



COWICHAN TRIBES COVID-19 WORKPLACE SAFETY HANDBOOK

AUGUST 2020



ABOUT THIS HANDBOOK

The COVID-19 Safety in the Workplace Handbook has been developed to support Cowichan Tribes employees in navigating the workplace during the COVID-19 pandemic. With many new policies in effect to safeguard employees and the community, the workplace now looks and functions differently. You are responsible for reviewing the full COVID-19 Safety in the Workplace Policy [here](#), and for completing the required training with your immediate supervisor.

Thank you for your continued effort to keep our community and fellow employees safe.

Mukw' tst 'o' shilhukw, 'u tu COVID-19 lhxeen - we're all in this together!

COWICHAN TRIBES COVID-19 SAFETY IN THE WORKPLACE POLICY

Why is it important to have a policy and does it apply to me?

The COVID-19 Safety in the Workplace Policy was created to align with federal, provincial and WorkSafe guidelines. All employees of Cowichan Tribes have a responsibility to work in compliance with safe work practices as per the Cowichan Tribes [Human Resources Policy](#):

Section 5.33 of HR Policy *“Every employee must protect [their] own health by working in compliance with the law and safe working practice and procedures established by the employer.”*

Employees who fail to comply will be subject to disciplinary action as per Section 14 of the Human Resources Policy.

Persons conducting business with Cowichan Tribes who fail to comply will be banned from accessing Cowichan Tribes' buildings.



PRIORITIZE YOUR HEALTH

What will I do before I go to work?

I WILL



- Tune in with how I am feeling and do daily self-assessments.
- Be honest with myself and others about how I am feeling.
- Communicate with my immediate supervisor if:
 - I am not feeling well.
 - Have been instructed by a health care professional to self-isolate.
 - Have travelled outside of Canada.
 - Have not maintained social/physical distancing.



I WILL NOT



- Go into work if I:
 - Have any COVID-19 symptoms.
 - Have been instructed to self-isolate by a health care professional.
 - Have travelled outside of Canada in the last 14 days.

COVID-19 Symptoms include:

- Fever
- Chills
- New or worsening cough
- Shortness of breath
- Sore throat
- Muscle aches
- Headache



Remember: If you are able to work from home, you will receive your regular wages. If you are too sick to work, you may use your sick leave with pay.

It is important to regularly communicate with your immediate supervisor.

What if my symptoms are mild?

Now is not the time to try and tough it out if you are feeling sick.

Remember: T'l'i' to' mukw' mustimuhw – Take care of your health.



In staying home when you are feeling sick, you are not only taking care of your own health but also the health of your family, coworkers and community.



Don't take the chance. Always consult the [BC COVID-19 Assessment Tool](#) or call 811 or Island Health at 1-844-901-8442.

What will I do if I start to feel sick while in the office?

I WILL



- If severely ill, call 911.
- Immediately communicate to my immediate supervisor and first aid designate *and*:
 - Sanitize hands and put on mask.
 - Go home.
 - Continue to communicate updates to my immediate supervisor.

I WILL NOT



- Try to “tough it out” and work for the rest of my shift.
- Continue to interact with my coworkers.
- Make any stops on my way home from the office because if I am sick, I need to self-isolate.
- Forget to communicate updates to my immediate supervisor.

GOING INTO THE OFFICE

How will I know when I can go into the office?

I WILL



- Check my schedule from my Work from Home Agreement.
- Clarify with my immediate supervisor if I’m not sure when I’m supposed to go into the office.
- Ask for permission to go to the office if I need to get something from my workspace and I am not scheduled to be there.

I WILL NOT



- Go to the office outside of my scheduled time or without permission.



Remember: Getting into the office may take longer than usual. Make sure you give yourself extra time to go through the arrival screening protocols, especially if your shift starts at 8:30 a.m.! You should expect to wait in line.



What will I do when I arrive outside the office?

I WILL



- Be patient and wait my turn if there are people in front of me.
- Maintain social/physical distance.
- Stop and read all the signage posted on the outside of the building.
- Complete the pre-screening questions on my own before entering.



I WILL NOT



- Enter the building if I do not pass the pre-screening questions.
- Ignore the signage or skip the line.

Nilh 'o' skweys tu COVID-19

(Typical symptoms of COVID-19 infection)



Hani' kw'unii' tsxulh st'e 'ukwehu ni'wulhi shhwunem tst, 'i' skwe'ey lowe 'uor-wa 'o' bun'bu'ulthut 'ukow' apun skweyul, wa'wa' s-hi'ts, 'o' 'hoyos', 'i' nils ihap 'ukwehey' ni' shq'q's. 'i' heth neems q'a'thu 'uth si'ye'ye.

(Anyone who has these symptoms **MUST SELF ISOLATE** for a minimum of 10 days or until symptoms resolve, whichever is longer.)

