

# COVID-19 DEPARTMENT SAFETY PLAN

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**DEPARTMENT: Administration**

**ADDRESS: 5760 Allenby Road**

**DIRECTOR/MANAGER: Stacy Alpine**

**DEPARTMENT CHAMPION: Stacy and Muriel**

**DATE: June 10, 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:

- Stacy has had one on one with the nurse lead and identifying positive work place practises
- Nurse advised Admin team proper cleaning techniques avoid use of the shredder and stop using fan in the copy room etc.
- Sherri created COVID-19 Notices/closure notices
- Bleach stations provided in the washrooms and other high traffic areas to maintain sanitization
- Stacy provided hand sanitizer/Lysol wipes to her employees – developing hygiene and cleaning policies that include removing shared items where cross contamination is possible; enhance cleaning and disinfecting practices for high contact areas; incorporating regular and end of shift cleaning and disinfection for all shared spaces
- Operations & Maintenance installed Plexiglas
- We ordered and had O&M install toilet liners in the washrooms

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

List those areas in your department here:

- Reception Lobby
- Kitchen
- Meeting Rooms: Chambers, Board Rooms Etc

- 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).

List what was identified here:

- N/A

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

List what was identified here:

- Photocopiers
- Water dispenser
- Mail Machine
- Ice Machine/Fridge

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

List what was identified here:

- Entrance door handles
- Exit Button
- Mailbox/mail machine
- Washroom door handles , soap dispenser

## 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](https://worksafebc.com) to determine whether any are relevant to your industry.

List relevant protocols for your department:

- Understanding COVID-19: Symptoms, How it is spread & what to do if feel sick
- Physical distancing & other preventative measures: Maintaining appropriate distance
- Cleaning & Hygiene
- Documentation & Training : Educate staff on potential changes made to the work policies, practices and procedures due to the pandemic , Ensure that employees can raise any safety concerns they feel necessary

- Protecting mental health: It's important to remind employees that mental health is just as important as physical health. Especially during these hard times. And if needed EAP is available.

Frontline workers, supervisors, and the Pandemic Team

Who was involved with input, guidance, and information:

- O&M installed toilet seat liners and janitors set up bleach stations, Operations and Maintenance installed Plexiglas at all high-traffic areas. Reception created Pandemic/Essential Service notices to place on all doors,

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

Check to confirm that you have reviewed and understand all notices shared and posted.

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

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

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

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

Detail here what changes have been made to accommodate the need to limit occupancy, ensure 5 square metres of unencumbered floor space per person (workers, clients, and members).

- We have staggered employees to ensure there is one person in each section.

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,

Detail here what changes will be made in your department.

- Staggering Start Times
- Videoconferencing for all meetings

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

Detail here what changes have been made.

- This has not been done yet.

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.

Detail here what changes have been made.

- We have work schedules to ensure we are not overcrowding the work spaces.

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### **Second level protection (engineering): Barriers and partitions.**

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

List where barriers been installed.

- Reception desk
- Executive Assistant to Chief & General Managers Desk
- Social Development Reception

We have included barrier cleaning in our cleaning protocols.

List new cleaning protocols.

- The only change we have made was to allow the bleach to sit on surfaces. We have noticed that this is leaving black marks on our door handles and have to clean that every few weeks.

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).

List here what safety measures have been implemented for vehicles and identify how the barriers will not pose additional safety risks..

- N/A

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### **Third level protections (administrative): Rules and guidelines**

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- We have identified rules and guidelines for how workers should conduct themselves.  
By checking this box you confirm that the rules and guidelines that have been communicated to your departments by the General Manager's office and the Human Resources office, has been communicated to all staff and staff have confirmed their understanding.
  
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.  
Detail here the communication with staff, and how you will continue to communicate any changes.
  - We meet on Webex to go through the process and then a follow up with email to confirm the changes.

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

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- We have reviewed the information on selecting and using masks and instructions on how to use a mask.  
Identify here who, if anyone in your department will be using masks.  
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- 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.
  
- We have trained workers in the proper use of masks.  
Did the Pandemic health team representatives train staff who have been identified as potentially using masks while at work.  
No✓

## **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.

- We have reviewed the information provided to our department from the Pandemic Response Team on clearing and disinfecting surfaces.
  
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
  
- We have communicated clearly good hygiene and practices at work.
  
- We have implemented cleaning protocols for all common areas and surfaces.  
Detail here what cleaning protocols have been implemented in your department.  
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- Workers who are cleaning have adequate training and materials.  
Detail here what training the cleaning staff has completed.  
➤
  
- We have removed unnecessary tools and equipment to simplify the cleaning process – e.g. coffee makers and shared utensils and plates.  
List here changes made.  
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## Step 3: Develop Policies

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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

- Anyone who has symptoms of COVID-19 in the last 10 days
- Anyone directed by Public Health to self-isolate.
- 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.
- Visitors are prohibited or limited in the workplace.
- 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

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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.
- All staff has been provided information regarding the policy for staying home when sick.
- We have posted signage at the workplace that has been provided by the Pandemic Response Team.
- 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

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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.

- 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.
    - Stacy Alpine
- 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.
    - Sherri Norris
- 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

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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.

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