



SAFETY PLAN

Due to the ongoing pandemic related to COVID-19, the following safety protocols have been established. Although primarily we are continuing to work remotely, the following protocols have been put into place to allow for occasional office visits, only as needed.

This plan will be updated as required by provincial health guidelines, and as needed for internal purposes, and for when regular return to the workplace is established.

BUILDING POLICY – Bosa

In on-going efforts to combat the recent pandemic and spread of Covid-19, and at the request of many building occupants, face coverings will be made mandatory, at the Sovereign, in all commercial common areas and elevators effective November 1st, 2020.

Elevator use protocol is only two (2) people are permitted with masks on. To further help with this, we have distributed elevator stairwell keys to any staff that have requested one. This will allow full usage of the stairwell between the parking level and the MoveUP office.

OFFICE VISITS – All Staff

- All office visits must be scheduled through Human Resources. No one is to arrive at the office without clearance.
 - Before staff arrive to the office, they must complete self-screening questions using the BC COVID-19 Self-Assessment Tool and advise Human Resources if they are okay to visit the office or not.
 - <https://bc.thrive.health/covid19/en>
 - All staff must wear their mask when walking around and working in common areas of our office (e.g. copier rooms, meeting rooms)
 - You do not need to wear a mask when working at your desk, but you may choose to do so at your own discretion.
 - Disinfectant spray, paper towels and sanitizing wipes have been placed around the office and in meeting rooms for your use before and after. Please be sure to disinfectant areas such as counters, copy areas, and copiers after each use. You can also use these cleaning products to clean your own desk surface.
 - To help further avoid possible congestion near copiers, even with limited staff in the office, Human Resources will assign a copier for staff to use as part of the scheduling. Documents printed will need to be picked up immediately upon completion of printing to also help avoid possible congestion.
 - Reminder signage to disinfectant areas will also be posted.
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- Staff working in the office can use the staff room fridges and microwave, but please bring your own dishes/cutlery/cups, etc to reduce contact. There will be no milk/cream in the fridge so please bring your own if you want to use the Miele machine or we recommend that you bring your own drinks for now.
- There is a laminated floor map on the reception counter. Before you leave the office, please write the date, and indicate what areas of the office were used. Please circle your own workspace, and any other space utilized. (e.g. meeting rooms, copier rooms, etc)
 - This will allow for a centralized place for information to be communicated to the night cleaner. While you are expected to sanitize areas as you use them, the night cleaner will also be able to focus on those areas for extra disinfection. Areas such as the staff room and washrooms will be cleaned every weeknight.
- To assist the night cleaner, please leave your office door open when you leave, if you can.
- When using the multiple stall washrooms, please note the following protocols:
 - Please always wear a mask.
 - Please listen for others that are entering/exiting the washroom, so you give each other space.
 - For example, if you hear someone enter the washroom, wait until they go into a stall, and then exit your stall to wash your hands.
 - As well, if you hear someone washing their hands, wait until they leave before you exit your stall.
 - If you enter the washroom, and there are other people washing their hands or if all the stalls are occupied, please wait outside further down the hallway.
- If any COVID-19 symptoms occur while in the office, staff are to report their symptoms to Human Resources and their Work Leader, and immediately leave the office and go home. It is highly recommended that they complete the BC COVID-19 Self-Assessment and following the directions listed, which may involve getting a COVID-19 test.
 - <https://bc.thrive.health/covid19/en>
- Human Resources will send out reminders on these protocols to anyone scheduled to be in the office and will update these safety protocols, as required.

OFFICE VISITS – Members/Guests

All office visits must be scheduled through Human Resources. No one is to arrive at the office without clearance.

Pre meeting:

- Once an office visit is approved, Human Resources will send the safety plan information to the meeting host, and to the member/guest.

- Before the member/guest arrives to the office, they must complete self-screening questions using the BC COVID-19 Self-Assessment Tool and advise Human Resources if they are okay to visit the office or not.
 - <https://bc.thrive.health/covid19/en>
- Meeting host is to review the member/guest about protocols in advance, focusing specifically on the following protocols.
 - A mask must be worn in all common areas of the building, including the elevators, hallways, stairwells, and in the office when going to and from the washroom and using other sections of the office (e.g., copier rooms, servery, etc.)
 - A mask must also be always worn in the meeting room while in a meeting with others, even if there is sufficient distancing.
 - If the member/guest states they will not wear a mask or cannot for medical reasons, the meeting cannot occur in the office and will need to be rescheduled remotely.
- Human Resources will have the meeting room sanitized by the night cleaner the night before and ensure there is disinfectant spray and paper towels in the meeting room.

Day of meeting:

- Meeting host is to ensure the member/guest is wearing a mask upon entry.
- Meeting host is to meet member/guest at reception and sign in for them on the sign in sheet at reception.
 - In case the member/guest forgot to bring a mask or need a new one, a box of disposable masks is kept at reception desk.
 - At this point, for any reason if the member/guest refuses to wear a mask, they will be asked to leave the office and the meeting will need to be rescheduled and conducted remotely.
- Everyone is to clean their hands using either the sanitizer stands before ensuring main part of the office or the servery to wash their hands.
- Disinfectant spray, paper towels and sanitizing wipes have been placed around the office and in meeting rooms for use before and after the meeting, and in high touch areas such as copier rooms, servery, etc.
- If the meeting is all day, please use the servery fridge for any food storage and microwave use. Please bring your own dishes/cutlery/cup, etc to reduce contact. There will be no milk/cream in the fridge, so it is recommended to bring your own coffee/tea, etc.
- If any COVID-19 symptoms occur while in the office, the member/guest is to report their symptoms to the meeting host, and immediately leave the office and go home. It is highly recommended that the member/guest complete the BC COVID-19 Self-Assessment and following the directions listed, which may involve getting a COVID-19 test.
 - <https://bc.thrive.health/covid19/en>

Post meeting:

- Meeting host is to use disinfectant spray, paper towels or sanitizing wipes to clean the meeting room table, and other high touch areas such as chair arms when the meeting has concluded.
- Using the laminated floor map on the reception counter, meeting host is to circle areas of the office used so the night cleaner knows to also pay special attention to those areas (e.g. meeting room used, own workspace, copier rooms, server, etc). The staff room and washrooms will be cleaned every day.
- Human Resources will follow up with the night cleaner to ensure the meeting room and other areas are sanitized again and to ensure disinfectant spray and paper towels are refilled in the meeting room, if needed.

OFFICE VISITS – Contractors

- Contractors are not permitted onsite without approval through Human Resources.
- All contractors must also follow the same protocols listed under the 'Members and Guests' section.

SITE VISITS

- Site visits should only be made when it is absolutely necessary to do so.
- Any site visit must be approved by Work Leaders in advance and only if has been established that the visit is absolutely necessary.
- Site visits should not occur under any circumstances where physical distancing is not possible.
- Prior to any approved site visit, staff must confirm the safety requirements specific to that site by contacting the site OH&S Committee Representative, Job Steward, or employer representative.
- If additional PPE is required, please advise your Work Leader and Human Resources in advance to allow time to assess that proper safety protocols are in the place and to allow time to purchase any equipment that might be needed.