

COVID-19 Safety Plan

Worksite: Port Hardy ISSP Office

1st Level Protection – ELIMINATION

- Maximum occupancy level for this worksite is **2**.
- Masks **MUST** be worn in all common areas, unless worker is behind a barrier, or seated two metres apart
- MANDATORY WORKER HEALTH CHECKS: Per Provincial Health Officer order, each worker must perform a DAILY health check before entering this worksite, and confirm that none of the following prohibited criteria apply to them.

No one may enter this worksite if they:

- Have travelled outside of Canada within the last 14 days
- Have been identified by Public Health as a close contact of someone with COVID-19
- Have been told to isolate by Public Health
- Are displaying any of the following new or worsening symptoms:

Fever or chills	Loss of appetite	Sore throat	Nausea or vomiting
Cough	Loss of sense of smell or taste	Headache	Diarrhea
Difficulty breathing	Extreme fatigue or tiredness	Body Aches	

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 both driver and 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.
- If an individual (staff, client, or visitor) is sick or injured, do **NOT** assist the individual until you are wearing appropriate PPE, particularly a mask but also any other PPE, such as gloves, visor, or gown, which may be necessary depending on the nature of the injury or illness.
- 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. You **MUST** 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**.