

Policy Title: <b>COVID-19 Returning to Safe Operation</b>	Policy: OHS .1
Prepared By: <b>Covid-19 Committee</b>	Effective Date: 06/11/2020
Approved By: <b>Louise Tremblay/ Executive Director</b>	Date Approved: 06/10/2020
Reviewed By:	Dates of Revision:

- I. Policy:** In an effort to help staff contain the potential spread of COVID-19, Seniors Come Share Society (SCSS) has established the following protocol to provide guidance to Day Program and Community Support Program staff.
- II. Protocols:**
- A. To reduce the spread of COVID-19 staff will ensure they are maintaining Physical Distancing by staying at least 2 meters away from their coworkers at all times.**
- B. Prohibition of workers who are sick and those returning from outside Canada**
1. The provincial health officer and the BC CDC have issued the following guidance around self-isolation. The following workers should not come into the workplace:
    - a. Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
    - b. Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
    - c. Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.
  2. Staff who begin to feel ill at work with COVID-19 like symptoms will notify their manager and will go home immediately.
  3. Before returning to work, staff are to contact either the ED, Director of Day Programs or CSP Team Leader (Amy) for consultation.
- C. Hygiene, Cleaning and Disinfection**
1. Staff will adhere to the following recommendations from the BC Centre for Disease Control to help reduce the risk of infection:
    - a. Wash your hands often with soap and water for at least 20 seconds.

- b. If soap and water are not available, alcohol-based hand rubs (ABHR) can be used to clean your hands as long as they are not visibly soiled. If they are visibly soiled, use a wipe and then ABHR to effectively clean them.
  - c. Do not touch your face, eyes, nose or mouth with unwashed hands.
  - d. Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough instead of your hands.
  - e. Do not share food, drinks, utensils, etc.
  - f. Wash your hands often, especially when you are likely to get or spread germs:
    - i. Before touching your eyes, nose, mouth or face
    - ii. After you have been in a public space or touched a surface frequently touched by other people like doors, payment machines, gas pumps, etc.
    - iii. After blowing your nose, coughing, or sneezing
    - iv. Before and after preparing food
    - v. Before eating food
    - vi. After touching waste or garbage
    - vii. After handling shared objects
2. Staff are aware and will follow the guidelines for cleaning and disinfecting as defined by BC Ministry of Health:
- a. **Cleaning:** the physical removal of visible soiling (e.g., dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth.
  - b. **Disinfection:** the killing of viruses and bacteria. A disinfectant is only applied to objects; never on the human body.
3. Frequently touched surfaces including doorknobs, tables, chairs, kitchen counters, single user telephones and desktops, etc. will be cleaned/disinfected at least twice daily, in the morning and at the end of the workday.
4. All shared equipment including telephones, computers, washrooms, tables, photocopiers, etc. will be cleaned/disinfected after each use.

5. Any visibly soiled surfaces will be cleaned first before being disinfected.
6. Signage pertaining to handwashing, cleaning and disinfecting will be placed in all program locations as follows:
  - a. Handwashing – will be placed at front entrances beside the hand sanitizer and beside all sinks including washrooms, kitchen, utility, etc.
  - b. Cleaning and disinfecting – will be placed in communal areas in a highly visible location

#### **D. Building Access**

1. The entrances to CSP and the Day Program will remain locked to ensure community members do not enter the building unannounced.
2. Hand sanitizer and disinfectant wipes are available to workers as they enter the building.
3. Signage is posted, at the main entrance, indicating who is restricted from entering the premises, including anyone exhibiting COVID-like symptoms and visitors.
4. Tape has been placed on the sidewalk outside of the entrance to CSP to indicate where volunteers or other community members should stand while lining up for CSP services.

#### **E. Workplace Operations**

1. Remote work options are available for workers who do not require office attendance and staff are encouraged to work from home where possible.
2. Signage indicating the physical distancing requirement will be posted on front entrance doors, in communal spaces and in the kitchen areas.
3. The maximum number of staff permitted at each SCSS location at any one time are as follows:
  - a. South Surrey Day Program – maximum **8** staff
  - b. Guildford Day Program – maximum of **4** staff
  - c. Newton Day Program – maximum of **3** staff
  - d. South Surrey Community Support Program – maximum of **10** staff
4. Staff of the Day Program will be scheduled for alternating days to reduce the risk of exposure and maintain the physical distancing requirement.

5. Meetings or gatherings will be held via teleconference, video conference, or email where possible and/or when physical distancing cannot be maintained. Staff meetings that are held in person will occur in a space that accommodates physical distancing.
6. Staff members who work alone to reduce risk of transmission will adhere to the SCSS Working Alone Policy as per Work BC regulations.

#### **F. Workstations/Offices**

1. If office attendance is required, workstations will be arranged at least 2 meters apart. Staff who have or are assigned their own office space will work within their office except when it is necessary to work outside of their office.
2. If workers must share office space, they will ensure frequently touched surfaces and shared equipment will be adequately cleaned and disinfected as per regulations in Section C above.

#### **G. Communal Areas**

1. Changes that have been made to the usage of communal areas have been clearly communicated to staff verbally and within these written protocols.
2. The number of workers allowed in common areas at any one time are as follows:
  - a. South Surrey Day Program – maximum **7** staff
  - b. Guildford Day Program – maximum of **4** staff
  - c. Newton Day Program – maximum or **3** staff
  - d. South Surrey Community Support Program – maximum of **10** staff
3. Staff are to eat at their desks, outside, or in an open area that has been identified as maintaining the physical distancing requirements. If communal areas are used for eating, they must be cleaned and disinfected after use.
4. Staff are encouraged to bring their own dishes and utensils and will refrain from providing or consuming communal foods.
5. Where appropriate, communal doors will remain open throughout the workday to reduce contact with door handles.
6. Staff will use their own equipment, such as pens, staplers, headsets, and computers.
7. Shared appliances should be cleaned and disinfected after each use including coffee machines, microwave ovens, toasters, fridge door handles, etc.

#### **H. Outside Visitor**

1. If required, visits to the workplace will be prearranged, staggered, and safety protocols should be communicated before entry into the workplace. A record will be kept of visitors to the workplace including maintenance workers, deliveries that cannot be left outside of the office, etc.
2. There is a sign posted on the door informing people that this measure is in place.

#### **I. Deliveries**

1. Suppliers and/or delivery persons will drop off and/or pick up goods in front of the appropriate building entrance where clearly marked bins have been placed such as for Canada Post, volunteer services, office supply deliveries.
2. Staff will only permit entrance to the building for deliveries and/or pick-ups when necessary and only after protocol are reviewed as stated in Section H, subsection 1 above.
3. Where possible, contactless delivery has been arranged.

#### **J. Transportation**

1. When transporting meals, care packages and other essential supplies for delivery to clients in the community, volunteers and staff will clean and disinfect the frequently touched surfaces in their vehicles before and after use.
2. There will be only one volunteer or staff in a vehicle at one time when vehicle use is for SCSS services delivery or other work-related purposes.

#### **K. Elevator Use**

1. The Elevator has been switched off and therefore cannot be used.

#### **L. Kitchen Use**

1. Staff will wear a mask and gloves when preparing food in the kitchen.
2. No other staff will access the kitchen, other than the cook, unless required. In the event another staff is assisting with food preparation in the kitchen, they will also wear a mask and gloves and maintain social distancing requirements by staying at least 2 meters apart.