

SafeCare BC COVID-19 Safety Plan

If you touch it, clean it. Give people space. Stay home if sick. Wash your hands. Don't touch your face.

Purpose

To eliminate, and where elimination is not possible to reduce, the risk of communicable diseases (i.e., COVID-19, influenza, norovirus, etc.) exposure to SafeCare BC staff, visitors, contractors, and service users.

About this Plan

This plan addresses the measures in place to protect staff at SafeCare BC from communicable diseases when working at the SafeCare BC office.

Consultation Process

The following groups and information sources were consulted in the drafting of this plan:

- SafeCare BC staff, including workers, managers, and SafeCare BC's Worker Health and Safety Representative
- BC Care Providers staff, including workers and managers
- BC Centre for Disease Control
- Metrotower Office Complex property management
- WorkSafeBC
- SafeCare BC contracted and seconded facilitators

Control Measures

Work Arrangements

SafeCare BC staff may work from home or the office.

If a staff member goes to the office, they must:

Prior to Going to the Office:

- Indicate their intention to be in the office by putting their status on the In/Out of Office Shared Calendar, to ensure that room capacities are not exceeded *
- Ensure they are familiar with the [SafeCare BC Working Alone](#) policy.
- Screen for symptoms using the online [Screening Tool](#).
 - If the final result of the screening tool indicates that you DO NOT require a COVID test, you may proceed to the office
 - If the final result of the screening tool indicates that you DO require a COVID test, you must obtain a COVID test and wait for a negative result prior to going to the office.

Upon Arrival at the Office Building:

- Perform hand hygiene immediately upon entering the office tower lobby, and again upon entering the office. Alcohol-based hand sanitizer stations are located at entrances for this purpose.
- Follow the instructions for elevator use, as directed by Metrotower signage.

During Work:

- Wear a non-medical mask in common areas, hallways, or speaking with other staff or guests in the office. If a staff member is sitting at their desk, they do not need to wear a mask.
- Meetings may be held in-person. When meeting in-person, staff must maintain 2-metre distance, wear non-medical masks, and observe maximum room capacities. Meetings of more than 3 staff, will require all staff to rapid test.
- If more than 5 staff are in the office, each staff member should perform a rapid test prior to interacting with other team members.
- Hallway conversations are permitted, with appropriate physical distancing and mask wearing.
- Use of the microwave is strongly discouraged. Staff must use their own dedicated utensils and drinkware.
- Non-SafeCare BC staff members (i.e. consultants and workshop participants) may be on-site for the purposes of workshop facilitation or resource development. Where this occurs, the responsible SafeCare BC staff member must ensure guests are briefed on SafeCare BC's safety procedures **prior** to entering the building and **again upon entering** the building.
- Immediately prior to exiting the office, staff are to perform hand hygiene.
- Indoor mask use will be based on the public health guidance.

Maximum Room Occupancy:

Table 1: SafeCare BC Maximum Room Occupancies

Room	Maximum Occupancy
SafeCare BC Training Centre	10
Small Board Room	3
Programs Office	4 (at designated desks only)
Kitchen	1
Communications Office	1
Bathrooms	1
Secondary Programs Office	1
CEO Office	2

When sharing a workspace, staff must wear a non-medical mask and always observe 2-metre physical distancing.

In the Event of Illness:

If a staff member begins to feel ill while at the office, they are to:

- Immediately don a medical mask, if not already wearing one.
- Notify their direct supervisor, whether or not they are on-site.
- If they are on site, they must also notify the most senior staff member on-site
- If no one else is onsite, the ill staff member should don gloves and wipe down the surfaces they have touched before leaving unless their condition requires immediate medical attention.
- Go home directly and self-isolate.
- Call 811 or their primary health care provider for further direction.
- In a medical emergency, call 911, then security (604-283-0887).

If a supervisor is notified that one of their direct reports has fallen ill at the office, they are to:

- Ensure that the staff member is wearing a medical face mask.

- Identify who else is in the office and advise them of what has happened.
 - If other people are onsite, identify the onsite lead and ensure they arrange an immediate “deep clean” of high touch areas. The person conducting this deep clean must have completed training on safe work procedures on exposure control and safe chemical handling (WHMIS for Workers 2015). This training is available on the SafeCare BC LEARNING [SPACE].
 - A deep clean involves wiping the surface with a damp cloth and then using a Health Canada classified disinfectant to wipe the surface
 - If no one else is onsite, the ill staff member should don gloves and wipe down the surfaces they have touched before leaving unless their condition requires immediate medical attention.
- Notify BC Care Providers staff, so they can inform the janitorial staff at Metrotower Property Management about the potential exposure and trigger enhanced cleaning protocols.
- In a medical emergency, call 911, then security (604-283-0887).

