



COVID-19 Management Obligations to Safeguard the Workplace

For Directors, Managers and Immediate Supervisors

1. POLICY INTRODUCTION

- 1.1. Information provided by federal and provincial health and safety authorities guided the development of the *COVID-19 Management Obligations to Safeguard the Workplace Policy* (hereafter the Management Obligations Policy) and includes federal, provincial and WorkSafe BC recommendations for employers.
- 1.2. As the global health crisis situation evolves, amendments will be made to reflect the changing environment and any new recommendations provided by federal, provincial health and safety authorities.
- 1.3. Directors and/or Managers and immediate supervisors have a responsibility to ensure the health and safety of their employees, as per the [Human Resources Policy](#):
Section 5.32 “Supervisors will be held accountable for the health and safety of employees under their supervision. Supervisors are subject to various duties in the workplace, including the duty to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures.”

2. POLICY DEFINITIONS

- 2.1. In the Management Obligations Policy:
 - Chief and Council refers to the thirteen duly elected members that make up Chief and Council.
 - Directors and/or Managers refers to the employees of Cowichan Tribes who are formally assigned to manage a department and/or program.
 - Employees refers to all persons employed by Cowichan Tribes.
 - Employer refers to Cowichan Tribes.
 - Front-line worker refers to employees who are delivering services in community members’ homes or interacting directly with the public.
 - Household refers to individuals who live in one house.
 - Immediate supervisor refers to employees who have designated responsibility for directly managing and overseeing the work of other employees.
 - Occupancy limit refers to the maximum number of persons allowed in a room. Signage outside and inside the room will indicate the occupancy limit, which is determined by Directors and/or Managers in consultation with the COVID-19 Project Manager, taking into consideration multiple factors including but not limited to how much space is available to accommodate the physical distance of two (2) metres/ six (6) feet between each person.
 - Person refers to both employees of Cowichan Tribes and non-employees.
 - Self-isolation refers to staying home, not having visitors in your home, avoiding contact with others in your home, and keeping a physical distance. Self-isolation also includes hygiene and cleaning protocols such as wearing a mask and/or face shield when around others, washing your hands regularly, and disinfecting commonly touched surfaces.
 - Social distancing or physical distancing refers to maintaining two (2) metres/six (6) feet distance between persons.
 - Work from Home Agreement refers to the written agreement between Cowichan Tribes and an employee, which is prepared by the immediate supervisor, Director and/or Manager in consultation with the Human Resources department and signed by the employee.

3. POLICY OBJECTIVE

- 3.1. The Management Obligations Policy was developed to ensure Directors and/or Managers, and immediate supervisors understand and practice their duties and responsibilities with the necessary safety measures mandated during the pandemic.
- 3.2. Where the *COVID-19 Safety in the Workplace Policy* (hereafter the COVID-19 Safety Policy) addresses how all employees will stay safe, the Management Obligations Policy addresses the leadership and management that is required to ensure the safe operations and delivery of services, and to reduce the risk of transmission when employees are in the office or working outside the office on behalf of Cowichan Tribes.

4. POLICY APPLICATION

- 4.1. The Management Obligations Policy applies to all Directors and/or Managers and immediate supervisors.

5. POLICY COMPLIANCE

- 5.1. Directors and/or Managers, and immediate supervisors are responsible for ensuring the application and compliance of the Management Obligations Policy and the COVID-19 Safety Policy.
- 5.2. Where an immediate supervisor cannot implement a section of the Management Obligations Policy, they must consult with the Director and/or Manager.
- 5.3. Where the Director and/or Manager cannot implement a section of the Management Obligations Safety Policy, they must consult with the General Manager and/or the COVID-19 Project Manager, and/or the Human Resources department.
- 5.4. Non-compliance of the Management Obligations Policy will result in disciplinary action as per Section 14 of the [Human Resources Policy](#).

6. EMPLOYEES WORKING FROM HOME

- 6.1. Directors and/or Managers must ensure that all employees who can substantially perform their job duties and responsibilities remotely will work from home.
- 6.2. Directors and/or Managers and immediate supervisors are responsible for:
 - 6.2.1. Reviewing job descriptions and/or workplans of every employee under their supervision and determining if they are able to perform their job duties and responsibilities from home; and
 - 6.2.2. Considering if there are any temporary duties and/or responsibilities an employee can perform, in order to allow them to work from home.
- 6.3. Where an employee is assigned to work from home, the Director and/or Manager and immediate supervisor must review and sign a *Work from Home Agreement* (Appendix B) with the employee and return the signed copy to the Human Resources department by email.
- 6.4. It is the responsibility of immediate supervisors to ensure employees' hours while working from home are accounted for.

