



## ORGANIZATIONAL COVID-19 SAFETY PLAN ORIGINAL DATE: MAY 20, 2020

### 1. PREPARATION, APPROVAL, DISTRIBUTION, AND CONTEXT OF THIS PLAN

- 1.1. Following the direction of WorkSafeBC, this plan has been prepared in accordance with MOSAIC Protocol COVID-19 – 4: COVID-19 Safety Plans, based on WorkSafeBC guidelines and relevant public health guidelines, with input from the Health, Safety, and Security Team (HSST) and approval by the COVID-19 Response Team.
- 1.2. The Organizational Plan will be posted on the Organizational website, on the Organizational intranet, and in a public location at every Organizational site.
- 1.3. The Organizational Plan may be updated from time-to-time, with input from the HSST and approval by the COVID-19 Response Team.
- 1.4. Each Organizational site will adopt and publicly post the Organizational COVID-19 Safety Plan, which may also be shared with funders or other stakeholders as required.
- 1.5. In addition, in accordance with WorkSafeBC guidance and MOSAIC Protocol COVID-19 – 4: COVID-19 Safety Plans, the Site Manager (or a designated supervisor) and front-line workers who are representative of the work done at the site will develop a Site-Specific COVID-19 Safety Plan, building on the Organizational Plan and addressing risks specific to the site and its operations.
- 1.6. Planning for staff working at non-organizational sites and for staff meeting face-to-face with clients in a non-office setting will be done in accordance with Section 3 and 4, respectively, of MOSAIC Protocol COVID-19 – 4: COVID-19 Safety Plans.

### 2. ORGANIZATION-WIDE MEASURES TO REDUCE THE RISK OF PERSON-TO-PERSON TRANSMISSION

#### 2.1. Measures to maintain physical distancing of at least 2 metres

- a) Employees, in consultation with their direct supervisors, are encouraged to continue working remotely or work staggered shifts, to the extent possible. Remote workers must follow [MOSAIC Remote Work Guidelines during COVID-19](#).
- b) Employees who are working at an Organizational site must ensure that they maintain a distance of at least 2 metres from other people at the site and must follow the procedures in MOSAIC Protocol COVID-19 – 1: Access to MOSAIC Sites During COVID-19 Pandemic. (See [Health & Safety Protocols during COVID-19 on MOSAIC Connect](#).)
- c) Employees will work at only one site Organizational site, unless it is essential that they attend more than one site. The direct supervisor will ensure that the employee attends the least number of sites possible.
- d) Meetings of any type will be conducted virtually. If this is not possible and an in-person meeting is required, then a distance of at least 2 metres between people must be

**ORGANIZATIONAL COVID-19 SAFETY PLAN**  
**ORIGINAL DATE: MAY 20, 2020**

maintained. Food and beverages will not be provided unless in individually packaged servings.

- e) In no case will any meeting or event of greater than 50 people be hosted by the Organization or attended by an Organization staff member.
- f) Employees will not travel in a vehicle together, unless a distance of at least 2 metres can be kept between them.
- g) Client service will be provided remotely, to the extent possible, while accommodating client needs. Where those needs cannot be adequately met through remote service, appropriate precautions will be taken for in-person meetings, following the procedure in section 2.2.b) 5. of Protocol COVID-19 – 4 or the plan developed as per section 4. of Protocol COVID-19 – 4: COVID-19 Safety Plans.
- h) Visitors to any site will be limited to those essential in the circumstances.
- i) Supervisors must ensure that employees follow these guidelines and any additional site-specific guidelines that may be established.
- j) The Facilities Team will provide access to appropriate signage templates to be posted at each Organizational site regarding physical distancing.

**2.2. Measures to minimize the risk of transmission where physical distancing of at least 2 metres cannot be maintained**

**The Facilities Team will:**

- a) With input from site management, purchase and install a plexiglass barrier (screen guard) at the reception desk and at other permanent intake or welcome desk of each Organizational site.
- b) With input from site management, purchase a limited number of portable barriers (sneeze guards) that can be used in other areas of each Organizational site.
- c) For situations in which neither physical distancing nor other measures are available, such as for the administration of first aid, purchase and distribute an initial limited supply of gloves and surgical masks to each Organizational site.. A minimal number of face shields will also be kept in stock by the Facilities Team, for rare and exceptional cases in which management determines that such equipment is necessary.

**Site management will:**

- d) Ensure that when a surgical mask is provided for situations in which neither physical distancing nor other measures are available, such as for the administration of first aid, the recipient is guided through the steps in [How to Use a Mask](#).
- e) On an ongoing basis, monitor the supply of gloves and surgical masks for use when neither physical distancing nor other measures are available and purchase replacement supplies as needed from suppliers previously approved by the Facilities Team.

**2.3. Measures to ensure adequate hygiene and cleaning are maintained**

**ORGANIZATIONAL COVID-19 SAFETY PLAN**  
**ORIGINAL DATE: MAY 20, 2020**

**The Facilities Team will:**

- a) Purchase and distribute to each Organizational site an initial supply of gloves, spray bottles, disinfectant, and paper towels for sanitization of surfaces.
- b) Purchase and distribute to each Organizational site an initial supply of hand sanitizer for hand hygiene and install at appropriate locations.
- c) Establish a daily weekday janitorial schedule of cleaning and of sanitization of frequently-touched surfaces, ensuring that janitorial service providers receive [Cleaning and Disinfecting guidelines](#) and adhere to standards provided by the Organization. If informed by site management that a site will be used on a weekend, the Facilities Team will arrange for these janitorial services on the weekend also.
- d) Ensure that HVAC systems are maintained and provide an adequate airflow within each Organizational site.
- e) Prior to re-opening of a closed site:
  - i. Arrange for a pre-opening cleaning by janitorial service providers; and
  - ii. Ensure that any potential risk for harmful bacteria such as Legionella to be present in any unused water systems at an Organizational site is identified and controlled, as per [WorkSafeBC guidelines](#).
- f) Provide access to appropriate signage templates to be posted at each Organizational site on hand washing and respiratory hygiene.

