

BCSSA Health and Safety Plan Protocols during the COVID-19 Outbreak

Implemented Controls as of May 25, 2020:

The following health and safety protocols are being put in place until further notice and apply to all BCSSA staff. Please direct any questions to Claire Guy, Executive Director.

Occupancy Limit: 4 people in the Office at a time – until further notice

1. Reduction of hazard measures

- Staff members who are sick **must** not report to the BCSSA office or other places of work.
 - Staff themselves or those who have household members suspected of being infected with COVID-19 or who are presenting [symptoms of COVID-19](#) may not attend our workplace for a minimum of 14 days from the onset of symptoms and until symptoms have completely resolved.
 - Symptoms include sore throat, fever, sneezing, or coughing
 - Staff members who report having COVID-19 like symptoms while at work are required to leave the workplace immediately and not return until fully recovered, have completed the required self-isolation period, and/or have medical confirmation they do not have COVID-19
 - All such absences would be taken as sick leave
- Staff should assess themselves for symptoms of the common cold, influenza, or COVID-19 prior to coming to work (symptoms include sore throat, fever, sneezing, or coughing) and report any concerns of COVID to a doctor.
- Staff members who either report having COVID or present COVID-19 symptoms while at work are required to leave the workplace immediately and not return until fully recovered, have completed the required 14 day self-isolation period, and/or have medical confirmation they do not have COVID-19.
 - All such absences are to be taken as sick leave
- All staff members who are in contact with another staff member who reports having COVID, or presents or reports having symptoms of COVID, are required to leave the work place immediately and not attend to the work place for 14 days, or until medical confirmation has been received that the staff member with symptoms does not have COVID-19.
 - Staff members who have been exposed to a staff member with COVID or COVID symptoms may work from home during the required 14-day period, assuming sick leave is not required.
 - Staff members who subsequently become sick (during the 14-day period) must immediately report their situation to the BCSSA Executive Director.
- Until further notice, every staff member will declare the day(s) they will be in the office at 1118 Homer Street and notify the other staff members of any changes to their schedule. For the time being, staff will be allowed to have choice on the frequency and day(s) they work in the office and remotely. The following schedule is a suggestion:

1. Sally – working at the Homer Street office every Tuesday beginning June 2, 2020 – cheques, bookkeeping etc.
 2. Cecilia – working at the Homer Street office every Friday to check mail, voicemail, deliveries etc.
 3. Susan – on an as needed basis - Susan will notify the others should she wish to work at the office
 4. Lynda – at this time, her services will not be required. However, if there is a need for Lynda to work, she will notify the others of the day/ time before coming in
 - There is a limit of four staff members working in the office at any time
 - Claire to approve changes to in-office attendance schedule in two-week blocks
 - Any changes to the schedule should go through Claire
 - This temporary measure will likely remain in place until such time as a return to more usual office attendance for work is possible
- Elevator access and protocols are provided by the Empress Galleria as per regular business operations
2. Engineering Controls to be implemented or requested
 - Restricted elevator access to be requested
 - (i.e. Signage limiting a maximum of two people per elevator)
 - Signage to provide instruction/reminders to staff and others
 - Do not enter this office if you are sick
 - High-touch surfaces are to be wiped down with disinfectant after contact
 - Hand washing and coughing/sneezing etiquette
 - Regularly wash hands for a minimum of 20 seconds
 - Cough/sneeze into upper sleeve (elbow)
3. Administrative Controls to be implemented
 - Continuation of BCSSA office cleaning every week as per usual schedule via the custodian Dennis
 - Doors to individual offices are to be left open when not in use. Dennis will be asked not to close individual office doors (in order to minimize contact). Please remain in your own workspace area and do not use other staff members workspace without their permission, and only when absolutely necessary
 - Physical distancing of at least six feet between staff members at all times
 - Only one person at a time in the kitchen area and all surfaces in that area to be wiped down after use
 - In-person office meetings are limited to a maximum of 4 persons in total and physical distancing must be maintained. All such meetings must take place in our boardroom or off-site via Zoom or TEAMS
 - All deliveries to be received in the front foyer of the office or via Wilson at Ocha Tea Bar on the street level
 - Staff are required to disinfect personal work surfaces at the start of each workday
 - Staff are required to disinfect common surfaces after each contact / touch

- For instance, surfaces in the kitchen, boardroom, and photocopy room, light switches, door handles, photocopy machine, etc. must be wiped down after you touch them
 - Unscented disinfectant spray and wipes will be made available to all staff for this purpose and kept in sight in the front foyer for common use
- When using the washrooms on the 2nd floor, please take a disinfectant wipe with you if you touch the door handle
- Dirty dishes MUST be placed in the dishwasher and not left in the kitchen sink. The dishwasher is to be run on the high-heat, sanitizer cycle each evening. As an alternative, feel free to use disposable cutlery and paper dishes.
- Handwashing/hand sanitizing and coughing/sneezing etiquette must be followed
 - Regularly wash hands with soap for at least 20 seconds or use hand sanitizer
 - Hand washing is the best defense against the spread of disease
 - Hand soap is available in the kitchen
 - Personal hand sanitizer will be made available to staff and is located in various stations throughout the office
- Respiratory etiquette to be followed:
 - Cough or sneeze into elbow, sleeve, or a tissue to prevent the possible spread of infection. Immediately throw away tissue and wash your hands.
 - Refrain from touching eyes, nose, mouth with unwashed hands
 - Refrain from touching surfaces with unwashed hands.

BCSSA will monitor its Health and Safety Protocols on an ongoing basis, and will adjust them as needed to ensure ongoing compliance with the recommendations of the Provincial Health Office. Staff are encouraged to bring any safety concerns to the attention of the Executive Director as soon as possible.

Keeping BCSSA's office a safe workplace is everyone's responsibility. Thank you for doing your part!

Additional Resources

Please see the attached information provided by First Residential Property Services

[First Services Residential COVID-19 Response](#)