

# COVID-19 DEPARTMENT SAFETY PLAN

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**DEPARTMENT: Human Resources**

**ADDRESS: 5760 Allenby Road**

**DIRECTOR/MANAGER: Hannah Seymour**

**DEPARTMENT CHAMPION: Stephanie Rheaume/Hannah Seymour**

**DATE: June 15, 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:

We have consulted with Amber MacAdam who toured our workspace and gave directions, we have also had 2 team meetings to address the recommendations that were given for our department.



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

List those areas in your department here: We have a waiting room that will be closed to any employees and all fabric furniture removed.

We also have a shared fridge, coffee maker and water cooler which have all been cleaned and unplugged and taped off.



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:

- We are unable to meet in person with employees and have developed a process of meeting either by phone conference or virtually with employees and managers in order to support HR needs.



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

List what was identified here:

- Shared photocopier is the only office equipment that is communal and we have developed a strict cleaning protocol after every individual use of the machine

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

List what was identified here:

- We have removed all shared office supplies (pens, paperclips, staplers etc.) and implemented a strict cleaning protocol for all high touch points in the office including but not limited to light switches, doorknobs etc.

## 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:

- N/A

- Frontline workers, supervisors, and the Pandemic Team

Who was involved with input, guidance, and information::

- Pandemic Team for consult with Director and frontline staff

- 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 established that the limit for our office space is 1 (one) employee at a time in our office space as maximum capacity.

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.

- All employees except our Administrative Assistant will work from home full time.

### **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.

- N/A for our department

### **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 determined a work from home schedule with only one team member in the office at any one time.

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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.

- Plexiglass has been ordered and installed around the reception desk in HR

We have included barrier cleaning in our cleaning protocols.

List new cleaning protocols.

- All high touch points have been identified and must be cleaned after every use in common areas (eg. Door handle at main office door of HR)

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..

- I have confirmed with staff that they are not to carpool with any member outside of their household.

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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.

- Emails have been sent to all staff, we have weekly staff meeting in which I communicate any changes to COVID-19 safety measures.

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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.

- As only one team member can be in the office at any time the use of masks is not necessary at this time.

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.



HR has not received training from the Pandemic nurses on proper mask usage as we have identified that only one team member can be in the office at a time. Should we be allowed to have multiple members in the office, we will schedule time with the nurses to be properly trained on mask usage.

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

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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.
  - We have identified and listed all surfaces that are to be cleaned after one usage and all staff are aware of the list.
  
- Workers who are cleaning have adequate training and materials.  
Detail here what training the cleaning staff has completed.
  - The HR team is aware of proper cleaning protocols as detailed by Amber MacAdam
  
- 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.
  - HR has removed all shared office supplies, removed the shared coffee maker and cups, taped off the shared office fridge and water cooler

## 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 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

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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.
    - Stephanie Rheaume & Hannah Seymour
-  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.
    - Stephanie Rheaume & Hannah Seymour
-  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