Education, Training, and Outreach

Education services will be delivered both in-person and virtually. In-person education will be held in accordance with public health guidelines. This includes:

Before the workshop:

- Courses will be modified when necessary to allow for smaller class sizes and social distancing.
- Supervisors are responsible for ensuring staff members are familiar with the workshop safety procedures.
- Supporting staff member is responsible for ensuring facilitators and participants are familiar with the workshop safety procedures regarding the specific workshop in question.
- Participants, on-site staff members, and facilitators will be screened for illness. Screening procedures will include both a screening questionnaire and onsite rapid testing prior to the workshop.
 - Prior to workshops, communications will be sent to all guests that under no circumstances may someone attend an in-person workshop if they are feeling unwell or have felt unwell within the past 10 days, if they have travelled outside of BC within the past 14 days, if they have been directed by public health officials to self-isolate, if they have a member of their immediate household (or someone under their care) who has been directed to self-isolate, or if their worksite is currently under outbreak precautions.
 - Procedures will be in place to provide guidance when someone present begins feeling ill during a workshop ([see workshop safety plans here](#)).
- For workshops hosted at external training locations, all site-specific COVID-19 safety plans will be followed.

During the workshop:

- Indoor masking will be based on current public health guidance. If guidance requires indoor masking, masks may be removed to eat and drink only.
- Observe 2-metre physical distancing between participants, and participants and facilitators.
 - Where it is not possible to maintain a physical distance of 2-metres, additional appropriate PPE as per public health guidelines will be used.
- Supply ample hand sanitizing stations within the facilitation space. Those present will be directed to wash/sanitize their hands regularly throughout the workshop.
- Do not share food/beverages.

- Use the following sanitization processes to clean and disinfect surfaces before, during, and after workshops:
 - Clean surfaces with a damp cloth, prior to using a disinfectant. This will help remove any dirt and some germs on the surface.
 - Disinfect the surface using a store-bought disinfectant cleaning solution, that is approved for disinfecting hard surfaces, with a Drug Identification Number (DIN).
 - If wearing gloves, wash hands with soap and water for at least 20 seconds after removing gloves. If soap and water are not available, use an alcohol-based hand sanitizer containing at least 60% alcohol.

Outreach:

- In-person member outreach and support will take place on a site-by-site basis in accordance with public health guidance.

Cleaning Protocols

The office and surrounding common areas have enhanced cleaning procedures.

Metrotower common areas:

- Metrotower property management has increased the cleaning frequency of high-touch areas (e.g., elevator buttons) and has installed alcohol-based hand rub stations at the lobby entrance.

Metrotower office areas:

- Immediately prior to starting work and once finished for the day, staff are to sanitize their work area. Cleaning supplies are available in the kitchen. Areas to focus on include high-touch areas like desk surfaces, doorknobs, light switches, keyboards, mice, and chair armrests. Hand hygiene must be performed after sanitizing.
- The following surfaces must be disinfected by those who touch them with their bare hands:
 - Exterior door handles (upon entering the office at the start of the day)
 - Alarm keypad (upon disarming the alarm)
 - Faucet handle (every use)
 - Fridge door handle (every use)
 - Microwave keypad (every use)
 - Printer keypad (every use)

Home office area:

- Staff are encouraged to follow heightened cleaning protocols at home, too. This includes things like disinfecting high-touch surfaces (doorknobs, light switches, faucet handles, appliance consoles, phones, keypads) regularly. For advice on home cleaning strategies, visit <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>

Individual Protective Measures

Regardless of work location (home, office, or other), all staff are required to do the following:

- Participate in education on hand hygiene, safe use of PPE (personal protective equipment, and the basics of COVID-19 transmission).

- Wash hands frequently, including:
 - Before eating or preparing food
 - After using the bathroom
 - Before touching their face (e.g., if applying contacts, make-up, or washing their face)
 - After using a tissue to cover a sneeze or cough
 - When returning home from another location
 - Before donning and after doffing PPE
- Cover their cough or sneeze with their elbow or a tissue.
- Follow public health guidance for individual protective measures
- Stay home and self-isolate if they are sick—even if they are only feeling a little unwell.
- Use strategies to minimize their exposure with high-touch surfaces. This includes things like using an elbow to trigger walk signals at intersections; using a knee to trigger an automatic door opener instead of touching the door handle with their hand; using keys to push elevator buttons instead of fingers; etc.
- Adhere to current Public Health Orders and guidelines.

Staff are encouraged to sanitize their own high-touch devices daily, including cellphones and other touch-screen devices. Devices can usually be safely cleaned with a wipe saturated in 70% isopropyl rubbing alcohol (do a test patch first to ensure this method is safe for the device or case).

If a staff member is reliant on using public transit for work, they must follow public health guidance for safe transiting.

If a staff member begins to feel unwell at home, they should self-isolate and call 811 or their primary health care provider for further direction. If it is a medical emergency, call 911. They should then notify their direct supervisor as soon possible.

Expansion of Services

Any modifications made to the current method of service delivery/work operations will be made in full consultation with those potentially affected by those changes, as well as the latest direction from the BC Centre for Disease Control and WorkSafeBC.

Prior to any modifications being made, staff will be notified of the updated safety controls being implemented, including any new safe work procedures. These changes will be posted both on the internal staff Shared Drive and on the SafeCare BC website.