

# COVID-19 Safety Plan

Worksite: 1455 Cliffe Avenue, Courtenay

## 1st Level Protection – ELIMINATION

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- Maximum occupancy level for this worksite is **20**.
- Common areas have posted occupancy limits. Do not enter an area that is at maximum capacity.
- No one may enter this worksite if they:
  - have possible signs of COVID-19, including sore throat, fever, chills, new or worsening cough, shortness of breath, new muscle aches or headache.
  - have travelled outside Canada within the last 14 days, or have been in close contact with a person who tested positive for COVID-19.

A notice to this effect is posted at the main entrance.

## 2nd Level Protection – ENGINEERING CONTROLS

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- Barriers will be placed around the reception desk before walk-in clients can return to the building.
- One washroom is designated for use by clients.
- Face-to-face counselling sessions can only be held in the designated rooms/offices deemed large enough to accommodate social distancing. These can be pre-booked. Schedule enough time to wipe down space between clients.

## 3rd Level Protection – RULES and GUIDELINES

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- This worksite has rules and guidelines that all workers are expected to follow – see the following documents:
  - **Health and Safety: Cleaning and Disinfecting** (WorkSafeBC)
  - **Help Prevent the Spread of COVID-19: Coughs and Sneezes** (WorkSafeBC)
  - **Help Prevent the Spread of COVID-19: How to Use a Mask** (WorkSafeBC)
  - **Help Prevent the Spread of COVID-19: Handwashing** (WorkSafeBC)
  - **Global Pandemic Precautions** (John Howard document)
  - **Next Steps** (John Howard document)
- Workers and clients will follow social distancing rules to keep two metres between people at all times. When this is challenging, such as in a vehicle, masks will be worn.
- Hand sanitizer is kept near the entrance and sign-in white board. Please use prior to touching the white board.
- Always ensure that a maximum of two people are in an individual office, seated two metres apart.
- This site will keep occupancy low to make social distancing easier, so staff will work part-time from home where possible. We must balance services available, and keep a safe number of staff on site, so you **MUST**:
  - Try to take flex on days you would be working from home.
  - Give advance warning to management if you need to change your schedule.
- Wash your hands immediately before using shared equipment (copier, kitchen appliances, watercooler, etc.).
- Do not share office supplies/equipment (pens, phone, calculator, workstations, etc.) unless sanitized.
- Turn light switches on/off with your elbow.
- There are established cleaning protocols in this worksite, including a list of high-touch areas. All workers are expected to participate in the cleaning schedule. This means signing up for a minimum of one cleaning session every two weeks, on days when your schedule has you working in the office. Cleaning happens on work time, i.e. you will be paid for the time you are cleaning. If you are unable to clean at your designated time, ensure you exchange with another worker. It is your responsibility to ensure someone does the cleaning at that time.
- Front desk staff will wipe down surfaces between clients using the waiting area, and are not expected to participate in the daily cleaning schedule at this point.
- Prior to leaving a washroom, wash your hands then use disinfectant provided to spray the flush handle and taps. Leave the spray to dry naturally.
- No communal food is to be shared between staff and/or clients, visitors, etc.
- In these times, it is important to take care of your mental wellness as you provide support to clients. Please remember EFAP is available, and managers welcome you to check-in if you are struggling and need support.

## 4th Level Protection – PERSONAL PROTECTIVE EQUIPMENT

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- Fabric masks have been provided to all workers in this worksite. Please use your mask when you are unable to maintain a distance of two metres from all other people. Consider using your mask when in a face-to-face counselling session and offering a disposable mask to your client.
- Ensure you know how to take care of your mask, and use your mask safely. See **How to Use a Mask**.