

Date: **01/02/21**

**Re: Concerns of COVID-19 spread at Coast Mountain Bus Company - Surrey**

Fraser Health Public Health has identified **multiple** cases of COVID-19 who may have exposed this location to COVID-19. This may mean there is spread of the virus occurring on-site.

Identified close contacts have been isolated.

We will continue to monitor to determine if there are additional cases at your site. If more cases are found, we may take the following actions:

- Review of COVID-19 safety plan
- On-site inspection
- Outbreak declaration and public notification
- Site closure

Please take the following steps to reduce the risk of spread at your site:

1. **Provide employees (and customers, if applicable) with the attached letter** to inform them they may have been exposed and to monitor themselves for symptoms.
2. Ensure your site has a **legally required COVID-19 Safety Plan**.
3. Ensure staff (and customers, if applicable) are **masking, which is now required in all indoor public spaces and workplaces**.
4. Ensure that workers and others are **not allowed to enter the workplace if they have any symptoms of COVID-19**.
5. Ensure that **work-from-home options** are available where possible.
6. Review the next page to determine if **further safety measures** can be taken at your site.

If you would like to discuss how to reduce the risk of COVID-19 spread at your location, please do one of the following:

- Call WorkSafeBC's Prevention Information Line at 604.276.3100 in the Lower Mainland (toll-free within B.C. at 1.888.621.SAFE)
- Call and leave a message with our COVID-19 Worksite Office at 604.864.3409. In your message you must provide the following:
  - o Your Full Business name and location
  - o Name of person calling
  - o Call back number

Thank you for your attention to this,

Fraser Health's COVID-19 Community Office

## HIGH-YIELD ACTIONS TO DECREASE COVID-19 RISK

Healthy staff and healthy customers means healthy businesses. Over the past few months we've seen many businesses temporarily having to shut their doors to manage outbreaks. Here are measures you can take now to protect your business from being the next to have to shut its doors due to COVID-19.

### COVID-19 Safety Plan

As legally required, employers must develop a COVID-19 Safety Plan and have it posted at the worksite. Visit WorkSafeBC at <https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/what-employers-should-do> for more details.

### Mandatory masking of staff and patrons

As of November 19, now required for everyone in all public indoor settings and workplaces.

Employers are expected to enforce the mandatory mask policy with both employees and customers. Masks must cover the nose and mouth. Face shields are not an adequate substitute. A customer can be refused entry or service if they do not wear a mask. Visit <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/restrictions> for more details.

### Support employees to stay home if sick

The cost of having one employee stay home when they are sick is much lower than having your entire workforce end up sick with COVID-19, or stuck in self-isolation and having to temporarily close your business as a result.

All employees should be required to stay home when they are sick. You can support them to do this by:

- Offering sick days
- Not requiring a doctor's note
- Implementing a daily screening or self-screening process for illnesses
- Keep a record to ensure it is performed consistently

Screening for symptoms should be done daily prior to every shift. If employees develop symptoms part way through their shift, they should be supported to leave the workplace immediately.

### Common areas

Make sure there is physical distancing in every place an employee goes during their day, and during every task they perform.

Physical distancing must also apply to all common locations, e.g lunch rooms, break rooms, bathrooms, punch stations, equipment rooms, locker rooms and any other common areas where employees normally gather. These are areas where we are commonly seeing COVID-19 transmission. You can help reduce risk by:

- Setting maximum capacities for all common spaces to ensure there is enough space for physical distancing
- Limiting simultaneous use of common spaces by different teams of employees
- Installing plexiglass barriers and providing personal protective equipment if physical distancing cannot be maintained at all times.
- Providing employees with their own work vehicles, if applicable.
- Ensuring handwashing stations and cleaning supplies are readily available

## **Gatherings**

At this crucial time, we are asking people who reside in the Fraser Health region to take a pause and reconsider our social interactions outside of our households.

For workplaces, this means there should be no social gatherings, parties or staff lunches. As a business owner, you can also be a role model for your employees and community in your personal life and encouraging your employees to do the same.

## **Keep good records**

Having detailed logs of where staff worked each day and maintaining a current employee list with contact information and identifying information (e.g. date of birth) will support Public Health to do contact tracing if a case occurs at your workplace. This can limit the number of staff needing to isolate if a case occurs.

## **At large worksites, divide staff into cohorts**

In large worksites, minimize staff rotation/movement between different parts of the worksite or between different teams and avoid staff from different parts of the worksite taking breaks together. This reduces the number of employees exposed if a case is introduced.

## **Think about transportation**

If you know that your employees carpool or take employer-run transportation to work, take this into account when planning staff assignments. For employer-run transportation, symptom screen before employees board and ensure everyone wears a mask and can maintain physical distance while inside the vehicle.

In addition to the above, ensure COVID-19 safety instructions and signage are in the primary languages of the workforce.

## **Good COVID-19 sense makes good business sense**

Now is the time for all of us to work together to slow the transmission of COVID-19. Thank you for doing everything you can to keep yourself, your employees, your business and community healthy.

Visit [fraserhealth.ca/health-topics-a-to-z/coronavirus/business](https://fraserhealth.ca/health-topics-a-to-z/coronavirus/business) for more resources in multiple languages, including posters and signage.