected visitors:
 - To assist with screening expected visitors, such as contractors, have them review the information in a health screening tool before their visit
- All visitors:
 - Must complete the health screening tool (paper form) to enter the office.
 - Visitor must use their own pen, or if needed, a pen will be provided that they can take with them.

Staff Experiencing COVID-19 Symptoms Prior to Arriving at the Office

- Anyone who is showing COVID-19 symptoms must begin self-isolation and must contact HealthLinkBC at 8-1-1 and follow their instructions.
- Staff are to contact their manager if they are in the following situations.
 - If slightly ill (or displaying symptoms) but able to work, staff are expected to continue to work at home.
 - If unable to work due to illness, staff have the option of taking a sick day.
 - If unable to work due to illness for an extended period of time, consult the staff benefit plan to receive coverage for longer absences.

Staff Experiencing COVID-19 Symptoms While in the Office

- If a staff member starts to feel unwell while at the office, they must:
 - Notify their supervisor by phone and prepare to leave the workplace immediately.
 - Put on a face mask and follow all respiratory etiquette.
 - Avoid face-to-face interactions with others.
 - Begin self-isolation and -contact HealthLinkBC at 8-1-1 and follow their instructions.

Staff Exposed to Others Who Have Tested Positive for COVID- 19 or Are Waiting for Results

- If a staff member is exposed to others who have tested positive for COVID-19 or are waiting for results, they are expected to notify their supervisor immediately.
 - Staff are to work from home (to be determined by manager).
- Staff member who has had close contact with someone who has tested positive for COVID-19 must contact HealthLinkBC at 8-1-1 and follow their instructions.

Common Areas

Maximum Occupancy Limits

- To reduce potential exposures, follow provincial health orders regarding maximum occupancy limits.

<u>SafetyDriven Spaces:</u>	<u>Maximum Occupancy</u>
○ Reception Area / Entrance	1
○ Kitchen /Lunchroom	1
○ Water cooler	1 (in designated area/zone)
○ Coffee Machine	1 (in designated area/zone)
○ Supply Room (Colour printer)	1
○ Printer Room (B&W printer/Fax)	1
○ Elevators	1
○ Boardroom	4
○ Individual offices	2
○ Washrooms	1

Physical Distancing

- Staff must practise physical distancing as directed by federal and provincial health authorities.
 - Maintain 2 metres distance from others.
- Require workstations to be set up 2 metres apart.
- Staff members are to work only in their own assigned areas (office, cubicle, desk area, etc.)
- Staff are to be aware of their surroundings when entering another room or office and avoid entering someone else's space.
- Communicate through email or phone rather than visiting a co-worker's office.
- Do not shake hands, hug, or greet in any way that breaks the physical distancing procedures.
- All documentation that needs to be shared with other employees should be delivered electronically in-office and/or remotely.
- For documents that MUST be distributed in hard copy, please use the individual staff mail slots/cubby holes in the printer room.

SafetyDriven Reception Area/Entrance

- Signage is to be posted at the SafetyDriven entrance reminding all staff and visitors to complete our health screening tool (form).
- Both office entrance doors are to be kept closed so the door alert will notify staff of visitors.
- Hand sanitizer is to be made available at the front desk.
- Visitors are to continue to sign in when visiting the office.
 - Visitor must use their own pen, or if needed, a pen will be provided that they can take with them.

Kitchen/Lunchroom

- Only one staff member is to use the kitchen at a time. All doors will remain open at all times.
- The lunchroom will only be used to access appliances (fridge, microwave, toaster)
 - Only items that will be consumed on the same day can be stored in the fridge (no access to condiments)
 - Use of the dishwasher, common utensils, and dishes (including mugs) is prohibited.
 - Staff are responsible for cleaning and storage (not in kitchen area) of any of their own utensils, lunch boxes, etc.
- Kitchen chairs are to be removed from the lunchroom to reduce the number of areas to be disinfected.
- Signage is to be posted on lunchroom doors with new guidelines.
- Disinfecting supplies will be provided with the expectation that users will clean and disinfect surfaces and appliances touched after use, including:
 - Microwave
 - Toaster oven
 - Water cooler
 - Fridge
 - Dishwasher
 - Countertop
 - Sink/tap
 - Table
 - Other high contact areas
- Non-touch trash cans will be provided in the lunchroom.

Water Cooler

- An area around the water cooler will be taped off with only one person allowed in the area at a time.
- Staff will sanitize the water cooler after each use.

