



# COVID-19 Safety Plan

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

This document represents BCDA Stage I office re-opening plan that begins on June 22, 2020. This plan allows limited staff presence in the office, while most employees continue to work remotely.

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 over the coming weeks and months based on:

- ✓ Provincial Health Officer's recommendations 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 sick
- Clean and disinfect frequently touched objects/surfaces

## PROTECTIVE MEASURES TO KEEP EVERYONE SAFE

### First Level of Protection - Elimination

- Current occupancy limits established at the following locations (with signage posted):
  - Up to 11 individuals in the office\*
  - Up to 4 individuals in the kitchen (3 in eating area, 1 in prep area)
  - Up to 3 individuals in the conference room
  - Up to 5 individuals in the boardroom
  - 1 individual in each washroom
  - 1 individual in the elevator (recommended)
- Carpets, floors and washrooms have been professionally cleaned
- Several chairs have been removed from the kitchen/meeting rooms

\* Employees who need to occasionally work in the office, who currently work from home, must consult with Operations, in advance, to avoid exceeding the 11-individual maximum. An excel occupancy schedule will be kept for staff to view.



# 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)

### First Level of Protection - Elimination (continued)

- Identified employees continue to work remotely
- Reception area is being managed exclusively by the Receptionist, aided by a recorded message during lunch break

### Second Level of Protection – Partitions & Physical Distancing

- A combination of plexiglass/glass screens installed at reception, open workstations, kitchen and meeting room tables
- Posters reminding employees to maintain two metres/six feet from each other, placed across the office
- One-way pathways marked (arrows) to facilitate distancing between employees

### 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 start to feel unwell throughout 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.)

#### KITCHEN

- Employees are encouraged to bring their own lunches (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

#### 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)

Masks are available when physical distancing is not possible

## POLICIES

### Illness

#### GENERAL

- Employees must stay home if feeling ill (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 Safety Plan (Continued)

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

## POLICIES (Continued)

### Illness

#### COVID RELATED

- Any employee who has **been in contact with a COVID-19 positive individual**, must immediately notify the Operations Director or their Director, via email, and must self-isolate and monitor for symptoms for 14 days.
- If the self-isolating employee develops COVID-19 symptoms during this period, they must continue to isolate further for a minimum period of 10 days.
- If an employee **develops** COVID-19 symptoms **while at work**, they must immediately don a mask, notify the Operations Director or their Director, via email, and go home.
- 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.
- Return to office for any isolating employee must be approved by the Operations Director.

### Travel

- Government of Canada has recommended avoiding all non-essential travel outside of Canada until further notice
- If an employee chooses to travel outside of BC, the BCDA will require the employee to self-isolate for 14 days (while working from home)

### Work from Home Policy (currently under revision)

### Public Transit

- Flexible start/stop times are an option for employees, to avoid rush hour (to be handled on a case-by-case basis)
- Employees taking public transit are encouraged to wear masks during transit

### Visitors

- Employees are encouraged to hold meetings via Zoom to limit the number of visitors in the office
- 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)

### 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)



# COVID-19 Safety Plan (Continued)

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

## SAFETY PLAN COMMUNICATION AND UPDATES

- The COVID-19 Safety Plan was rolled out 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 plan is being monitored and will evolve continuously as new information is made available
- 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

- **Katie Date**, *Graphic Production Assistant*
- **Ann Heald**, *Director of Operations*
- **Debbie MacLean**, *Manager, Administration*
- **Khushboo Wanchoo**, *Assistant Director, Executive Office*