



# COVID-19 Safety Plan

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

This document represents BCDA's Stage I office re-opening plan that began 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 when appropriate 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

## 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.

## PROTECTIVE MEASURES TO KEEP EVERYONE SAFE

### First Level of Protection - Elimination

- Current occupancy limits established at the following locations (with signage posted):
  - Up to 5 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)



# COVID-19 Safety Plan (Continued)

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## PROTECTIVE MEASURES TO KEEP EVERYONE SAFE (CONTINUED)

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

- Carpets, 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 who need to occasionally work in the office, who currently work from home, must consult with Operations, in advance, to avoid exceeding the 5-individual maximum. An Excel occupancy schedule will be kept for staff to view.

### Second Level of Protection – Partitions

- 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 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
- One-way pathways marked (arrows) to facilitate distancing between employees

#### 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

#### 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.

The use of face coverings is required in all indoor public spaced in accordance with Ministerial Order No. 425 issued by BC's Minister of Public Safety and Solicitor General on November 24, 2020.

Employees must wear a paper or cloth mask while inside a shared office space or moving around the office, unless they are within the confines of their own office or seated at their desk and not in the presence of any other individuals. All visitors must wear a mask for the duration of their visit.



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## 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 RELATED

- An employee must self-isolate and not return to work until cleared to do so by public health officials (811) if any of the following apply:
  - Tested positive for COVID-19
  - Had close contact or lives in the same household as someone who tested positive for COVID-19
  - Had close contact with someone who is self-isolating with COVID-19 symptoms
- 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.
- An employee who is self-isolating is not to return to work until:
  - they are cleared to do so by public health officials (811)
  - they have notified the Operations Director or their Director that they have received the required clearance; and
  - the Operations Director or their Director has approved their return to work

### Travel

- BC is currently under a travel advisory, which states that all non-essential travel should be avoided, including travel into and out of BC and between regions of the province.
- Permissible essential travel within BC includes regular travel for work within an individual's regions, however, the travelling individual should exercise the safety precautions set out above and elsewhere in this policy (eg. wearing a mask indoors, maintaining physical distancing and regularly sanitizing hands).
- 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

- Employees taking public transit are reminded that wearing a mask or face covering is **mandatory** on BC public transit.
- Flexible start/stop times are an option for employees, to avoid rush hour (to be handled on a case-by-case basis).



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## POLICIES (CONTINUED)

### 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.
- In order to enter BCDA's premises, visitors will be required to wear a mask. If visitors do not have a mask, one will be provided. If visitors refuse to wear a mask, they will not be permitted access to the premises, unless they meet the provincial exemptions for individuals under 12 years of age, or individuals who are unable to wear face covering due to health conditions or impairments.
- 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)

## 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 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

- **Kartik Bharadwa**, *Director, Operations & Human Resources*
- **Katie Date**, *Graphic Designer*
- **Jenny Greenwood**, *Practice Advisor*
- **Debbie MacLean**, *Manager, Operations*
- **Khushboo Wanchoo**, *Assistant Director, Executive Office*