**Site management will:**

- g) On an ongoing basis, monitor the supply of gloves, spray bottles, disinfectant, and paper towels for cleaning and disinfecting and purchase replacement supplies as needed from suppliers previously approved by the Facilities Team. For clarity, it is not necessary that every desk is equipped with cleaning and disinfecting supplies, but instead that each staff person have easy access to cleaning and disinfecting supplies including gloves.
- h) On an ongoing basis, monitor the supply of soap and hand sanitizer and purchase replacement supplies as needed from suppliers approved by the Facilities Team. For clarity, it is not necessary that every desk is equipped with hand sanitizer, but instead that each staff person and client have easy access to soap and running water or to hand sanitizer.
- i) Monitor the frequency and adequacy of janitorial services and inform the Facilities Team if there are issues.
- j) Inform the Facilities Team in advance if a site will be used on a weekend so that janitorial services can be arranged.
- k) Ensure that barriers and frequently-touched surfaces are sanitized after use and at least twice per day, ensuring that responsible staff are trained in following [Cleaning and Disinfecting guidelines](#) and wear gloves when cleaning and/or disinfecting.
- l) Post signage in appropriate locations on hand washing and respiratory hygiene.

**ORGANIZATIONAL COVID-19 SAFETY PLAN**  
**ORIGINAL DATE: MAY 20, 2020**

**Employees will:**

- l) Wash their hands frequently, and at minimum:
  - i. When arriving at work;
  - ii. Before and after going on a break or eating;
  - iii. Periodically throughout the day especially if meeting with clients;
  - iv. After handling delivery documents, packages, boxes, bags, etc.; and
  - v. Before and after touching shared items and surfaces.
  
- m) Follow [Cleaning and Disinfecting guidelines](#) and disinfect surfaces while wearing gloves after meetings with clients. Shared equipment, tools, and frequently touched surfaces should also be disinfected after use by others and as instructed by site management and/or their direct supervisor.

**2.4. Measures to restrict entry**

- a) Anyone accessing or working at an Organizational site shall sign in upon arrival and sign out when leaving, using their own pen or taking the pen used away with them.
- b) The Facilities Team will provide a template of the sign-in sheet to be used by all sites.
- c) If an appointment with a client or essential visitor is arranged by phone or otherwise in advance, the individual shall be asked to confirm that they:
  - i. Have not been diagnosed with COVID-19 or had any symptoms in the last 10 days that could be COVID-19 (fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache);
  - ii. Have not been directed by Public Health to self-isolate; and
  - iii. Have not arrived from outside of Canada or had contact with a confirmed COVID-19 case within last 14 days.

If the answer to any of these questions is positive, the individual shall not be permitted to come to the site.

- d) Upon arrival, anyone accessing the site shall answer the following questions on the sign-in sheet posted near the reception desk:
  - iv. Have you been diagnosed with COVID-19 or have you had any symptoms in the last 10 days that could be COVID-19 (fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache)?
  - v. Have you been directed by Public Health to self-isolate?
  - vi. Have you arrived from outside of Canada or had contact with a confirmed COVID-19 case within last 14 days?

If the answer to any of these questions is positive, access to the site shall not be granted. In the case of a staff member, they should self-isolate and consult with their supervisor for next steps.

**ORGANIZATIONAL COVID-19 SAFETY PLAN**  
**ORIGINAL DATE: MAY 20, 2020**

- c) The Facilities Team will provide access to appropriate signage templates to be posted at each Organizational site regarding facility entry.

**2.5. Measures Regarding First Aid and Illness on Site**

- a) All employees must stay home when sick. Supervisors must ensure that employees follow this guideline.
- b) First aid attendants must follow the [OFAA protocols for use during the COVID-19 pandemic](#).
- c) All staff must familiarize themselves with MOSAIC Protocol COVID-19 – 2: First Aid and Response to Emergencies and prepare to respond to any emergencies accordingly. (See [Health & Safety Protocols during COVID-19 on MOSAIC Connect](#).)
- d) Employees who start to feel ill at work, even with mild symptoms, must report to the first aid attendant (if on site) and their direct supervisor, while maintaining a distance of at least 2 metres.
- e) When anyone at an Organizational site becomes ill:
  - i. Management and the first aid attendant (if on site) must be alerted and must follow the [OFAA protocols for use during the COVID-19 pandemic](#) and MOSAIC Protocol COVID-19 – 2: First Aid and Response to Emergencies. (See [Health & Safety Protocols during COVID-19 on MOSAIC Connect](#).)
  - ii. The ill person, must be provided with a mask and instructions on [How to Use a Mask](#), be isolated, and be asked to leave the premises.
  - iii. Surfaces which the ill person may have come into contact with must be sanitized once the person has left, following [Cleaning and Disinfecting guidelines](#) and with gloves being worn.
  - iv. If the person is severely ill (e.g. difficulty breathing, chest pain), 911 must be called.