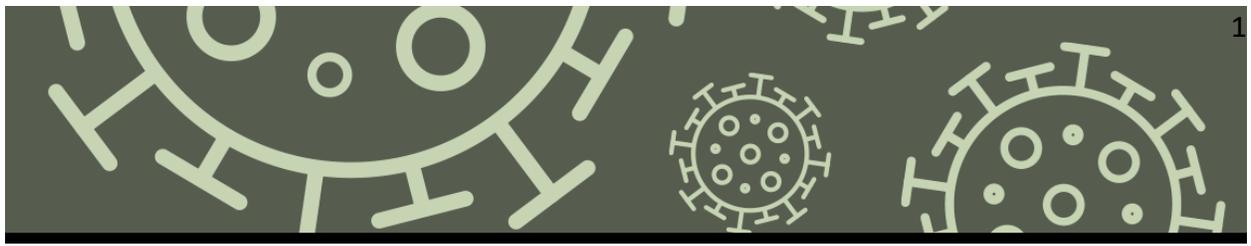


Lulumexun Lands and Governance
COVID-19 Safety Planning and Checklist



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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, the longer they are close to each other, the greater the risk.

- ✓ **Lulumexun involved frontline workers, supervisors, and the Pandemic Team:**
 - Management, Fisheries Team and Bylaw Team met with Health Department Representatives to discuss office modifications and field operations modification
 - Membership, who share our office space, also met with Health Department Representatives to discuss office and operational modifications
- ✓ **Lulumexun identified areas where people gather**, such as break rooms, kitchen area and meeting rooms. List those areas in your department here:
 - Reception
 - Kitchen
 - Boardroom
 - Washrooms
 - Hallways
 - Printer Room
 - File room
- ✓ **Lulumexun 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:
 - Bylaw Vehicle – they are currently using separate vehicles to reduce risk
 - Fisheries team on boat – a work safe procedure has been developed
- ✓ **Lulumexun identified the tools, machinery and equipment that workers share while working**. List what was identified here:
 - Photocopier
 - File room and file cabinets
- ✓ **Lulumexun identified surfaces** that people touch often, such as doorknobs, light switches, etc. List what was identified here:
 - Front door
 - Washroom doors and surfaces
 - Printer surface
 - Cloth chairs
 - Carpeted floors

STEP 1 OUTSTANDING CONSIDERATIONS:

- | | |
|---------------------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Consider impact of modifications on HVAC/airflow | <input type="checkbox"/> Plan to store items e.g., O&M? |
| <input type="checkbox"/> Establish janitor sanitization procedures | <input type="checkbox"/> Create RM procedures |
| <input type="checkbox"/> Create side door for staff/members or FOB | <input type="checkbox"/> Set-up member services counter |
| <input type="checkbox"/> Move extra furniture out of boardroom | <input type="checkbox"/> Remove carpet, extra papers |

STEP 2: IMPLEMENT PROTOCOLS TO REDUCE RISKS

Select and implement protocols to minimize the risks of transmission.

- ✓ **Lulumexun reviewed industry-specific protocols on WorkSafe BC** to determine whether any are relevant to your industry. Lulumexun created “COVID-19 Work Guidelines and Department Re-Set Plan” with staff members, leadership and the pandemic team, [in accordance with the Office Protocols outlined in the industry-specific protocols through WorkSafeBC \(https://www.worksafefbc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices\)](https://www.worksafefbc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices).
- ✓ **Lulumexun reviewed orders, guidance, and notices** issued by the provincial health officer and relevant to your industry. [This review will be conducted on a regular basis to ensure the most up-to-date information is obtained and processes implemented as required.](#)

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 work place to ensure physical distancing wherever possible.

- ✓ **Lulumexun established and posted an occupancy limit for our premises.** Up to 10 people in the building, along with 1 person in the kitchen and 4 people in the meeting room. Also, marked floors to keep staff members 2 meters/6 feet apart, [and placed safety procedure information and sanitization equipment in washrooms.](#)
- ✓ **Lulumexun reduced the number of people in the worksite in accordance with safety measures (i.e., max 10 people);** we have [completed](#) work-from-home arrangements and procured computer and office furniture, as needed, to ensure adequate and secure workspaces for employees in their homes (as identified during virtual “site visit” through our Work From Home Agreement process); modified work meetings to be virtual (i.e., Webex, Zoom, etc.), and rescheduled/re-prioritized work tasks to ensure minimal face-to-face interactions., etc. Detail here what changes will be made in your department. [Any in-office workers desk spaces are at a minimum 2 m \(6 ft\) apart or in an office with a door to reduce shared airspace/interaction.](#)

Second level protection (engineering): Barriers and partitions.

