

# **COVID-19 SAFETY PLAN**

**Orange Shirt Society**



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## Purpose of Safety Plan

The purpose of this plan is to protect employees from exposure to COVID-19 in Orange Shirt Society's (OSS) office. To ensure the health and safety of OSS employees in our workplace during the COVID-19 pandemic, we have implemented the following policies, guidelines, and procedures in accordance with WorkSafeBC protocols.

This plan applies to all OSS employees and all other persons who enter OSS's offices. The *Workers Compensation Act* requires employers to establish occupational health and safety policies and programs in accordance with the Occupational Health and Safety Regulation, and WorkSafeBC has directed employers to develop a plan to ensure that the risk of transmission of COVID-19 at workplaces is minimized.

Under the Provincial Health Officer orders, we have posted copies of this plan on OSS's website, and at our office, so that it is readily available for review by employees, board members, volunteer contributors, and any other visitors.

Upon request, the employer must provide a copy of the COVID-19 Safety Plan to a health officer or WorkSafeBC officer.

## Roles and Responsibilities

The Board and staff must support the development, implementation, review of, and compliance with this safety plan.

To make sure employees are involved in managing safety in the office, we have developed this COVID-19 Safety Plan. Orange Shirt Society staff will continue to:

- assess the risk, and develop and review protocols to support the safe return to the office;
- recommend improvements and/or changes to the safety plan;
- monitor compliance;
- report concerns, complaints, and non-compliance to the Executive Director; and
- assist with resolving complaints and addressing concerns.

This safety plan will be reviewed and amended as needed, taking into account the latest available medical guidance, regulations, physical office layout, and operational services.

The Board and staff must consider if there are any employees who may be at higher risk (e.g., over 60, without childcare for young dependents, or have underlying health conditions

(employee or family member in the home)) and may require further considerations in planning to return to the office.

OSS staff members are encouraged to use the features of their extended health benefits to seek professional help, should they experience mental health issues related to stress and anxiety due to COVID-19. Staff members are encouraged to express these issues to the Executive Director and/or the Board if they require additional or extended support.

## Program Details

### **Hierarchy of Controls**

OSS will use the following hierarchy of controls to reduce the risk of person-to-person transmission of COVID-19 in the office, and in the following order:

- Elimination—develop policies and procedures to reduce the number of people in the office
- Physical distancing—ensure that, while in the office, individuals remain at least 2 metres from one another while masks are not worn
- Administrative controls—written policies, rules, and guidelines to control person-to-person exposure

### **Risk Assessment**

The virus that causes COVID-19 spreads in several ways. A person is at risk of infection when they inhale droplets or touch a contaminated surface, and then touch their face which increases the risk of the virus entering their body through the mouth, eyes, or broken skin.

The most common symptoms of COVID-19 include fever or chills, sore throat, cough, tiredness, and the loss of taste or smell. Other symptoms include a sore throat, headache, congestion or a runny nose, aches and pains, nausea or vomiting, diarrhoea, difficulty breathing or shortness of breath, loss of speech or mobility, chest pain, a rash on the skin, discolouration of fingers or toes, and red or irritated eyes.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near. Physical distancing measures help mitigate this risk. The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time. Effective cleaning and hygiene practices help mitigate this risk.

Seniors and people with underlying health issues (including heart disease, diabetes and lung disease) are at highest risk; but young and healthy people are also at risk.

The Board and staff considered the following:

Common Areas/Where do people gather?

- meeting rooms
- hallways
- kitchen
- washrooms

What tools, machinery and equipment do workers share while working?

- copiers/printers
- paper cutters; paper shredders
- supplies: staplers, paper clips, pens, scissors, hole punch, chairs
- kitchen supplies
- circulated hardcopy materials (books, mail)
- shared file folders

What surfaces are touched often?

- doorknobs
- laptops
- light switches
- tables
- chairs
- counters
- printers/copiers
- paper shredders
- refrigerator handle
- cupboard and file drawer handles
- faucet handles
- kitchen: water cooler, fridge, microwave, hot water kettle, coffee machine
- Boardroom equipment: tele-conference mics, TV remote

## **Prohibition to Entry**

No person is to enter our office if they:

- are ill or have any COVID-19 symptoms, including (but not limited to) fever, chills, shortness of breath, new body aches, headaches, new or worsening cough

- are under the direction of the provincial health officer to self-isolate
- have travelled outside of Canada within the last two weeks or have recently had contact with a confirmed COVID-19 case.

## **Guidelines, Protocols and Procedures**

OSS has developed guidelines, protocols and procedures for how employees should conduct themselves in the office.

OSS has clearly communicated these guidelines, protocols and procedures (rules) to employees by reviewing the COVID-19 Safety Plan and posting signage where applicable.