Coffee Machine

- An area around the coffee machine will be taped off with only one person allowed in the area at a time.
- Staff will sanitize the coffee machine and surrounding area after each use.
- Access to the coffee pods will be allowed at staff members' discretion, understanding that this is a potentially high-contact, multi-touch area. Staff are asked to be conscientious when handling coffee pods.
- The fridge by the coffee machine will be off-limits, and not stocked with communal items (ex: milk/cream).
- Staff are required to bring their own mugs/drinking devices and wash them by hand.

Supply Room with Colour Printer and Printer Room with B/W Printer and Fax

- Only one staff member is allowed in the room at a time.
- Staff to sanitize high-contact areas after each use.

Elevators

- Limit 1 person in the elevator at a time.
- Signage to be posted on the outside and inside of elevator stating occupancy guidelines.
- Post signs asking users to operate elevator using elbows or keys instead of fingers.
- Sanitize elevator buttons and stairway door handles regularly.

Meetings

Internal Staff Meetings

- Avoid any meeting where physical distancing cannot be maintained.
- Use online/virtual or conference calls to allow attendees to participate virtually.
- If face-to-face meetings are required, hold them in areas that allow for 2 metres of physical distancing between all attendees.
 - The boardroom is available to ensure physical distancing during meetings.
- Hold outdoor meetings if appropriate to allow for greater physical distancing.
- Minimize the duration of in person meetings to avoid extended face-to-face interactions.
- Individual offices are limited to 2-3 people (including the host) if physical distancing is possible.

Meetings with Visitors (At SafetyDriven Office)

- Use online/virtual or conference calls to meet where possible; if not, meetings at the office must adhere to SafetyDriven's office COVID-19 plan.
- No meetings or training at SafetyDriven offices with external guests.

Meetings at Client Sites

- All client site visits must be pre-approved by management.
 - Staff to provide management a copy of the sites COVID-19 safety plan for review.
- If a staff member feels satisfied visiting a client site based on the information provided to them about the client's steps to reduce exposure they may do so.
- Clients must demonstrate that they have taken steps to reduce COVID-19 exposure to visitors and that they have one of the following:
 - The facilities to hold meetings with adequate physical distancing.
 - Physical barriers available that will allow for in-person meetings in a safe manner.
- Site visits to locations without a COVID-19 Safety Plan will not be permitted.
- SafetyDriven staff understand they will not be required to visit client sites.
- Staff are expected to follow all client requirements such as PPE/Hygiene policies.
 - SafetyDriven will have disposable non-medical masks available.
- Contractors are required to adhere provincial and federal health orders and have and follow their own COVID-19 Plan.

Worker Travel

- All travel will follow current federal and provincial health guidelines.
- All travel must be pre-approved by management.

- Same day travel within the lower mainland (not including Vancouver Island) for client/business meetings are allowed, subject to management approval.
- Flights and overnight travel are restricted at this time.

Visitors

Deliveries/Transactions

- All deliveries are to remain contactless.
- Mark an area in the SafetyDriven office foyer for delivery pickup/drop-off.
- Wash/disinfect hands immediately after handling packages.
- If the shipper requires a signature:
 - Request they place the slip on the reception desk then step back 2 metres.
 - Sign the waybill using your own pen and leave the waybill on the desk.
 - Step back 2 metres to allow the shipper to pick up the slip.
 - Wipe down the surface with a disinfectant wipe.
 - Wash or sanitize your hands.

Contractors Requiring Access to Area with Staff

- Have contractors fill out a health screening tool (form).
- Where contractors are required to perform work in areas where staff are located, staff members are to leave the area temporarily.
- Contractors are required to have their own necessary PPE and to follow our office health and safety procedures.
- Ensure contractor visits to the workplace are prearranged, staggered, and coordinated among staff.
- If feasible, contact the contractor to direct them to the appropriate area and provide as much information over the phone or email as possible.
- Do not shake hands, hug, or greet in any way that breaks the physical distancing procedures.
- If staff are required to accompany the contractor, they must maintain 2 metres of physical distance.
- Disinfect work areas after the contractor has completed their work.

Contractors Able to Work Away from Staff

- Have contractors fill out a health screening tool (form).
- Contractors are required to have their own necessary PPE and to follow our office health and safety procedures.
- Ensure contractor visits to the workplace are prearranged, staggered, and coordinated among staff.

- If feasible, contact the contractor to direct them to the appropriate area and provide as much information over the phone or email as possible.
- Do not shake hands, hug, or greet in any way that breaks the physical distancing procedures.
- If staff are required to accompany the contractor, they must maintain 2 metres of physical distance.
- Disinfect work areas after the contractor has completed their work.