- ✓ **Lulumexun worked with the Pandemic Safety Team who installed a barrier at the front-counter** to reduce the level of contact/interactions with members.
- ✓ **Lulumexun conducts regular sanitation of these areas.**
- ✓ **Lulumexun implemented safe work procedures for travelling** in shared cars to minimize contact/interactions.
- ✓

STEP 2 OUTSTANDING CONSIDERATIONS:

Install barriers at workstation

Arrange work stations if necessary as a low cost option

Third level protection (administrative): rules and guidelines

- ✓ **Lulumexun staff members are aware of Cowichan Tribes guidelines** while continuing to work under new COVID-19 workplace conditions.
- ✓ **Lulumexun created additional departmental guidelines** to support staff members on an operational level with regular work tasks that may require modifications.
- ✓ **Lulumexun requires staff members to attend regular staff meetings** to receive important updates and changes to the workplace to support.
 - Discussion on new procedures and processes
 - Wellness updates and reminders
 - Updates on signage, rules and guidelines
 - Staff Q&A sessions

Fourth level protection: (using masks as an optional control measure)

- ✓ **Lulumexun has implemented mandatory mask wearing procedures** for all staff in common spaces and when 6 feet physical distancing is not possible, including our frontline line workers (Enforcement, Fisheries, Security Guardians, etc.). All of our staff have participated in a training session conducted by our Pandemic Response
- ✓ **Lulumexun has identified key staff to support take** on various roles to support the department re-set plan and a contingency of these roles as well. These roles include communications, signage, policies and cleaning.
- ✓ **Lulumexun has incorporated pandemic team's recommendations** into our current practices i.e., cleaning, disinfecting, handwashing, good hygiene practices.
- ✓ **Lulumexun removed unnecessary tools, equipment and furniture** to support cleaning procedures.
- ✓ **Lulumexun has implemented cleaning procedures as provided by the Pandemic Response Team.** Spray bottles are provided in areas of high “touch points” (bathrooms, kitchen, printing room, front desk and throughout the office), with signage on how to spray properly (including frequency, spray bottle mixture replacement requirements, etc.). All staff have been directed to spray down workspaces after each day, and to spray down all surfaces touched in the “high touch point” areas. Signage on how to spray down bathrooms and handwashing provided in all bathrooms. Janitors have been trained on proper cleaning protocols and clean the offices every evening when no staff is in the building. Additional Cleaning Procedures have been provided by the Pandemic Response Teams and our staff reference these documents, as required. The procedures are found at B:_COVID19\Pandemic Hygiene & Safety.
- ✓ **Lulumexun has received hand sanitizing stations** which are place at our front desk, and hand sanitizer is available throughout the office. Signage on hand sanitizing protocols are posted in the office and all staff have participated in a training session by Pandemic Nurses on proper hand washing/sanitizing protocols.

OUTSTANDING CONSIDERATIONS:

- Conduct “wear a mask safely” training sessions
- Ask pandemic team to support this training

NOTE: Both of these are now completed (updated 21 January 2021)

All lulumexun staff have also received training on the Cowichan Tribes COVID Safety policies. Managers were trained by our Occupational Health and Safety (OHS) Coordinator and a representative from our Human Resource Department. Managers were then mandated to train their staff to ensure all employees understood and implemented the new safety policies. Staff are encouraged to review these policies regularly to ensure they are being implemented and adhered to, and to ensure they are aware of any revisions/updates. These policies can be found at B:_COVID19\COVID19 Policies & Handbooks.

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.

Lulumexun commits to complying with all existing and updated Pandemic Response Teams policies and procedures. All staff have received **training** on existing policies/procedures, and any new policies/procedures that are developed and implemented by our Pandemic Response Teams will be shared with staff to ensure they fully understand and comply with updates. We also require staff to complete self-assessments prior to entering the workplace, as per the direction for our Pandemic Response Teams and have signage in all workplaces to communicate this requirement, as provided to Lulumexun by the Pandemic Response Teams.

STEP 3 OUTSTANDING CONSIDERATIONS:

- Complete first-aid training under COVID-19
- Create protocols for taking care of any staff who may start to feel sick
- Complete a job assessment
- Create working from home and working alone policies
- Create protocol for taking care of workspaces that were occupied by staff who became ill

STEP 4: DEVELOP COMMUNICATION PLANS AND TRAINING

Lulumexun put in place systems to ensure everyone entering our department, including community and workers from other departments and organizations, knows how to keep them safe while in our department.

- ✓ **Lulumexun participated in the pandemic response team’s safety training** and communicated important information with supervisors and staff members.
- ✓ **Lulumexun provided information regarding the “stay home when sick” policy** and continuously remind staff to communicate with their supervisors if they have any further questions or concerns.
- ✓ **Lulumexun posted signage at the workplace** provided by the pandemic response team and other WorkSafeBC/BCDCC signage.
- ✓ **Lulumexun leadership and all staff are following, enforcing and complying** with workplace procedures and policies.

STEP 5: MONITOR YOUR WORKPLACE AND UPDATE YOUR PLANS AS NECESSARY

- ✓ **Lulumexun is continuously monitoring, evaluating and implementing** safe work practices, procedure and policies to keep our staff members safe.
- ✓ **Lulumexun is developing a plan to monitor risk** and making updates to our existing work practices, policies and procedures
- ✓ **Lulumexun established a department champions for monitor for risks** and be most familiar with the office safety plan



- ✓ **Lulumexun staff are aware of who to go to with health and safety concerns** and this is reinforced at regular staff meetings



- ✓ **Lulumexun knows to involve** the Pandemic Response Team, General Manager or Human Resources when resolving safety issues

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.

- ✓ **Lulumexun confirms they will consult and comply** with Cowichan Tribes policies and procedures to support staff
- ✓ **Lulumexun leadership will meet periodically** to review plan every 2 weeks and the person responsible will be Larry and Melissa.

STEP 6 OUTSTANDING CONSIDERATIONS:

- | | |
|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Training plan for new staff | <input type="checkbox"/> Training plan for changes within the department |
| <input type="checkbox"/> Training plan for taking on new responsibilities | <input type="checkbox"/> Review start-up requirements for vehicles, equipment and machinery that have been out of use. |