

## **COVID-19 Office Safety Plan – Updated January 10, 2022**

The Victoria Division of Family Practice (VDFP) follows the guidelines put forth by the Provincial Health Officer. The physical office location of the VDFP remains closed and the building itself continues to be closed to public access. Currently, VDFP Staff and Contractors will continue to work remotely, but can access the office to complete operational tasks. The following procedure is designed to provide safety protocols for any staff or contractor that is entering the VDFP Office at 302, 45 Bastion Square to complete their work tasks.

1. Any operational tasks that need to be completed at the physical office location are to be scheduled with the Operations Coordinator to ensure safety protocols are met.  
Occupancy limits:
  - a. Kitchen area – 1 person
  - b. Main office area – 6 people
  - c. HR/Finance office – 3 people
  - d. Boardroom – 3 people
2. Prior to a visit to the office all staff and contractors will complete a Daily Health Check via email to [HR@victoriadivision.ca](mailto:HR@victoriadivision.ca) which will be saved to the server. Staff and Contractors are not to go to the office if they have any signs of illness and in particular respiratory symptoms (runny nose, coughing, sneezing, sore/tickly throat).
3. Upon entering the office staff and contractors must announce themselves to anyone else currently at the office and sanitize their hands either using the hand sanitizer available or washing hands with warm water and soap in the sink.
4. If other staff or contractors are at the office, social distancing measures must be maintained at all times and as per the occupancy numbers listed above.
5. Staff and contractors will not hold any indoor organized gatherings of any kind until such time that both the VDFP Board and the PHO guidance rescinds that recommendation.
6. If the staff or contractor is alone at the office, the VDFP Working Alone policy must be followed:
  - a. Office door remains locked
  - b. Notify the Operations Coordinator or designate when they arrive and leave the premises via email or text
7. A disinfection of any surfaces touched should be done prior to using, after each use and when finishing for the day. The following products are to be used:
  - a. Lysol wipes are available for surfaces that can't be sprayed
  - b. Disinfectant spray and cleaning cloths for larger sprayable surfaces
8. A weekly cleaning is in place by Select Janitorial. They are aware of our protocol and follow a similar process with their workers that are scheduled for cleanings.
9. A mask is required for all staff, contractors, and guests in all common areas of the office and building. This includes the hallways and bathrooms. Those without a mask will be provided with one.

10. The following posters are visible at the office and have been reviewed:
- a. Front Entry Visitor checklist
  - b. Occupancy Limit signage
  - c. Cover coughs and sneezes
  - d. Handwashing protocol
  - e. How to use a mask

Staff and contractors have had the opportunity to review the protocols and provide feedback.

The VDFP Safety Plan is posted at the office and on the VDFP website.

This plan will be reviewed ongoing and updated as necessary.