

COVID-19 DEPARTMENT SAFETY PLAN

DEPARTMENT: Membership & Tobacco Tax

ADDRESS: Lulumexun Building - 5762 Allenby Road

DIRECTOR/MANAGER: Jen Charlie

DEPARTMENT CHAMPION: Jen Charlie

DATE: June 4, 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:

- The Membership team has met with Connie via Zoom and then recently met with Amber in the Membership Office to determine safety standards/procedures.

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

List those areas in your department here:

- Working with Lulumexun Team areas identified as high risk are:
- kitchen area
 - boardroom
 - bathrooms
 - foyer/front desk
 - File room – shared with Membership and Land Registry
 - Large printer (Lulumexun printer)

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:

- The main Membership area has been identified as being too close in proximity to have community come in.
- A couple different scenarios were discussed with Amber. One being accessing the Lulumexun boardroom for every client that comes in. This may create conflicting schedules for the space.
- Potentially we will have to construct a Membership reception area to ensure safe distancing. Working with Darryl T. on potential layout plans.

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

List what was identified here:

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

List what was identified here:

- Bathroom door handle
- Photocopier/scanner/printer
- Clipboard
- Pens
- Kitchen – fridge, sink, coffee maker, toaster, utensils
- Desktop
- Building exit button

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://www.worksafebc.com) to determine whether any are relevant to your industry.

List relevant protocols for your department:



Frontline workers, supervisors, and the Pandemic Team

Who was involved with input, guidance, and information:

- Amber Mcadam and Connie Kirkham – Pandemic Team, Jen Charlie & Samantha Wilson – Membership, Larry George, Melissa Tokerek and Darryl Tunnicliffe - Lulumexun

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.

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.

Detail here what changes have been made to accommodate the need to limit occupancy, ensure 5 square metres of unencumbered floor space per

- Building doors remain closed and locked
- Receptionist at the front desk
- Signage
- Lulumexun and Membership to collaborate on building numbers that meet WorkSafe BC safety standards.

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

Detail here what changes will be made in your department.

- Department is closed to the public
- Zoom Client and/or Team Meetings
- Webex Installed on all Team devices
- Laptops made available to staff
- Scheduling appointments for clients

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.

- Approved Department signage to be posted.

We have implemented measures to keep workers and others at least 2 metres apart (6 feet), wherever possible. Options include revising work schedules and reorganizing work tasks.

List your control measures for maintaining physical distance in your workplace.

- Desks to remain 2 metres apart
- Create another door for staff and clients to safely exit the Dept.
- Create a reception area with plexi glass for staff and clients to safely interact

Second level protection (engineering): Barriers and partitions.

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

List where barriers have been installed – or need to be installed.

- Membership Dept requires a updated layout.
- Will require some construct of a reception desk with plexi glass
- Will require a reception area for incoming clients
- Staff member with engineering experience to assist with potential layouts of the Membership office space.
- Create an exit for staff and clients

We have included barrier cleaning in our cleaning protocols.

List new cleaning protocols.

- Provided staff with hand sanitizer
- Bleach/water solution
- No hard copy documents on desks
- No exchange of hard copy documents between staff/clients

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

Third level protections (administrative): Rules and guidelines



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.

- All written communication to staff is through Webex Teams chat and Cowichan Tribes email
- Updates are also shared when staff are in the office

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.

Identify here who, if anyone in your department will be using masks.

- Membership staff will be provided with a mask if requested.
- Will provide mask fitting and training on how to properly wear a mask

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.

- Pandemic health team rep will be scheduled shortly

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.

- Three bathroom sinks



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.

- Bleach solution spray bottle available in Dept
- All touch points (desks, chairs, clipboards, pens) will be sprayed with bleach solution and left to air dry.
- All touch points will be sprayed after use from clients
- Office will be sprayed at the end of the work day



Workers who are cleaning have adequate training and materials. Detail here what training the cleaning staff has completed.

- Pandemic team have provided proper cleaning instruction



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.

- Unused Desks
- Side table

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

- 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

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 have 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

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.
 - Jen Charlie, Membership Administrator will be responsible for monitoring
- 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.
 - Jen Charlie
- 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.



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