

COVID-19 WORKPLACE SAFETY PLAN

Note: Every workplace is different and practices may vary depending on the location and nature of the program/department, as such customized SARA site specific workplans have been developed and kept on-site.

SARA for Women

COVID-19 Workplace Safety Plan

Purpose

Introduction: COVID-19 is a respiratory infection spread by droplets, which are small particles that are dispersed one to two meters when people cough or sneeze. Droplets can land on surfaces, and people who touch those surfaces and contaminate their eyes, nose or mouth may become infected. This is similar to how influenza spreads.

COVID-19 can cause severe illness in certain populations, particularly the elderly and adults with chronic or underlying health conditions. For most of the population, including children and healthy adults, disease symptoms are relatively mild and similar to a common cold.

This document is provided as a guide for staff working at SARA for Women during the COVID-19 pandemic. This plan is meant to reduce the risk of exposure to the COVID-19 virus and protect employee's health and wellbeing while still allowing normal work to proceed. This document covers engineering controls, administrative controls, supplies, and policies specific to SARA for Women. Notwithstanding anything noted in this document, common sense shall prevail – if it doesn't feel right, don't do it. Contact your supervisor or safety representative regarding any concerns.

*Please note that this information is subject to change to ensure compliance with Fraser Health Authority, BC Centre for Disease Control, and BC Ministry of Health' most recent guidelines.

Since the COVID-19 outbreak began, we have been following the directions of Dr. Bonnie Henry, our Provincial Health Officer.

Everyone coming to one of SARA for Women's sites must consistently adhere to our plan and protocols. Concerns and questions can be directed to your supervisor / manager.

In response to the Coronavirus pandemic, SARA for Women, in consultation with our joint Health and Safety Committee, has distributed memos to all staff highlighting the procedures the agency will follow to help prevent the possible outbreak / spread of COVID-19. SARA will also continue to provide updates / information as things progress or change. Please take time to familiarize yourselves with the procedures outlined in those memos.

Each SARA for Women work site has preventative measures currently in place to keep the programs, clients and staff healthy and safe. Program specific details / procedures have been created and posted at all sites.

If employees are sick, they are asked to stay home (refer to SARA memo from April 29, 2020). If an employee has come into contact with someone who has tested positive for COVID-19, or has herself tested positive for COVID-19, she must self-isolate until she is cleared to return to work by a medical health professional.

Sick policy during COVID-19:

Anyone who is sick MUST stay at home especially when experiencing the symptoms of a cold, flu, or COVID-19 including a cough, sneezing, runny nose, sore throat, and fatigue.

Procedure:

- a. No employees or clients can be at a SARA for Women workplace if they are known to be sick
- b. Anyone who is sick while at the workplace will be provided with a surgical mask and sent home immediately
- c. Any employee must go directly home and/or stay at home if she has:
 - Been diagnosed with COVID-19, or waiting to hear the results of a COVID-19 test
 - Has any symptom of COVID-19, even if mild and has been in contact with a suspected, probable or confirmed case of COVID-19, or been informed by public health that she may have been exposed to COVID-19
- d. According to the BC Centre for Disease Control, isolation must occur for anyone:
 - with symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing, must self-isolate at home for a minimum of 10 days;
 - under the direction of the provincial health officer to self-isolate must follow those instructions;
 - who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.

High Risk Considerations

Please speak with your supervisor if any of these circumstances applies to you:

- If you are immunocompromised or have an underlying health condition.

According to the BCCDC, those who are at high risk for severe illness are: 60

years and older; at risk due to underlying medical conditions (heart disease, diabetes, respiratory diseases, cancer) for self or immediate family member (related to COVID), at risk due to compromised immune system from underlying medical condition or treatment (chemotherapy)

- If you need to care for children / elderly, when there are no other options.
- If you are pregnant.

Maximum Capacities:

Maximum capacities have been determined for workspaces and are contained within individual site workplans and/or posted in the workspace.

Under no circumstances, may these maximum capacities be exceeded. We recognize that maximum capacities may change as BC's Restart Plans change and as such, staff should pay attention to signage within the worksite, regarding changes to maximum capacities as this plan will not change, each time the maximum capacity changes.

Controls:

a. Limiting Number of Employees, Members and Guests

- Where possible, staff will work from home.
 - To ensure that we do not exceed the maximum capacity set, we will:
 - Schedule staff who need to attend on a regular basis; • set appointments for clients to attend.
 - Drop-ins, by staff, clients, volunteers, guests and visitors are not permitted unless there is capacity.
 - For staff, wanting to attend the worksite on occasion, they must contact the designated person at the site who will assign them with a date and time that they may be at the site. No staff may be at the site unless scheduled.
 - We are discouraging visits from guests / clients at this time
 - Signage will indicate that members, guests and staff may not access the site if they are sick.

b. Physical Distancing:

- Physical distancing will be compulsory in the site with wall signage and/or floor stickers indicating 2-meter / 6-foot distancing
- Directional arrows will be placed in areas with narrow corridors / spaces where distancing is an issue
 - When a virtual meeting is not an option, staff will meet in large meeting spaces – not in enclosed offices
 - Kitchens / washrooms will have maximum capacity numbers posted outside these areas

- Staff meetings will take place online / virtually.

c. Engineering Controls:

- In areas where physical distancing between desks is challenging or not possible, plexiglass will be installed
- Maximum capacity numbers of staff, clients and members will be posted
- No dishes, mugs, or utensils will be available for use by guests
- It is mandatory that all communal dishes must be sanitized through dishwasher. If dishwasher is unavailable, disposable dishes will be provided

d. Cleaning:

- In addition to regular cleaning, provided by Building Service Workers or other cleaning companies:
- Staff will be expected to clean their workspace at the beginning and end of each day.
- Disinfectant spray is available for staff to clean their work areas including computers, keyboards, desks, mice
- High touch surfaces will be cleaned a minimum of twice per day with disinfecting solutions
- Washrooms: High touch areas (lights, handles, counter) will be disinfected throughout the day, minimum 3 times
- If cleaning or sanitization is required due to an unforeseen event, please contact the designated individual on site.

e. Personal Protective Equipment (PPE):

- Physical distancing and engineering controls are our first line of defense, with PPE considered the last line of defense.
- PPE, including surgical masks and gloves will be provided should the job require it, and/or if physical distancing and other control measures are not in place.

f. Hygiene and Personal Health:

- Handwashing with soap and water is still the single most effective way to reduce the spread of illness.
- If sinks for hand washing are not available, alcohol-based hand sanitizers (ABHS) containing at least 60% alcohol may be used.
- Staff are to wash their hands frequently (minimum of 20 seconds, with soap) throughout the day - including:
- When they arrive / before they go home,
- Before handling food

- Between handling raw and cooked food - cross contamination is a risk
- Before and after taking or applying medication or ointment
- After using the toilet
- After contact with body fluids (runny noses, spit, vomit, blood)
- After cleaning tasks
- After removing gloves
- After handling garbage
- Whenever hands are visibly dirty
- Before and after touching common surfaces.

6 Steps for proper handwashing

- 1. Wet hands with warm running water.*
- 2. Apply a small amount of liquid soap*
- 3. Rub hands together for at least 20 seconds (sing the ABC's twice). Rub palms, backs of hands, between fingers and under nails creating a lather*
- 4. Rinse off all soap with running water.*
- 5. Dry hands with a clean, disposable towel*
- 6. Discard the used towel in the waste container*

- Get plenty of sleep and regular exercise
- Speak to your supervisor about taking vacation days to help alleviate potential burnout
- Take breaks outside, while safely respecting social distancing measures.

g. Respectful and Clean Working Environment:

- Staff are responsible for keeping their work area tidy and clean. There should be no excess paper on desks, or storage under desks
- A culture of clean hands and cleaning is imperative for all e.g. when using common items, wash / sanitize hands before and then disinfect the area after use. i.e. photocopier

h. Injury Reporting and First Aid Procedures:

- Report all injuries and illnesses or any suggested changes to these protocols to supervisor
- Minor First Aid Treatment can be obtained by contacting the site first aid attendant. For major incidents contact 9-911.

General Operating Guidelines

a. Scheduling and Offices

- Staff use their own office space to meet with clients
- Staff use their own equipment: phone, printer, computer etc.
- Seating is spaced (safe distance)
- Limited occupancy for the office spaces
- For those who currently share offices, they must ensure that they are wearing a mask and required to keep a 2 meter distance from each other.

b. Interactions/Meetings with Clients

- If face-to-face meetings are unavoidable, staff will minimize the meeting and stagger the time to allow for sanitizing between appointments
- Open windows for enhanced ventilation
- Safe distance (two meters away from each other)
- Avoid physical contact
- Consider holding meetings in the open air (outside) when weather permits
- PPE is required by all parties (staff, residents, visitors or clients)
- Limited interaction with clients in common areas (no eating with clients, or hanging out with clients in common areas.)
- Encourage the use of on-line services or telephone to conduct business where possible.

c. Kitchen:

- Staff kitchens must display the maximum capacity.
- Staff are encouraged to eat their lunch outside if possible, so that the kitchen is accessible to others.
- Wash your hands when entering the kitchen
- Use disinfecting-spray and paper towel to clean the high touch areas in the kitchen after utilizing (microwave door, counters, or eating area)
- The dishwasher is available at each site. In the event that the dishwasher is not available for use, disposable dishes & utensils will be supplied.
- Fridge will be cleaned by janitorial staff weekly

d. Washrooms:

- Washrooms are meant for only single occupancy
- If the washroom is occupied, please wait outside and allow others, using the corridor to pass safely.
- Wash hands thoroughly for at least 20 seconds with soap after using the washroom and dry with paper towel provided
- Avoid touching any doors / surfaces with clean hands upon exit
- Do not brush teeth or use the washroom for personal grooming

e. General Work Areas:

- Please keep work areas clean and clutter free of papers, personal mementos and other items that prevent the surfaces from being cleaned regularly.

f. Meeting Room Use:

- Each meeting room will display the maximum capacity.
- In-person meetings should only occur if absolutely necessary, with virtual meetings being the preferred option.

APPENDIX A

Health Screening:

- Contactless thermometers are available for use at each site for all visitors, clients and staff. The date and name of visitor/client will be recorded for contact tracing purposes. * Temperatures will not be recorded.
- Are you experiencing any cold or flu-like symptoms (fever, cough, sore throat, respiratory illness, difficulty breathing)?
- Have you traveled outside of Canada within the last 14 days?
- Have you been in close contact with anyone who has traveled outside of Canada with the last 14 days?
- Have you had close contact with or cared for someone diagnosed as a confirmed case of COVID19?

APPENDIX B

Additional Resources:

WorkSafe

- <https://www.worksafebc.com/en/about-us/covid-19-updates>
- <https://www.worksafebc.com/en/about-us/newsevents/announcements/2020/March/covid-19-and-the-workplace>
- <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industryinformation/construction>

BC Centre for Disease Control

- <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>
- <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks>

BC Government

- <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-responserecovery/covid-19-provincial-support>
- <https://intranet.gov.bc.ca/tranet/covid-19-update>