

## OFFICE COVID SAFETY PLAN

August 7, 2020

### What are the symptoms of COVID-19?

Any staff member experiencing flu-like symptoms associated with COVID-19 (e.g. Coughing, fever, difficulty breathing), should immediately contact their manager and consult a healthcare professional. If you have any of these symptoms, you should NOT be at work and should consult with your healthcare provider before returning to work.

Stay home. Isolate yourself and [call your local public health authority](#) or 811. Do not visit an emergency room or urgent care centre to get tested. Non-medical information about COVID-19 is available in B.C. from 7:30 a.m.-8 p.m. PT, seven days a week at 1-888-COVID19 (1-888-268-4319).

### Risks Identified at the Office

- 1) **Staff entering the office** – all staff must wash and/or disinfect their hands every time they enter the office. Please follow Work Safe hand washing signage posted at the hand washing station near the stairs, elevators and front door of Unit 220. Paper towel, disinfectant spray, gloves, hand sanitizer and a garbage can have been provided.
- 2) **All staff** – have been supplied with personal hand sanitizer for their office. Disposable masks and gloves are available to all staff, ask BCCMB's Administrative Assistant.
- 3) **Lunchroom** – Maximum of 8 staff members at a time. Please follow Work Safe Occupancy limit signage posted at the entry of the lunchroom. Maximum at the temporary table in the kitchen is 2 persons. All staff members are responsible to disinfect high traffic surfaces they have contacted before leaving the lunchroom.
  - a. High traffic surfaces are: fridge handle, coffee and water dispenser, cupboard and drawer handles, counter surface and chairs. Paper towel and disinfectant spray has been provided.
- 4) **Boardrooms** – Maximum of 8 people per meeting. All meeting attendees are required to wash their hands before entering the Boardroom. Please follow Work Safe Occupancy limit signage posted at the entry of each Board room.
- 5) **Small Meeting Room** – Maximum of 4 persons at a time. Please follow social distancing guidelines and sanitize the area upon conclusion of the meeting with the material provided in the room.
- 6) **Large Meeting Room** – Maximum of 6 persons at a time. Please follow social distancing guidelines and sanitize the area upon conclusion of the meeting. Supplies can be found in the kitchen.
- 7) **Collaboration Area** – Maximum of 4 people at a time. Please maintain a distance of 6 feet from each other and sanitize the area upon conclusion of the meeting. Supplies can be found in the kitchen.
- 8) **Boardroom Kitchenettes** – Maximum of 1 person at a time. Please follow social distancing rules in this open area. Sanitization products will be available. Staff will ensure sanitization at the conclusion of the meeting.
  - a. Boardroom kitchenette is disinfected before and after each meeting by one of BCCMB staff members. Paper towel and disinfectant spray has been provided.

- 9) **Photocopier** – Maximum of 1 staff member at a time. Please follow social distancing guidelines in this open area. All staff members are responsible to disinfect photocopier touchscreen after each use. Paper towel and disinfectant spray has been provided for the BCCMB.
- 10) **Washrooms** – All washrooms (Men’s Women’s and Handicapped) facilities have maximum capacity of 2 people. Wash hands with soap after use.
- 11) **Office Visitor Policy** – No Visitors are permitted in the office until further notice without prior approval of the BCCMB and BCBHEC Executive Directors or their designate.
- 12) **Company Vehicles** – Maximum of 2 staff member per vehicle. Passenger of the vehicle **MUST** sit in the back passenger side seat.
- 13) **Office Deliveries** – Deliveries are dropped outside the office door. When the delivery person has left or backed away a distance of 2 meters, BCCMB staff will open the door and collect the delivery wearing gloves.
- 14) **Staff** – Are required to disinfect high contact items in their own office. High contact items include; phone, keyboard, cell phone and drawers. Maximum occupancy in each office is 2, with the second person being required to stand at or in the doorway’s threshold. BCCMB Executive Offices have a maximum occupancy of 3 people, while the BCBHEC Executive office to have a maximum capacity of 2 persons.
- 15) **Building Service Providers** – anyone requiring access to the buildings, **MUST MAKE AN APPOINTMENT.** Staff will disinfect after worker has left the office.

Bill Vanderspek  
Executive Director  
BCCMB



Stephanie Nelson  
Executive Director  
BCBHEC