Unprotected Interactions

- Avoid situations where physical distancing, barriers, and the use of face masks are not possible.
- If any staff member finds themselves in this situation, these unprotected interactions must be minimized and limited to a maximum of 10 minutes.
- It is imperative that staff disinfect any surfaces and immediately wash or sanitize their hands.

Training/Classes

Virtual Training Only

- Training on site at SafetyDriven offices is currently prohibited.
- Training on clients sites is subject to “Meetings at Client Sites” procedures above and manager approval.

Personal Protective Equipment

Wearing a Mask

- Masks are required in all workplaces for shared work areas and areas where physical distancing cannot be maintained. This includes:
 - Elevators
 - Kitchens
 - Customer counters
 - Break rooms
 - Hallways
 - Meeting rooms with more than four people
- Masks will be worn in all common areas. Lobby, elevator, stairwell, break areas, hallways, anyplace away from your desk / workstation.
- Masks need not be worn if there are 4 or less persons in a room/office where distancing can be maintained.

Mask Procedures

- Always wash hands immediately prior to and after wearing a face mask.
- N-95 respirators should be prioritized for health care workers. These are the only respirators that function to protect the user if used correctly.
 - It is important to note that N-95 respirators are only effective with a tight seal against the face. Users with a beard/facial hair that prevents the mask from forming an effective seal with your face should not rely on an N-95 respirator.
- Surgical masks and cloth masks offer some level of protection to others by reducing the spread of droplets.
- Surgical and cloth masks are not effective in preventing the inhalation of droplets, which is how COVID-19 is transmitted.
- If moisture builds up during the day, masks become less effective. This may require several masks to be available throughout the day.
- Cloth masks should be washed daily with the warmest water setting.
- It is important to follow good respiratory hygiene practices even when wearing a mask.
- Do not touch any part of your face especially the outside of the mask.
- Avoid handling the mask when wearing it to reduce hand/face contact.
- Masks are only recommended when physical distancing or barriers are not feasible.
- To remove the mask safely, follow the procedures below from WorkSafeBC:
 - Wash or sanitize your hands.
 - Reach back and touch only near the ear loops or ties and not near the front of the mask.
 - Dispose of the mask or place it in a bag if reusing a cloth mask.
 - Wash your hands thoroughly with soap and water after removing the mask and before touching any other surfaces.

Gloves

- Gloves are not a replacement for proper hand hygiene. Always wash hands immediately prior to and after wearing gloves.
- Gloves should be made of nitrile or latex. Nitrile is an alternative to latex for those with allergies/sensitivities.
- Gloves should be used one time only. Re-using gloves or wearing gloves increases the potential of viral spread.
- Do not touch any part of your face and continue to follow respiratory hygiene practices when wearing gloves.
- Gloves are useful to protect hands from harsh cleaners or disinfectants.
- To remove gloves safely follow the procedures below from WorkSafeBC: (See Appendix for Graphic)
 - Grasp the outside of one glove at the top of your wrist.
 - Peel the first glove off from wrist to fingertips and while turning it inside out.
 - Hold the glove you just removed in your gloved hand.
 - Peel the second glove off by inserting your fingers inside the glove at the top of your wrist.
 - Turn the second glove inside out while peeling it away from the body and folding your first glove inside the second.
 - Dispose of the gloves immediately.
 - Wash your hands thoroughly with soap and water after removing gloves and before touching any other surfaces.

Hygiene/Sanitization

Hand Washing/Sanitization

- Thoroughly wash hands for 20 seconds or longer.
 - Remove any jewellery or watches from your hands and arms.
 - Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 - Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - Scrub your hands for at least 20 seconds. Need a timer? Hum “Happy Birthday” from beginning to end twice or sing the alphabet.
 - Rinse your hands well under clean, running water for 10 seconds using a rubbing motion.
 - Dry your hands using a clean towel or air-dry them if no towel is available.
- Use hand sanitizers when washing your hands is not possible as a first choice.
- Wash or sanitize hands when entering the building, after using the bathroom, and after touching commonly used surfaces.
- Hand sanitizer will be provided to all staff.
- Hand sanitizer, disinfectant spray, paper towels (or disinfectant wipes), and trash cans will be available throughout the office

Respiratory Etiquette

- Avoid touching your face, nose, mouth, and eyes.
- Practise proper coughing or sneezing etiquette.
 - Cover your nose and mouth with a tissue.
 - If you do not have a tissue, cover your nose and mouth with your upper arm.
- Properly dispose of tissues in a garbage can immediately after use.
- Wash or sanitize your hands after using a tissue.

