

OFFICE COMMUNICABLE DISEASE SAFETY PLAN

October 6, 2021

What are the symptoms of COVID-19?

Any staff member, or staff household 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. Additionally, staff is required to remain at home for 48 hours to ensure that COVID-19 symptoms do not develop. If you have any of these symptoms, you should NOT be at work and should consult with your healthcare provider before returning to work.

If a staff member, or staff household member, becomes positive for COVID-19 they are to immediately contact their manager and stay home for 14 days, isolate 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).

Please review the list of symptoms associated with COVID- provided at the main entrance of the office and sign in if you do not have these symptoms.

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**- Are required to wear a mask in common spaces.
- 3) **All staff** – Have been supplied with personal hand sanitizer for their office.
- 4) **All Staff**- please maintain social distance in common spaces of the office.
- 5) **Staff** – Are required to disinfect all high contact items (ex. Fridge, counters, faucets) in common areas such as the kitchen and washrooms.
- 6) **Office Visitor Policy** – Visitors are permitted in the office without symptoms and signed in. Visitors are required to wear masks in the common spaces
- 7) **Meeting spaces**- Up to 10 people maximum

<https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions>

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DAILY COVID-19 HEALTH SCREENING

CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY

If an employee answers **YES** to any of the screening questions, they should go home, stay away from other people, and contact their health care provider.

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition:

1. Fever or feeling feverish?
2. Chills?
3. A new cough?
4. Shortness of breath?
5. A new sore throat?
6. New muscle aches?
7. New headache?
8. New loss of smell or taste?