## **Signage and Notices**

Signs and notices will be posted at the entrance to and throughout the office that state:

- persons displaying signs of fever, cough, headache, or other flu-like or COVID-19 symptoms must not enter OSS's office and must leave immediately.
- the maximum number of persons permitted in meeting rooms and common areas
- personal hygiene protocols
- cleaning and sanitizing procedures
- the COVID-19 Safety Plan.

## **Personal Protective Equipment (PPE)**

Non-medical masks will be available to employees for situations when physically distancing of 2 metres cannot be maintained for tasks. Masks will also be required for any individual who has travelled within Canada but outside the Province of B.C. within 14 days before entering the office. Visitors are required to wear masks when in OSS's office.

## **Occupancy Limits**

Occupancy limits stating the maximum number of people allowed in each area of the office will be posted outside all meeting rooms, kitchen, washrooms and all other common areas as follows:

- The office: 10
- Waiting Area: 3
- Kitchen/Boardroom: 8
- Photocopy Space: 2
- Storage Room: 1
- Washroom: 2

## **Work Stations and Work Assignments**

OSS will ensure a physical distancing space of at least two metres between employee workstations wherever possible.

## Develop Policies

### **Employees Who Are Sick**

Employees who develop flu-like symptoms including fever, cough, sneezing, sore throat, and/or muscle aches must immediately report it to the Executive Director and go home, or remain at home. They should then:

- Complete the BC Thrive Health self-assessment <https://www.thrive.health/bc-self-assessment-tool>
- Call 8 1 1 for further review and/or call their doctor for direction
- If severely ill (e.g., difficulty breathing, chest pain), call 9 1 1

Employees may need to isolate for 14 days at home, depending on the outcomes and advice of their doctor or health professional.

The office will be closed and cleaned should an employee or visitor test positive after being in the office.

### **Travelling to OSS Office**

Employees are encouraged to walk, drive, or take a taxi to work (avoid public transit).

### **Visitors**

Visits to OSS premises must be prearranged, and all visitors who enter the office must wear a face mask. Safety protocols are to be communicated to visitors by email before entry to OSS premises and signage has been posted at entrance door.

### **Safe Working Procedures and Protocols in the Office**

The following precautions must take place while in the OSS office, and staff must be sure to follow safe working procedures and protocols, specifically:

- Clean their workstations using disinfectant wipes and/or cleaning materials at the end of each workday
- Avoid blocking access to workspaces
- Utilize technology such as Zoom, telephone, or other technology to avoid in-person meetings wherever practical
- Maintain a physical distance of two metres between employees and others
- Wear a mask if an employee has travelled from outside of the province within 14 days of attending the office
- Wear a mask if a distance of two metres cannot be maintained for a task
- Do not share supplies such as pens, staplers, scissors etc.
- Shared equipment must be cleaned and disinfected after each use
- Kitchen appliances, mugs, and cutlery should be sanitized after each use
- Eat lunch outside or at desk

## **Personal Hygiene**

Employees are directed to avoid touching their eyes, nose, and mouth with unwashed hands.

### *Hand washing*

Employees must wash their hands or use hand sanitizer when entering the office and after touching a surface (elevator button, door handle, light switches, refrigerator handle, common area table, desk or counter, etc.) and always after coughing, sneezing, or blowing their noses. Directions are to wash with soap and water for at least 20 seconds, or, if soap and water are not available, to use an alcohol-based hand sanitizer.

### *Proper hand washing:*

[Help prevent the spread of COVID-19 Wash your hands.pdf](#)

[covid-19-handwashing-eng.pdf](#)

### *Cough and Sneeze Etiquette*

Employees are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing
- Use tissues to contain secretions, and dispose of them promptly in a waste container
- Turn your head away from others when coughing or sneezing
- Wash hands regularly



[help-prevent-spread-covid-19-cover-coughs-sneezes-pdf-en.pdf](#)

## **Cleaning and Disinfecting**

OSS staff are expected to sanitize personal spaces each day before leaving the office. The office is cleaned thoroughly once a week by a hired cleaning company.

Employees in the office will clean the following high touch areas daily:

- door handles
- light switches
- high touch counters
- tables
- kitchen areas (refrigerator handle, counters, faucet, table, other)

Employees will be supplied with cleaning and disinfectant supplies; employees will regularly sanitize their desks, keyboards, phones, and other items in their work area.

Employees will clean/sanitize any other office equipment after they use it.

## **Work from Home Guidelines**

Employees who work remotely must check in with their manager or a buddy at least once per day.

OSS is to ensure that employees have the support and tools they need to ensure their remote workstation is set up correctly.

## **Monitor Office and Update Plan**

We will continue to monitor our workplace and update our safety plan as necessary.

Employees who have a health and safety concern are to notify the Executive Director.