Cleaning Schedules/Supplies

- All staff are to disinfect high contact common surfaces after each use.
 - Examples include doorknobs, elevator buttons, light switches, toilet handles, counters, handrails, touch screen surfaces, and keypads.
- An inventory of cleaning supplies should be kept and updated regularly.
 - Disinfectants
 - Wipes
 - Paper towel
 - Hand sanitizer
 - Garbage bags
 - Disposable gloves
- The office administrator will maintain the inventory and purchase stock as required.
- Staff are required to wipe down their work areas twice a day (morning and afternoon).
- Professional cleaners will clean the office twice a week.

Mental Health Resources

- Staff have access to several mental health resources through their benefit program. Contact HR to review the specifics and clarify details.

Responsibilities

Employer

- The employer must ensure a safe and healthy workplace for all employees.
- The employer is required to have a COVID-19 Safety Plan that assesses the risk of exposure and implements measures to keep workers safe.
- Employers must post their COVID-19 safety plan in the office and have it accessible to all employees.
- Employers must provide communication and training to all employees regarding the risks related to their work and how to perform their assigned tasks safely.
- Employers must monitor their COVID-19 Safety Plan to ensure it is effective and covers all identified areas that pose a risk of exposure.
- Employers must update their COVID-19 response plan as necessary based on information from public health officials or based on workplace changes.
- Employers must provide instruction on the safe selection, use, storage, and disposal of any PPE used in the workplace.
- Employers must provide PPE.

Worker

- Employees must understand their workplace health and safety responsibilities, including the three key rights:
 - Right to know about hazards in the workplace.
 - Right to participate in health and safety activities.
 - Right to refuse unsafe work.
- Employees must comply with the employer's instructions laid out in the COVID-19 Safety Plan.
- Employees should take steps to minimize COVID-19 exposure while away from work.
- Employees must immediately report any unsafe conditions to the supervisor or employer.

Joint Occupational Health and Safety Committee

- The JHSC will review the COVID-19 Safety Plan to ensure it covers all potential situations that may result in exposure/spread of COVID-19.
- The JHSC should gather worker feedback based on the new policies and procedures and make recommendations to the employer to improve this COVID-19 Safety Plan.
- Hold meetings as necessary to update and review the COVID-19 Safety Plan based on new information from Public Health Officials as well as changes to the workplace.

Appendix

WorkSafeBC Poster – Occupancy Limit

<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-occupancy-limit?lang=en>

WorkSafeBC Handout - Working from Home: A Guide to Keeping Workers Healthy and Safe

<https://safetydriven.ca/resource/working-from-home-a-guide-to-keeping-workers-healthy-and-safe/>

SafetyDriven Template - Health Screening Tool

<https://safetydriven.ca/resource/health-screening-tool/>

Public Health Agency of Canada – How to Quarantine When you Have Symptoms

<https://www.canada.ca/content/dam/phac-aspc/documents/services/diseases-maladies/covid-19-how-to-isolate-at-home/covid-19-how-to-isolate-at-home-eng.pdf>

SafetyDriven Handout – Procedures for Presumed Case On-Site

<https://safetydriven.ca/resource/procedures-for-presumed-case-on-site/>

Public Health Agency of Canada – How to Quarantine When you Have No Symptoms

<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-how-to-self-isolate-home-exposed-no-symptoms/covid-19-how-to-self-isolate-home-exposed-no-symptoms-eng.pdf>

SafetyDriven Handout – Enhanced Surface Cleaning and Disinfecting

<https://safetydriven.ca/resource/enhanced-surface-cleaning-and-disinfecting/>

SafetyDriven Handout – Handling Documents and Cash

<https://safetydriven.ca/resource/handling-documents-and-cash-process/>

WorkSafeBC Poster – Glove Removal Procedure

<https://www.worksafebc.com/en/resources/health-safety/ppe-information-sheets/glove-removal-procedure?lang=en>

WorkSafeBC Poster - How to Use a mask

<https://safetydriven.ca/resource/how-to-use-a-mask/>

Provincial Health Services Authority – Hand Hygiene

<https://safetydriven.ca/resource/hand-hygiene/>

WorkSafeBC Poster – Handwashing: Help Prevent the Spread of COVID-19

<https://safetydriven.ca/resource/handwashing-help-prevent-the-spread-of-covid-19/>

BC Pandemic Preparedness – Protect Yourself and Others from influenza

<https://safetydriven.ca/resource/protect-yourself-and-others-from-influenza/>