

COVID-19 Safety Plan

FPSS Society November 2020

FPSS Society COVID-19 Safety Policy (see Slide 4)

Provincial Health Officer Order

Employers must review and redouble their efforts on their COVID-19 Safety Plan, remind employees to monitor themselves daily and to always stay home if they have symptoms.

Employers must make every effort to provide work from home options.

Workplaces must ensure that all workers and customers maintain appropriate physical distance and extra care should be taken in small office spaces, break rooms and kitchens.

[Review the WorkSafeBC COVID-19 Safety Plan documentation](#)

Daily screening

A daily screening should already be included in every business's existing COVID-19 Safety Plan.

Masks at workplaces

Masks are required in all workplaces for shared work areas and areas where physical distancing cannot be maintained. This includes:

- Elevators
- Kitchens
- Hallways
- Customer counters
- Break rooms

[Download the WorkSafeBC COVID-19 symptom check poster](#)

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/restrictions>



Understanding the risk

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.

The risk of surface transmission is increased when many people contact same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

Workstations

If office attendance is required, position workers in a location that allows them to put more distance between themselves and their co-workers or customers. Arrange workstations at least 2 metres apart and away from communal pathways.

Consider making communal pathways one directional to reduce personal interactions.

If necessary, install effective barrier (e.g., plexiglass shields) between workstations.

Where possible, cancel in-person meetings and hold meetings by teleconference, video conference, or email instead.

Minimize sharing office space or workstations. If workers must share office space, integrate these locations into your cleaning and hygiene protocols, ensuring that frequently-touched surfaces are addressed such as the computer keyboard and mouse, desk surface, and telephone.

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices>

FPSS Society COVID-19 Safety Policy



This policy is intended to be temporary and specific to the COVID-19 pandemic. Additional orders or recommendations issued by Provincial or Federal Health Officers shall take priority over this policy.

FPSS Society will limit the number of visitors to the Regional Office by:

- Providing support and training to caregivers through phone, emails, or video conferencing (e.g. Zoom)
- Maintaining physical distancing when in-person support is required
- Conducting meetings via teleconferencing whenever appropriate
- Emailing or mailing any requested resource material to caregivers

Employees working in the Regional Office will maintain physical distancing (6 ft or 3 meters) whenever possible. Employees will wear masks when in common areas (Front Office, Hallway, Board room, and Kitchen). Employees working at the front office desk may remove mask if there are no other staff members or visitors in the immediate area.

Visitors will sign the Visitor Log-in book upon entering the office.

Employees and visitors will be asked to wash their hands upon entering the office (with the exception of delivery personnel). Employees working in the Regional Office will wash their hands regularly.

FPSS Society will complete a daily Employee Check-in form for every staff member working from the office.

Employees experiencing symptoms of COVID-19 prior to a work shift will be required to stay home. They will notify the Executive Director as soon as possible. Their workstation will be sanitized.

Employees who begin to experience symptoms of COVID-19 while working in the Regional Office will notify the Executive Director and any co-workers who may be in the office, then go home as soon as possible.

Equipment, tools, and frequently-touched surfaces in the Regional Office will be sanitized daily.

Employees working alone will keep the front door locked.

Employees working from home will conduct a Computer Workstation review at their working space and report any concerns regarding ergonomics or potential repetitive strain injury to the Executive Director. Employees may request Reasonable Accommodations.

A sign will be posted on the front door to the Regional Office notifying visitors not to enter if they are experiencing any symptoms of COVID-19.

Outside Visitors

Whenever possible, FPSS Society will provide training and support for caregivers via phone, email or video conferencing (e.g. Zoom). In-person support will include maintaining physical distancing (6 ft or 3 meters) and scheduling visitors to one at a time.

FPSS Society will post signage at the Regional Office to inform visitors of the measures in place, including:

Visitors are asked to wash or sanitize their hands upon entering the office

Visitors are asked not enter the office if they are experiencing any symptoms of COVID-19

Visitors are asked to sign the Visitor Logbook upon entering the office. This will provide a mechanism for contact tracing should it become necessary.

Employees will ensure visitors practise physical distancing while in the Regional Office.

Employees will ensure visitors have easy access to a garbage can to dispose of used masks, paper towel, tissue, or sanitizing hand towelettes.



Employees Falling Sick at Work

Employees who begin to experience symptoms of COVID-19* while working in the Regional Office will go home as soon as possible (allowing for time to arrange transportation, child care etc.).

Employee will notify the Executive Director and any co-workers who are currently in the office.

Employees will drive themselves home (preferred), be driven home by a friend/family member (second choice), or be driven home by a co-worker (least favoured choice). If co-worker is to drive the employee home, both will wear a mask and gloves. Both employees will work from home (or take sick leave) until the diagnosis of COVID-19 is confirmed or refuted.

See *FPSS Society Staff Handbook, Sick Leave* for further details.

*including fever, chills, cough, shortness of breath, sore throat and painful swallowing, must self-isolate at home for a minimum of 10 days

Reducing Risk

First level protection (elimination) Keep visitors and employees at a safe physical distance from one another. Limit the number of people in the office at any one time and allow employees to work from home when appropriate.

Second level protection (engineering controls) Ensure Regional Office staff members remain in their individual offices as much as possible.

Third level protection (administrative controls): Establish guidelines and procedures, such as cleaning check lists and requiring employees to not share items such as pens.

Fourth level protection (PPE): Disposable masks and gloves are located in Emergency Desktop Kits, the First Aid Kit, 72-Hour Kits, Blood Spill/Universal Precaution kits, and by the front entrance. These will be used when physical distancing is not possible.

Communal Spaces

FPSS Society will ensure all staff members will receive a copy of the COVID-19 Safety Plan and related documents.

Staff members and visitors will practise physical distancing.

Staff members will eat at their desks, outside, or inside while maintaining physical distancing.

Meals and breaks can also be staggered.

Employees are asked to bring their own dishes and utensils and take these home at the end of the day.

Doors will remain open throughout the day to reduce contact with door handles. Exceptions include weather (outside doors) and confidentiality.

Employees will avoid sharing equipment, such as pens, staplers, or computers when possible. Shared items (large stapler, hole-punch, printer keypad) will be sanitized after each use. (e.g. driving an ill co-worker home)

Shared workstations will be sanitized prior to and after use.

Handwashing Guidelines

Visitors will be asked to sanitize their hands upon entering the office.

Employees are asked to wash their hands:

- Upon arriving at the office

- After preparing food or beverages

- After eating

- After using the washroom

- After interacting with visitors to the office

- After completing group projects such as binder assembly or newsletter mailout

- Before and after in-office meetings or training sessions where outside personnel are in attendance

FPSS Society will provide:

- Hand soap

- Paper towels for hand drying



Deliveries

Items to be picked up by courier will be prepared and placed by the front door to minimize contact between staff members and courier.

Items delivered to office will be placed in front office area to minimize contact between staff members and delivery personnel. Heavier items may be delivered to cupboards in which they are to be stored.



Resources

[COVID-19 Psychological First Aid Service](#): Information and Signup (British Columbia Psychological Association) – Free virtual counselling provided by registered psychologists.

[COVID-19: Staying Well In Uncertain Times](#) (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak.

[Managing COVID-19 Stress, Anxiety and Depression](#) (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times.

[Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#) (World Health Organization) – These mental health considerations were developed by the WHO's Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak.

[Mental Health and COVID-10](#) (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation.

[Taking Care of Your Mental Health \(COVID-19\)](#) (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak.