

## STAFFING PLAN FOR CONTRACTORS AND STAFF WORKING AT THE NANAIMO DIVISION OFFICE DURING COVID-19 EMERGENCY PERIOD

The following guidelines apply to all Nanaimo Division of Family Practice staff including external contractors during the Covid-19 Public Health Emergency. There are 4 phases to this staffing plan:

**Phase 1:** Current Public Emergency period March 17th – current/ongoing

1 member of staff/contractor (up to) all day. Additional employees / contractors for limited periods of time

**Phase 2\*:** Easing of restrictions on workplace attendance / Physical distancing

Up to 4 members of staff / contractors all day. Others for limited time if essential

**Phase 3\*:** The ‘new normal’

Staffing levels normal with vigilance around distancing and hygiene. No external visitors unless distancing can be observed

**Phase 4\*:** The ‘old normal’

Staffing levels normal: No restrictions on visitors or distancing. Vigilance of handwashing is advised to continue

**\*Note: Transition to each phase will be authorized by the Executive Director upon review of the latest Public Health recommendations .**

## RESPONSIBILITIES

### Nanaimo Division of Family Practice (NDoFP) - Employer Responsibilities

NDoFP will not knowingly request staff to take unnecessary risks.

NDoFP will supply the following items for staff members:

- Disposable facemasks. It expected these will be re-used if worn for short periods of time.
- Lysol wipes for equipment and surfaces
- Small bottle hand sanitizer for each member of staff

### Employee Responsibilities

- Employees are kindly requested to follow guidelines for their own safety and that of other members of staff.
- Employees retain the right to refuse to work at the office location on Bowen Road if they feel these guidelines and/or the actions of other persons present unacceptable risk to their personal safety (see ‘Right to refuse work’ below).

## GUIDELINES

No more than the recommended number of staff (see above) should be present at the office site at 2137A Bowen Road, Nanaimo [referred to as ‘the office’ in this document]. All staff entering the office need to adhere to the following guidelines

### PHASE 1-3

#### Distancing and Designated areas

- Staff will be allowed 1 designated area each which will remain the same during the emergency period\*
- No more than one person should enter each designated area for an extended period of time (<1 hour)\*
- If more than one person is in the office each person should maintain 2 metres physical distance. If there are 2 or more persons in a space **and** there is uncertainty that the 2 metre distance can be maintained, masks should be worn by both persons. This applies to internal and external locations.

\* Phase 1 & 2 only

### **Cleaning**

- All surfaces and equipment within the designated area should be cleaned using Lysol wipes upon arrival and departure from the office.
- All used items such as tissues etc should be disposed of in a closed top receptacle (not in a desk garbage can)
- Employees are encouraged to wash their hands when leaving and/or entering their area.

### **Communal areas:**

- If there is more than 1 person in the office, communal touchpoints such as door handles and printer lid/keyboard should be cleaned after each use, otherwise please clean at the beginning and end of the day.
- Food and drink should not be prepared by more than 1 person at a time. All surfaces and equipment should be cleaned with Lysol after use.
- No food should be shared.
- No food to be stored in the communal areas overnight\*
- Personal (labelled) containers for beverages e.g. milk are recommended\*
- Shared beverage containers e.g. milk cartons should be wiped clean after each use (Phase 3 only).
- Break times may be shared with more than 1 person if this takes place outside\* **and** each person can comfortably ensure 2+ metres between themselves and the next nearest person.

\* Refers to Phase 1 & 2 only

## **WHEN NOT TO WORK**

The following workers must not go to work:

- 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 days from onset of symptoms, until their symptoms are completely resolved. **STAY HOME IF YOU FEEL SICK**

- Anyone who lives in the same household as a confirmed or clinical COVID-19 case who is self-isolating.
- Workers who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19. In this case contact HealthLink BC at 8-1-1 for an assessment and to determine any necessary next steps.

### Right to refuse work

Please note that all workers in B.C. 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 speak with your line manager

### Resources

*The information on this page is based on current recommendations and may change. For the latest guidance, please see the health information from the [British Columbia Centre for Disease Control](#), the latest news from the [government of British Columbia](#), and the latest orders from the [Office of the provincial health officer](#).*

*If you have questions or concerns about workplace exposure to COVID-19 can call WorkSafeBC’s Prevention Information Line at 604.276.3100 in the Lower Mainland (toll-free within B.C. at 1.888.621.SAFE). You’ll be able to speak to a prevention officer to get answers to your questions, and if required, a prevention officer will be assigned to assess the health and safety risk at your workplace.*