'Unsu kwase ni' xaxulh?
(Where do you feel the pain?)



Ti'ut'ts' s-hets'um
(Shortness of breath)



Huy'qu-thut
(Fever)



hwel'shum' muqsun
(Runny nose)



'a'kw'ulhnuh
(Difficulty breathing)



suyum shhwuthqun
(Sore throat)



taqw'um
(Cough)

Cowichan Tribes COVID-19 Response
Please visit cowichantribes.com for more information

If I am able to enter the office after pre-screening myself, what will I need do next?

I WILL

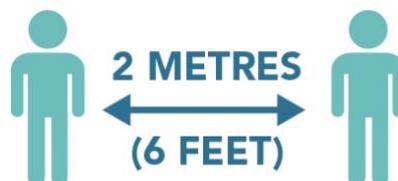


- Sanitize my hands.
- Be patient and wait my turn if there are people in front of me.
- Follow the directions of the receptionist.
- Answer all of the screening protocol questions honestly.
- If directed, go home and self-isolate.

I WILL NOT



- Ignore the directions of the receptionist.
- Ignore signage and directions to sanitize hands.





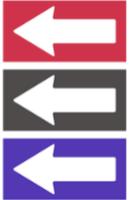
INSIDE THE OFFICE

What is all the signage for and why is it important for me to read them?

The office is going to look very different with signage and information posted everywhere.

The signage is to help protect the workplace by ensuring safety requirements are made clear and communicated. Some of the signage you may notice includes:

- Department-specific safety plans with cleaning instructions for certain shared spaces such as the washroom.
- Self-assessment questions, COVID-19 symptoms and resources for employees and community.
- Reminders to wash your hands and proper hand-washing practices.
- Occupancy limits for each room/area.
- Floor tape indicating which direction to walk in; this is to prevent people from passing each other in the hallway with less than 2 metres/6 feet in between them.
- Floor tape indicating every 2 metres/6 feet so you can maintain your distance from others.



I WILL



- Pay attention to and follow signage as instructed.
- Read all of the signage, every day, even when I think I've memorized it all- I don't want to miss any new information that is posted.

I WILL NOT



- Share any COVID-19-related news or information as I know that this is a delegated responsibility.
- Remove or damage signage or add any without permission.

How will I perform my duties which involve working with employees in other departments?

I WILL



- Communicate with other departments through digital means only (i.e. phone, email, video or teleconference).
- Find creative solutions to make previous hard-copy paper procedures digital.

I WILL NOT



- Go visit my coworkers in other departments or buildings.



How will I use shared spaces?

I WILL

- Read and follow my department's safety plan before using shared spaces, equipment or supplies.
- Practice caution before entering any shared space by respecting the room's occupancy limit and washing or sanitizing my hands first.
- Wear a face mask or face shield if I am sharing a space (office or vehicle) with another person and it is not possible to maintain social/physical distance.

I WILL NOT

- Ignore social/physical distancing protocols in shared spaces.
- Linger in shared spaces unnecessarily, as there could be a line of coworkers who need to use the space.



What is an "Occupancy Limit"? *It is the max number of people that can be in a room. The number is based on being able to maintain social/physical distance of 2 metres/6 feet between everyone **at all times.***

How will I use the kitchen while I'm working in the office?

I WILL

- Read my department's safety plan before using the kitchen (if allowed at all)
- Bring my own coffee/tea and lunch, preferably one that does not have to be refrigerated.
- Bring my own utensils and dishes from home.
- Take my utensils and dishes home to wash instead of washing them at work.
- Sanitize and disinfect everything I come into contact with when using the kitchen.

I WILL NOT

- Share food or beverages.
- Use communal dishes or utensils.
- Eat my lunch or snack in the kitchen.
- Ignore social/physical distancing protocols when using the kitchen.



How will I use the washroom differently?

I WILL



- Use the designated washroom as per my department's safety plan.
- Wait my turn if there is a line.
- Sanitize the washroom with the disinfecting spray available inside before *and* after I use it.

I WILL NOT



- Forget to wash my hands after.



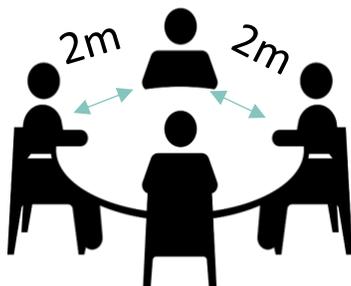
All washrooms will be limited to ONE person at a time!

How will I have meetings?

I WILL



- Have all meetings over video or teleconference.
- Talk to my immediate supervisor if I think I need to have an in-person meeting- I know I need approval to have a meeting in-person.
- Follow my department's safety plan if I have an in-person meeting, including respecting the meeting room's occupancy limit, ensuring hands are washed or sanitized before, and disinfecting the room after the meeting ends.