7. COMMUNICATIONS AND SIGNAGE

- 7.1. Directors and/or Managers, and immediate supervisors are responsible for communicating all information related to the Management Obligations Policy and the COVID-19 Safety Policy.
- 7.2. Directors and/or Managers and immediate supervisor must use approve signage provided by Cowichan Tribes.
- 7.3. Signage must be posted in every department and it is Directors and/or Managers and immediate supervisors' responsibility to ensure they are maintained and kept up to date.

- 7.4. The entrance doors of every department must include signs with information regarding COVID-19 and restrictions to employees or visitors with symptoms.
- 7.5. Every bathroom must have signage posted on the outside and inside, with a guide on effective handwashing practices.
- 7.6. Every room must have signage posted regarding additional protocols that need to be taken, including but not limited to:
 - 7.6.1. Maximum occupancy (see definition), restricting the number of people who can enter a room at the same time;
 - 7.6.2. Reminder on hygiene and cleaning protocol and physical distancing; and
 - 7.6.3. Information regarding COVID-19 and symptoms.

8. OFFICE PROCEDURES

Scheduling

- 8.1. Employees who can substantially perform their duties and responsibilities or other temporarily assigned duties and responsibilities, must work remotely from home. Only employees who are required for delivering essential services will be considered for scheduled shifts in a Cowichan Tribes building.
- 8.2. Directors and/or Managers and immediate supervisors are responsible for creating a staggered schedule for employees who are required to go into the office.
- 8.3. Staggered schedules will reduce the number of employees in the office, thereby reducing the risk of transmission. Staggered schedules must correspond with the occupancy limits determined by the COVID-19 Project Manager.

Front-Desk Administration

- 8.4. It is critical to log all persons who enter and exit a Cowichan Tribes building, and it is the responsibility of Directors and/or Managers and immediate supervisors to ensure and communicate the protocol as per this Management Obligations Policy.
- 8.5. Directors and/or Managers and immediate supervisors must designate and ensure one (1) employee always be working at the front desk and/or a section at the entrance of each department. The designated employee will be responsible for:
 - 8.5.1. Directing the flow of entries and exits, i.e. ensuring not more than one person enters or exits at a time;
 - 8.5.2. Logging the names and times of all entries and exits;
 - 8.5.3. Asking every person who enters the required screening questions (see Appendix A: Screening Protocol).
 - 8.5.4. Ensuring every person who enters sanitize their hands.
- 8.6. Where a person enters the building, who does not pass the Screening Protocol and is subsequently sent home, the designated employee at the front must disinfect the area and/or any surfaces touched, prior to allowing another person to enter the building.
- 8.7. Where a department does not have a front desk reception area, Directors and/or Managers are responsible for creating a section near or at the entrance that will follow and ensure all of Section 8.5 and its subsections above.
- 8.8. Directors and/or Managers and immediate supervisors are responsible for providing the employees who work at the front desk and/or entrance area with the appropriate training.
- 8.9. Directors and/or Managers and immediate supervisors are responsible for ensuring adequate supplies of hand-sanitizer be available at entrances and throughout their department's offices.

Inter-departmental Movement

- 8.10. To further limit the risk of transmission, Directors and/or Managers and immediate supervisors must not enter other department's offices. All inter-departmental operational

procedures and communications will continue through digital means including but not limited to email, phone, video or teleconference.

- 8.11. Directors and/or Managers and immediate supervisors are responsible for ensuring their employees conduct operational procedures and communications through digital means.

