

COVID-19 DEPARTMENT SAFETY PLAN

DEPARTMENT: Lalum'utul' Smun'eem Child and Family Services

ADDRESS: 5766 Allenby Road, Duncan BC; 5838 Trans Canada Highway, Duncan; Community Circle Portable

DIRECTOR/MANAGER: Denise Orpen, Executive Director

DEPARTMENT CHAMPION: Stephanie Konefall/Addie Price

DATE: June 12, 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:

- LS has created an LSOSH group that will be responsible for the delivery, training and enforcement of the COVID-19 Employee Safety in the Workplace Policy and the Lalum'utul Smun'eem Operational Action Plan.



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

List those areas in your department here:

- Zone 1- 5766 Allenby Road, Duncan:
 - Boardroom, boardroom kitchen, file room, medicine room, main kitchen, front reception, copy station, second copy station, back kitchenette, multi-purpose room
- Zone 2 – James Street Office, 5838 Trans Canada Highway, Duncan:
 - Front reception, community programming room, kitchen, copy station, prevention hub, lounge area, YEP room
- Zone 3 – Hulithut Program Home, 5655 Georgetown Road, Duncan BC
 - Common room, kitchen (Suite 1)
 - Common room, kitchen (Suite 2)
 - Common room (Suite 3)
- Zone 4 - Community Portable
 - Common space and kitchen



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 LS Operational Action Plan identifies specific work activities that are addressed by program/space.

- Team Meetings; Planning and Family Meetings, caregiving , youth work, therapy sessions, consultations, legal processes, transportation, service delivery work.

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

List what was identified here:

- Fleet vehicles, office equipment, electronic equipment, furniture, program materials, AH bag, computer stations, common booking materials.

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

List what was identified here:

- Please see the Communal Surface Protocol and Office Sanitization List in the LS Operational Action Plan.

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 to determine whether any are relevant to your industry.

List relevant protocols for your department:

- Emergency Services, day cares, emergency patient intake, first responders, food processing, residential care, transportation.

Frontline workers, supervisors, and the Pandemic Team

Who was involved with input, guidance, and information:

- CDC Nurses, Pandemic champions, PLAN representatives, LS executive, managers team, LSOSH, contractor care providers.

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 person (workers, clients, and members).

- Occupancy Maximums are based on the formula that 2 toilets are required for every 10 staff persons (non-gender specific) within a 60 meters distance of core work spaces and the requirement for a 2 meter distance minimum at all times)
- Occupancy Maximums are as follows for each Zone:
 - Zone 1 - (Main) 20 maximum persons (Left Wing: 10 inclusive of admin area and executive, Right Wing :10 persons inclusive of file room, and upstairs)
 - Zone 2 – (Prevention) 8 maximum persons
 - Zone 3 – 3 maximum persons (suite A,B,C)
 - Zone 4 – 5 maximum persons

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 delegated staff will rotate on shifts (identified as Nuts’a Shift, Yeysul’u Shift, Lhwelu Shift) 5 days on site and 14 days remote work.
- All non-delegated staff will rotate (Nuts’a Shift, Yeysul’u shift, Lhwelu Shift) 5 days on site and 14 days remote work.
- Staff positions that cannot be performed remotely AND are not considered essential or necessary service will be considered for lay-off notices.
- In the Phase II – September to October service delivery return, public service occupancy maximums will be determined based on relevant health considerations at the time and the public washroom availability of 5 for one toilet.

- All services are provided per the operational calendar for 'necessary contact' staff (trained in mask use, CDC health expected COVID safety guidelines) for in person service delivery to community members and most business is conducted by virtual services and remote access. 'Necessary Contact staff' are onsite to perform tasks deemed essential.

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.

Occupancy Maximum is defined for workspaces and maximum staff allowed to work onsite, Occupancy Limits refer to the maximum number of persons able to temporarily gather together in any defined space.

- Zone 1- 5766 Allenby Road, Duncan:
 - Boardroom – maximum 8 persons
 - Boardroom kitchen – maximum 2 persons
 - File room – maximum 2 persons
 - Medicine room – maximum 1 person
 - Main kitchen – maximum 4 persons
 - Front reception – waiting area – 3 persons, admin desk – 1 person
 - Copy station – maximum 2 persons
 - Second copy station – maximum 1 person
 - Back kitchenette – maximum 1 person (with table, 2 without)
 - Multi-purpose room – maximum 6 persons
- Zone 2 – James Street Office, 5838 Trans Canada Highway, Duncan:
 - Front reception – waiting area – 2 persons, admin desk – 1 person
 - Community programming room – maximum 6 persons
 - Kitchen – maximum 2 persons
 - Copy station – maximum 1 person
 - Prevention hub – maximum 4 persons
 - Lounge area – maximum 3 persons
 - YEP room – maximum 2 persons
- Zone 3 – Hulithut Program Home, 5655 Georgetown Road, Duncan BC
 - Common room, kitchen (Suite 1) – maximum 4 persons
 - Common room, kitchen (Suite 2) – maximum 4 persons
 - Common room (Suite 3) – maximum 3 persons
- Zone 4 - Community Portable
 - Common space and kitchen – maximum 5 persons.

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.

- LS staff are scheduled in rotation onsite shifts on the Operations Calendar and expected to work from home or in a private remote workspace for offsite rotations.
- Staggered arrival and departure times as well as breaks have been assigned.
- Protocols for file room storage have been defined.
- Lockers are assigned to staff in Zone 2 for personal belongings.
- Shared workspaces employ sanitization procedures between shifts.
- Necessary Contact activities are performed by onsite staff on behalf of offsite staff during shifts or performed by the worker responsible without attendance at the office during offsite shifts. (ie: community interviews etc.)
- Entrance and exits have been identified for each location with full Occupancy Maximums.
- Washrooms have been assigned to staff in identified areas.
- Common areas are accessible shifts ONLY.
- Meeting rooms are pre-scheduled and sanitized on a per-use basis.
- Communal Surface Protocol and COVID Staff Exposure Control Plan are to be implemented at all times.

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 been installed.

- Administrative areas in all Zones.

We have included barrier cleaning in our cleaning protocols.

List new cleaning protocols.

- Yes, per the Communal Surface Protocol and Sanitization List.

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.
- LS will be implementing an initial series and then quarterly training sessions through the LSOSH Group and regular update noon sessions. All staff and all new staff will require training prior to a return to on site work with Occupancy Maximums.
 - Training will be delivered through WebEx and in person by the onsite LSOSH member.

- 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.
- Signage and training is established.

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.
- All staff conducting 'necessary contact' with community members will wear a mask when in community homes or providing direct service to community. This includes, access visits, transportation, meetings.
 - These staff are eligible for compensatory pay.

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.

- ALL staff providing 'necessary contact' have attended a training session with CDC liaison nurses and the LS Champion, staff returning to on site shift will be provided the mask training by the LSOSH representative onsite.

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.
➤

- 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.
➤

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
 - LS staff attending the office use this link PRIOR to attending the office:
 - <https://docs.google.com/forms/d/e/1FAIpQLSdB0cy7dOKVqC6aCX79Ba0jQgEWdfC85RjqAzYZhS9YZliHSg/viewform>
- 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.
 - Phase II is when community will commence access to the offices
- 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.
 - Stephanie Konefall/Addie Price/LSOSH Group
- 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.
 - LSOSH Group/Managers per CT policy
- 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