I WILL NOT



- Arrange an in-person meeting without talking to my immediate supervisor first.
- Forget to maintain social/physical distance while inside the meeting room.
- Leave a meeting room without disinfecting and sanitizing all surfaces.



How will I contribute to making the office a safe and disinfected environment for myself and my coworkers?

I WILL



- Wash and/or sanitize my hands:
 - When I enter a Cowichan Tribes office and/or vehicle
 - Before and after I go on a break
 - When I use the washroom
 - After coughing or sneezing
 - After using any shared equipment
 - Before and after handling PPE
- Complete cleaning-related tasks assigned to me.
- Disinfect my workspace and any office equipment I come into contact with.



I WILL NOT



- Neglect my responsibilities to clean and disinfect equipment I've touched or shared spaces I have used.
- Share office supplies such as pens, staplers, etc.



Why do I need to maintain social/physical distancing at work?

Maintaining physical distance (also known as social distance, which is 2 metres / 6 feet) is the safest way to keep yourself safe. It is a science-based recommendation that has been adopted by the federal and provincial governments, and WorkSafe BC.

Scientists agree that COVID-19 infections typically happen when a healthy person comes into contact with respiratory droplets from an infected person's cough, sneeze or breath.

I WILL



- Check what the occupancy limit is before entering a room.
- Be patient and wait in line.
- Inform my immediate supervisor if I have not maintained social/physical distancing outside of work.

I WILL NOT



- Ignore social/physical distancing measures with anyone who does not live in the same household, even if we are good friends or family.
- Have visitors in the office.



LEAVING THE OFFICE

What will I do when my shift is over?

I WILL



- Give myself enough time before leaving to disinfect my workspace, including my desk, chair, computer and any office equipment I've touched.
- Clear my desk of all paperwork to allow for it to be easily sanitized.
- Make sure I have my personal belongings with me as well as any other work items I may need when working from home.

I WILL NOT



- Rush out of the office without disinfecting my workspace.
- Forget to check out with the front-desk receptionist.



WORKING FROM HOME

What will I do when I am working from home?

I WILL



- Follow my Work from Home Agreement.
- Be engaged and accessible throughout my scheduled shift.
- Check in with my immediate supervisor by phone and/or email at the beginning of my shift.

I WILL NOT:



- Adjust my schedule when working from home without approval from my immediate supervisor.
- Leave my emails unsupervised or not respond to work-related questions or tasks.

A Work from Home Agreement is a written agreement between an employee and Cowichan Tribes. It is important because it sets out the terms and conditions that apply when you are working from home.

If you have a question about your Work from Home Agreement, talk to your immediate supervisor or contact your Human Resources Advisor.



Remember: if you fail to check in with your immediate supervisor at the start of your shift, you will receive leave without pay. Also, if you fail to respond to a request in what would be considered a reasonable time frame, you will receive leave without pay for the time you are not engaged.



What is considered a reasonable time frame? The longest break you should take while working from home or the in the office, aside from your lunch break, is 15 minutes. If you plan on taking a break longer than this, you must communicate with your immediate supervisor as you would in the office.

Do I need to talk to my immediate supervisor about my work location / home office?



Yes! It is crucial that you have a workspace that is safe for you to work in, which includes having a suitable desk and chair, having an evacuation plan if there is an emergency, and making sure your work stays confidential if you live in a house with family members or friends.



I WILL



- Review the health and safety requirements of my Work from Home Agreement with my immediate supervisor.
- Talk to my immediate supervisor if I need assistance with making my workspace safe.
- Keep meetings private by wearing headphones or working in a closed-door room alone.
- Make sure my work is secured (ex. computer password protected, file cabinet locked, etc.)
- Report to my immediate supervisor any hazards identified, or if I have injured myself while working from home.

I WILL NOT:



- Work from my bed or couch as this can cause back pain and injury.
- Leave my paperwork or computer open for other household members to see.
- Work in a different location than what is confirmed in my Work from Home Agreement without approval.
- Ignore signs of danger such as loose electrical cords around my workspace or other workplace hazards.



EXTERNAL EMPLOYMENT

I'm considering taking a second job, or I already have a second job. Do I need to talk to my immediate supervisor about it?

Yes! It is part of the [Human Resources Policy](#) to obtain approval prior to accepting external employment.

Section 16.06: *"All employees must submit a written request for permission two (2) weeks in advance of commencing any outside employment to the Human Resources [department]..."*

If you already have another job outside of Cowichan Tribes, you must request a review, even if it was approved in the past by Human Resources. All external employment must be reviewed to ensure safety and legislative requirements are being met.

We may deny external employment requests where health and safety may be compromised.



Huy ch q'u – Thank you
Mukw' tst 'o' slhilhukw, 'u tu COVID-19 lhxeen
We're all in this together!

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