

## COVID-19 Office Safety Plan

*The following guidelines apply to all South Island Division of Family Practice staff, contractors and members during the COVID-19 Public Health Emergency.*

There are three stages to this re-opening plan:

**Stage 1** – Easing of restrictions on workplace attendance – June 15<sup>th</sup>, 2020

- Any staff or contractor wishing to come into the Division office located at 203-4489 Viewmont Ave. must first check in with the Office Manager to ensure adherence to safety protocols.
- Occupancy limit of 8 people in office.
- Office remains closed to non-staff/contractors except in circumstances with prior approval of the Office Manager.

**Stage 1 A** – preparing for resurgence/Wave 2 – August 31<sup>st</sup>, 2020

- All of Stage 1 plus:
  - Anyone who does not primarily work in the Division office must wear a mask when they come into the office

**Stage 1B** – updates due to new office space – November 1<sup>st</sup>, 2020

- All of Stage 1 & 1A plus:
  - Any staff or contractor wishing to come into the Division office located at 201-4480 West Saanich Rd. must first check in with the Office Manager to ensure adherence to safety protocols.
  - Occupancy limit of 10 people in office

**Stage 2\*** – New “normal”

- Staffing levels normalized.
- Gatherings of fewer than 12 people.

**Stage 3\*** – Old “normal”

- Staffing levels normalized.
- No restrictions on in-person meeting size.
- Office open to visitors.

**\*Progression to each phase will be carefully considered upon review of the latest Public Health and WorkSafe BC recommendations.**

### RESPONSIBILITIES

#### Employer Responsibilities

South Island Division of Family Practice will not knowingly request staff to take unnecessary risks.

#### Staff/Contractor Responsibilities

Staff/Contractors are requested to follow the guidelines set out in this document for their own safety and that of other staff members.

Staff/Contractors retain the right to refuse to work at the office location on West Saanich Rd. if they feel these guidelines and/or the actions of other persons present unacceptable risk to their personal safety.

## **Building Management Responsibilities**

Hansbraun Investments Ltd. endeavor to provide a safe and clean working environment to their tenants. This includes regular sanitation of shared/common spaces, signage regarding the use of elevators and provision of hand sanitizer in common spaces.

## **GUIDELINES**

### **Distancing & Designated Areas**

- Staff will be working in designated spaces that maintain physical distancing from others who may be in the office.

### **Cleaning**

- All occupants of the office are responsible for cleaning their designated area upon arrival and departure.
- All used items such as tissues, etc. should be disposed of in a closed top receptacle (not in a desk garbage can).
- Staff/Contractors are expected to wash their hands with soap and water or use hand sanitizer upon arrival to the office and encouraged to do so any time they leave their designated area.

### **Communal Areas**

- If there is more than one person in the office, communal touchpoints (door handles, photocopier, etc.) should be cleaned after each use, otherwise beginning and end of day is sufficient.
- The lunchroom is only to be used by regular in-office staff. (If you are unsure if you fall into this category, please ask the Office Manager.) All surfaces should be cleaned after use. All cutlery should be thoroughly washed with soap by the person who used it.
- Break times may be shared provided physical distancing can be maintained.
- Any non-staff are asked to bring their own refreshments and utensils should it be necessary.

### **Working Alone Policy**

- If staff/contractors are alone at the office, the SIDFP Working Alone policy must be followed:
  - Office door remains locked.
  - Notify Office Manager or designate when they arrive and leave the premises via email or text.

### **When NOT to Work**

Staff/contractors must not come to work in the circumstances outlined below:

- Anyone with COVID-19-like symptoms such as a sore throat, fever, sneezing, or coughing must self-isolate at home for a minimum of 10 business days from onset of symptoms, until their symptoms are completely resolved.
- Anyone who lives in the same household as a confirmed or suspected COVID-19 case.
- Staff/Contractors who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms. In this case, use the [BC Self-Assessment Tool](#) or contact 8-1-1 for assistance and to determine next steps.

## **RIGHT TO REFUSE WORK**

All workers in BC have the right to refuse work if they believe it presents an undue hazard. An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” risk, above and beyond the potential exposure a general member of the public would face through regular, day-to-day activity.

If you believe these guidelines do not prevent undue risk, please notify the Executive Director.

*The information in this document is based on current recommendations and is subject to change. For the latest guidance, please see the health information from the [BCCDC](#), the latest news from the [Government of BC](#), and the latest orders from the [Office of the Provincial Health Officer](#).*

*If you have questions or concerns about workplace exposure to COVID-19 you can call WorkSafe BC’s Prevention Information Line toll-free within BC at 1-888-621-SAFE.*

Staff and Contractors have had the opportunity to review the protocols and provide feedback. The SIDFP Safety Plan is posted at the office and on the SIDFP website. This plan will be reviewed on an ongoing basis and is subject to change.

I understand and agree to abide by the safety protocols of the South Island Division of Family Practice as they have been laid out in this document. If I have any questions, I will raise them to the Office Manager or Executive Director.

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Staff/Contractor Name

Signature

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Date signed