



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 pandemic and spread of Covid-19, face coverings, such as masks are **mandatory** at the Sovereign, in all commercial common areas and elevators.

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>

- Anyone who exhibits any symptoms is not to enter the office and must either stay home and work or utilize their time bank and follow regular reporting protocols for sick time.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms.

- All staff **must** wear a mask when walking around and working in common areas of our office (e.g. copier rooms, meeting rooms, washrooms)
- Barriers have been installed in open workstations in shared areas such as in the administrative and finance areas. **Masks are required** when travelling near or through these areas, even when speaking with anyone working in these areas.
 - It is **strongly** recommended that you wear a mask when working at your desk, especially if your workstation is in the administrative or finance areas, but it is at your discretion.
 - The use of non-medical masks is a source control safety measure. The mask is controlling the hazard at its source: the wearer. Please keep that in mind when considering removing your masks at your desk in shared areas.
 - If there are concerns by any staff working in the administrative or finance areas, and they need to be accommodated to work in another part of the office (e.g. in an office, or in a meeting room), please let Human Resources know.
- 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 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 are also posted.
- Staff working in the office can use the staff room fridges and microwave, and can also use the dishes/cutlery/cups, etc. Please be sure to load your dishes into the dishwasher for proper sanitizing. You can also make drip coffee/tea or utilize the Miele coffee machine. Please be sure to clean out the coffee pot at the end of the workday. Milk/cream may not always be provided so best to bring your own.
- There is a laminated floor map on an easel in the reception area. Before you leave the office, please circle the floor map to 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.
- 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 – Visitor (Members/Guests/Contractors/Vendors)

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

While we do not plan on having many external meetings in the office, meetings can occur on site as per the current provincial health orders.

Before entry, all visitors must also complete the BC COVID-19 Self-Assessment screening questions before coming into the back of the office (past 3rd set of doors at reception). The screening link will either be sent beforehand to all visitors by Human Resources, or they can be completed on site in person.

Effective, September 14, 2021 – MoveUP will also now require proof of vaccination status from any visitors to the office. Visitors include members, contractors, vendors, or anyone from the general public. The current requirements, including wearing masks in common areas of the office and following the directional arrows will continue to apply to staff, as well as visitors.

The meeting host or the person authorizing the contractor/vendor to work in the back office will be responsible for checking proof of vaccination status either by using a QR barcode reader or by verifying vaccination cards.

Human Resources will assist in setting up the above requirements for a QR barcode reader for anyone who needs extra help. Please note the tablet at reception can also be used as the QR barcode reader app have been installed.

This section does not apply to couriers, mail or delivery people who are not coming into the back and will only stay at our front doors or be in and out of the reception area only. Anyone greeting them would have a mask on as required, as would they.

➤ For approved onsite meetings, please note the following protocols.

Pre meeting:

- Once an office meeting is approved, Human Resources will send the safety plan information to the meeting host, or 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 or their meeting host 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 when there is not enough 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.
 - Reminder – the meeting host is responsible for checking proof of vaccination status either by using a QR barcode reader or by checking vaccination cards.
- 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. The meeting host can now use the servery dishes/cutlery/cups, etc. Please be sure to load the dishes into the dishwasher for proper sanitizing. You can also make drip coffee or tea, and please be sure to clean out the coffee pot at the end of the workday. Milk/cream may not always be provided so best to bring your own.

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 easel in reception, 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, servery, 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.

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.
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