

COVID-19 DEPARTMENT SAFETY PLAN

DEPARTMENT: Kwun'atsutul Counselling

**ADDRESS: (Mailing Address) 5768 Allenby Rd, Duncan BC
(Physical Address) 200 Cowichan Way, Duncan BC**

DIRECTOR/MANAGER: Cynthia Jamieson

DEPARTMENT CHAMPION: Cynthia Jamieson/Donna Johnny

DATE: June 12, 2020



Step 1: Assess the risks at your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

We have involved frontline workers, supervisors, and the Pandemic Team with assessing the workplace.

How:

- ✓ Pandemic Team and Director Walk Through

We have identified areas where people gather, such as break rooms, kitchen area and meeting rooms.

List those areas in your department here:

- 3 Meeting Rooms
- Kitchen Area
- Hallways
- Offices

We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workspace, in worker vehicles, or at other work locations (if your workers travel off site to do part of their jobs).

- Meeting Rooms
- Kitchen
- Hallways
- Offices

We have identified the tools, machinery and equipment that workers share while working.

- Photocopier/Printer
- Coffee Machine
- Dishwasher
- Shredder

We have identified surfaces that people touch often, such as doorknobs, light switches, photocopier, printer, exit buttons, etc.

- Doorknobs
- Light Switches
- Photocopier
- Alarm Key Code
- Stair Railings
- Desks
- Kitchen Counter
- Coffee Machine
- Dishwasher
- Refrigerator Handle
- Toilet Flush Handles

Step 2: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input and guidance:

Review industry-specific protocols on worksafebc.com to determine whether any are relevant to your industry.

- Reviewed by TWT Pandemic Team

Frontline workers, supervisors, and the Pandemic Team

Orders, guidance, and notices issued by the provincial health officer and relevant to your industry

- Reviewed and understand all notices shared and posted.

Cowichan Tribes Pandemic Team – Check to confirm that you have consulted with the Pandemic Team.

- Consulted

The following section outlines the four levels of protection put in place to ensure safety for all workers.

First Level protection (elimination): Limit the number of people at the workplace to ensure physical distancing wherever possible.

We have established and posted an occupancy limit for our premises.

- In progress

In order to reduce the number of people in the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, limiting the number of visitors in the work place, etc,

- All counsellors currently working mostly from home. Some go to TWT once per week to do their on-call from that location and also catch up on their charting
- Some counsellors have access to charting system on laptops from their home and do not require to attend at TWT

We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms and elevators.

- In progress

We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

- In progress

Second level protection (engineering): Barriers and partitions.

We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.

- Plexiglass to be installed at reception area.

We have included barrier cleaning in our cleaning protocols.

- In progress

We have installed the barriers so they don't introduce other risks to workers (e.g. barriers installed inside a vehicle don't affect the safe operations of the vehicle).

- Will not be transporting staff until further notice

Third level protections (administrative): Rules and guidelines

We have identified rules and guidelines for how workers should conduct themselves.

- Dissemination and review of the guidelines communicated by the A/General Manager

We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

- No signage as yet; Await return to Offices

***Forth level* protection: Using masks (optional measure in addition to other control measures)**

We have reviewed the information on selecting and using masks and instructions on how to use a mask.

- All staff to wear masks
- Instructions not yet received

We understand the limitations of masks to protect the wearer from respiratory droplets. We understand masks should only be considered when other control measures cannot be implemented.

- Agreed

We have trained workers in the proper use of masks.

- No training received as yet

Reduce the risk of surfaces transmission through effective cleaning and hygiene practices.

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g. which surfaces, tools, equipment, and machines). If this information is in another document, identify the document here.

X We have reviewed the information provided to our department from the Pandemic Response Team on clearing and disinfecting surfaces.

X Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.

X We have communicated clearly good hygiene and practices at work.

X We have implemented cleaning protocols for all common areas and surfaces.

X Workers who are cleaning have adequate training and materials.

? We have removed unnecessary tools and equipment to simplify the cleaning process – e.g. coffee makers and shared utensils and plates.

- In progress

Step 3: Develop Policies

The following items have been communicated to staff by the Pandemic Response Team, the General Manager's office and the Human Resources office. Our workplace policies ensure that staff and others showing symptoms of COVID-19 are prohibited from the workplace

- X Anyone who has symptoms of COVID-19 in the last 10 days

- X Anyone directed by Public Health to self-isolate.

- X Anyone who has arrived from outside of Canada or who has had contact with confirmed COVID-19 case must self-isolate for 14 days and monitor symptoms.

- X Visitors are prohibited or limited in the workplace.

- X Our department commits to complying with the Pandemic Response Teams policies regarding
 - ✓ Any additional first aid attendants training required
 - ✓ Working alone policy
 - ✓ Work from home policy
 - ✓ Protocols for taking care of any staff who may start to feel ill at work.
 - ✓ Protocols for taking care of any workspace areas that were occupied by staff who became ill at work.

Step 4: Develop communication plans and training

We have put in place systems to ensure everyone entering our department, including community and workers from other departments and organizations, knows how to keep themselves safe while in our department.

? We have participated in the Pandemic Response Teams safety training.

X All staff has been provided information regarding the policy for staying home when sick.

? We have posted signage at the workplace that have been provided by the Pandemic Response Team.

X Supervisors have been instructed on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitor your workplace and update your plans as necessary

Things may change as your department operates. If you identify a new area of concern or if it seems like something isn't working, take steps to update your department policies and procedures, in consultation with the Pandemic Response Team.

X We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.

Identify here who will be responsible for monitoring risk in your department. This person may be the department Champion who is most familiar with the office safety plan.

- Cynthia Jamieson and Donna Johnny

X Staff know who to go to with health and safety concerns

Identify here who will record and report health and safety concerns in your department.

- Cynthia Jamieson

X When resolving safety issues we will involve the Pandemic Response Team, the General Manager's office and the Human Resources office.

Step 6: Assess and address risks from resuming operations

If the workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your department.

X We confirm that we will consult and comply with the policies and procedures implemented within Cowichan Tribes for the following staff needs.

- training plan for new staff
- training plan for staff taking on new roles and responsibilities
- training plan around changes to our department, such as new equipment, process, or products
- reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use

Other areas to address before resuming operations within the Kwun'atsustul office site:

- Desks clear of all paper/ornaments – sanitize at the end of day
- No advertisements on walls
- Plexiglas for reception area
- Sanitize printer after each use
- Removal of carpets unless using a hepa filter vacuum cleaner
- No shredding
- No multiuse pens
- Covers for bookshelves
- No fans
- Signage for health & safety procedures at the office site (for staff and visitors)
- Disinfectant spray bottles and refill materials to be purchased
- Initial and ongoing briefings to staff regarding regular cleaning & safety procedures