

COVID-19 DEPARTMENT SAFETY PLAN

DEPARTMENT: Quw'utsun Syuw'entst Lelum'

ADDRESS: 5744 Allenby Rd.

DIRECTOR/MANAGER: Stephanie Atleo

DEPARTMENT CHAMPION: Vita Antoine

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:

- Department tour with Cowichan Tribes Pandemic Team Health Lead to identify required changes to the office prior to restart
- Acting Director met with the Cowichan Tribes Pandemic Team Health Lead, the School Principals and Daycare Manager to discuss COVID-19 and steps needed for each of the buildings. Opportunity for discussion and questions
- Staff meeting with Cowichan Tribes Pandemic Team Health Lead to discuss COVID-19 – purpose to educate for better understanding about the virus as well as how to be safe. Opportunity for discussion and questions.
- Staff was informed how to change their own workspaces prior to restart and responsible for changes to their own work space.



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

List those areas in your department here:

- Staff kitchen
- Boardroom
- Reception area
- Copy room, storage room and file room



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:

- Meetings in the boardroom
- Shared offices
- Community members meeting with staff in staff offices



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

List what was identified here:

- Photocopier and supplies in the copy room (staplers, hole punch, stationary material)
- Fax machine
- Coffee maker, microwave, refrigerator
- Reception phone



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

List what was identified here:

- Reception area - Front door, exit button and alarm pad, reception desk, reception phone, sign in and out board, notice boards, program form stand and papers
- Light switches in all shared spaces
- Copy Room - photocopier and supplies in the copy room (staplers, hole punch, stationary material, paper supplies, counter top, shredder box)
- Kitchen - Coffee maker, microwave, refrigerator, toaster, sink, towel dispenser, soap dispensers, dishes, cups and cutlery, cabinet and drawer handles
- Shared washrooms – door handle, light switch, sink, toilet, towel 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 [worksafefbc.com](https://www.worksafefbc.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::

- Pandemic Team Health Lead provided direction and recommendations for changes required for health and safety prior to restart
- Acting Manager and Office Manager are leads for the changes required in the office.



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).

- Shared offices have been eliminated – one per office
- A spare office has now been changed to a meeting space for staff meetings with a member – no more member will be meeting with staff in their space
- Waiting room chairs are spread out
- 6ft waiting spots will be marked on the floor for visitors in the office



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.

- Staff are scheduled in shifts to limit the number of staff in the office while restrictions on groups gathering in a closed space is still in effect.
- All meetings are virtual meetings
- Staff have been set up with equipment and access to work from home
- All offices are one occupant per office spaces now



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.

- Kitchen – one person at a time
- Bathroom – no changes needed; one person washroom

- Boardroom – max capacity of 6 to ensure social distancing
- Photocopy, supply and file room – one person at a time in each space
- Reception area/ waiting room – three waiting chairs 6 ft apart; occupancy limit of 3 visitors at a time in the reception area.



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.

- Staff are scheduled in shifts to limit the number of staff in the office while restrictions on groups gathering in a closed space is still in effect.
- All meetings are virtual meetings
- Staff have been set up with equipment and access to work from home
- All offices are one occupant per office spaces now

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.

- Reception – plexi glass installed at the reception desk
- Do not enter sign on the floor will be installed to stop community from attempting to visit staff in offices
- Social distancing floor markings will be installed in the reception area, photocopy room, boardroom and staff kitchen



We have included barrier cleaning in our cleaning protocols.

List new cleaning protocols

- Bleach mixture in spray bottles and clothes have been placed in the kitchen, bathroom, reception area, and photocopy room
- The Pandemic Health Lead has instructed staff and cleaning staff about proper wipe down and surface cleaning during the day and at days end.
- Purchased a HEPA vacuum



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.

- Staff met directly with the Pandemic Health Team Lead to understand what is known about COVID-19, how it spreads, how to stay safe, ways that work in the office will change and how the space needs to change. Staff were provided opportunity to ask questions and provided contact information to have access to the Pandemic Team for further questions.
- Email updates when new information is provided by the Pandemic Team
- Email updates and check in's re: health, staying safe, new in office procedures and policies
- Notices and signage has been posting to provide guidelines and reminders.

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.

- The Pandemic Team Health Lead provided information on masks –pros and cons re: paper, cloth, and other options. Staff were also taught how to properly wear any of those masks.
- At this time staff are not directed to use masks as social distancing measures have been put in place.



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.

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.

- Bleach mixture in spray bottles and clothes have been placed in the kitchen, bathroom, reception area, and photocopy room.
- The Pandemic Health Lead has instructed staff and cleaning staff about proper wipe down and surface cleaning during the day and at days end.
- Purchased a HEPA vacuum



Workers who are cleaning have adequate training and materials.

Detail here what training the cleaning staff has completed.

- Janitors who will be doing the end of day thorough clean have been trained by the Pandemic Team Health Lead

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.


- No more shared dishes or utensils
- No more shared stationary equipment in the photocopy room
- Sign in and out board has been removed


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.

- Office Manager and Acting Director



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.

- Office Manager and Acting Director



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