

COVID-19 Safety Plan

Worksite: Nanaimo ISSP Office

1st Level Protection – ELIMINATION

- Maximum occupancy level for this worksite is 2.
- 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 entrance.

2nd Level Protection – ENGINEERING CONTROLS

- Face-to-face counselling sessions can only be held if the office is deemed large enough to accommodate social distancing. Schedule enough time to wipe down space between clients.
- Ensure that only one client at a time is transported in a staff vehicle. Seat the client in a back seat. Ensure the client has sanitized their hands and wears a mask before entering the vehicle. Wipe high-touch points in the vehicle after each use, including those touched by the driver, such as steering wheel, gear shift, and other controls.

3rd Level Protection – RULES and GUIDELINES

- 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 of the office. Request clients to use the hand sanitizer on arrival.
- Ensure that a maximum of two people are in the office, seated two metres apart.
- Wash your hands immediately before using shared equipment (copier, 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.
- 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

- 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**.