9. SHARED SPACES

- 9.1. Shared spaces including but not limited to lobbies, offices, stairwells, kitchens, break rooms and meeting rooms, are restricted.
- 9.2. Directors and/or Managers and immediate supervisors in consultation with the COVID-19 Project Manager are responsible for determining what the maximum occupancy limits will be for each room/space in their buildings.
- 9.3. In consultation with the COVID-19 Project Manager, Directors and/or Managers are responsible for developing department-specific hygiene and cleaning protocols for the use of restricted spaces and supplies.
- 9.4. Directors and/or Managers and immediate supervisors are responsible for:
- 9.4.1. Communicating to employees the department-specific hygiene and cleaning protocol;
 - 9.4.2. Communicating to employees that they are not to gather in restricted areas; and
 - 9.4.3. Ensure appropriate tape and signage is posted clearly.
- 9.5. Lobbies, kitchens and break rooms are restricted. The use of these spaces and all equipment and/or supplies in them such as but not limited to fridges, microwaves, kettles, and coffee machines, must comply with the department-specific hygiene and cleaning protocols.
- 9.6. Shared food, beverages and the use of kitchen dishes and utensils is prohibited.
- 9.7. Directors and/or Managers and immediate supervisors must remove or tape off any unnecessary items that may increase the risk of transmission.
- 9.8. Directors and/or Managers and immediate supervisors must communicate to employees that all meetings must be held primarily through video or teleconference. In cases where the use of a meeting room is essential, employees must submit a request for approval to their immediate supervisor and/or the Director and/or Manager.
- 9.9. Approvals for in-person meetings must comply with the meeting room's occupancy limits.
- 9.10. Directors and/or Managers and immediate supervisors are responsible for limiting the number of employees in the office which includes taking the following measures:
- 9.10.1. Offices that were previously shared will be limited to one (1) employee per office;
 - 9.10.2. Where there is more than one employee in an office, there must be minimum two (2) metres/six (6) feet distance between the employees. Physical distance measures apply to when employees are sitting at their desks and when they exit and enter the room;
 - 9.10.3. Where it is not possible to maintain two (2) metres/six (6) feet physical distance, Directors and/or Managers and immediate supervisors must install plexiglass or partitions;
 - 9.10.4. Where it is not possible to maintain two (2) metres/six (6) feet physical distance, or install plexiglass or partitions, Directors and/or Managers and immediate supervisors must ensure employees are wearing Personal Protective Equipment (PPE) which includes a mask and/or face shield.
- 9.11. Directors and/or Managers and immediate supervisors are responsible for ensuring that employees who drive a personal vehicle or employer owned/leased/rented vehicle for work-related purposes, will be restricted to one (1) employee per vehicle.
- 9.11.1. Where there is more than one (1) employee in a vehicle, there must be minimum two (2) metres/six (6) feet distance between the employees.
 - 9.11.2. Where is not possible to maintain two (2) metres/six (6) feet physical distance, Directors and/or Managers and immediate supervisors must install plexiglass or partitions;

- 9.11.3. Where it is not possible to maintain two (2) metres/six (6) feet physical distance, or install plexiglass or partitions, Directors and/or Managers and immediate supervisors must ensure employees are wearing Personal Protective Equipment (PPE) which includes a mask and/or face shield.
- 9.12. Directors and/or Managers and immediate supervisors must ensure that employees do not share car rides with anyone who is not living in the same household.

10. CLEANING AND HYGIENE PROTOCOL

- 10.1. All Directors and/or Managers and immediate supervisor are responsible for ensuring the following cleaning protocols are delegated and maintained:
 - 10.1.1. Bathrooms must be cleaned and disinfected after every use;
 - 10.1.2. “High-touch” or commonly touched surfaces and areas must be disinfected after every use, including but not limited to doorknobs, light switches, countertops and tables;
 - 10.1.3. Shared equipment, tools and machinery must be disinfected after one (1) use (i.e. after an employee uses it, it must be disinfected before another employee uses it).
 - 10.1.4. Where a person enters the building, who does not pass the Screening Protocol and is subsequently sent home, the designated employee at the front must disinfect the area and/or any surfaces touched, prior to allowing another person to enter the building.
- 10.2. Directors and/or Managers and immediate supervisors are responsible for ensuring an adequate amount of cleaning supplies is available to their team.
- 10.3. Directors and/or Managers and immediate supervisors are responsible for ensuring employees are maintaining inter-departmental operations and procedures through digital means (email, video or teleconference), so as to reduce the risk of transmission through the passing of hard copy papers.

11. EMPLOYEES’ HEALTH

- 11.1. Directors and/or Managers and immediate supervisors have a responsibility to ensure employees understand and practice the following:
 - 11.1.1. Any employee who has had symptoms of COVID-19 must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache;
 - 11.1.2. Any employee who is under the direction of the health care professional to self-isolate must follow those instructions; and
 - 11.1.3. Any employee who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, must self-isolate for 14 days and monitor for symptoms.
- 11.2. Directors and/or Managers and immediate supervisors have a responsibility to ensure the following protocols takes place if an employee becomes ill while in a Cowichan Tribes office:
 - 11.2.1.1. Ask the employee to immediately sanitizes their hands;
 - 11.2.1.2. Immediately sanitize your own hands and provide the employee with a mask if they aren’t already wearing one;
 - 11.2.1.3. Immediately send them home and ask that they self-isolate, monitor symptoms, and communicate any updates;
 - 11.2.1.4. Provide them with information to consult such as the [BC COVID-19 Assessment Tool](#) (available online) or to call 811 or Island Health at 1-844-901-8442 for further guidance;
 - 11.2.1.5. If an employee becomes severely ill while at work (i.e. difficulty breathing, chest pain), call 911.
 - 11.2.1.6. Ensure all surfaces the sick employee came into contact with are cleaned and disinfected.