



# Sasamans Society Office COVID-19 Safety Plan

From WorkSafeBC:

[What employers should do - WorkSafeBC](#)

***Employers*** are responsible for the health and safety of their workers, and all other workers at their workplace. They are responsible for completing and posting the COVID-19 Safety Plan and to train and educate everyone at the workplace of the contents of that plan. Employers are also responsible for having a system in place to identify the hazards of COVID-19, control the risk, and monitor the effectiveness of the controls.

***Workers*** are responsible for taking reasonable care to protect their own health and safety and the health and safety of other people at workplace. In the context of COVID-19, this means workers are responsible for their own personal self-care, which includes frequent hand washing and staying home when sick. Workers are also responsible for reporting unsafe conditions to their employer, and following the procedures put in place by the employer to control the risks associated with COVID-19.

***If you have a question or concern***

Workers and employers with questions or concerns about workplace exposure to the COVID-19 virus can call WorkSafeBC's Prevention Information Line at 604.276.3100 in the Lower Mainland (toll-free within B.C. at 1.888.621.SAFE). You'll be able to speak to a prevention officer to get answers to your questions, and if required, a prevention officer will be assigned to assess the health and safety risk at your workplace.

For more information from WorkSafeBC please visit:

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

## Organization Information

Sasamans Society  
680 Head Start Crescent  
Campbell River, BC V9H 1P9  
250-914-2212

Questions regarding the Sasamans Society COVID-19 Safety Plan should be directed to:

Lori BULL, Executive Director  
Sasamans Society

## HISTORY

On March 17, 2020 Sasamans Society office located at 680 Head Start Crescent closed and locked our doors to the public due to the growing concerns of the COVID-19 pandemic. In addition to locking our doors all Sasamans Society staff was instructed to work from home until further notice, this included two staff members working in Courtenay out of the Wachiay Friendship Centre. The exception was our one staff member working in Port Hardy who was already working in isolation in her office space (Rendezvous Place) where she felt comfortable continuing to work from her office.



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The direction to close our office came from the Sasamans Society Board of Directors (BOD) in an emergency meeting called by Sasamans Society Executive Director, Lori Bull. The Sasamans Society BOD agreed that all staff work from home and all their outreach work was to be limited to telephone calls only. The BOD also agreed for a schedule to be put in place for one to two people to be in the main office at 680 Head Start Crescent to manage the phones. The Executive Director agreed to continue coming to the office daily while providing support to all staff working from home.

By end of March Sasamans Society purchased lap tops and created a ZOOM account for all staff to be able to work from home and connect with each other and other service providers and community supports. While none of these working conditions were ideal for staff and their clients, we had no other choice but to adjust to this way of providing services to all of our families, youth, Elders and community.

In the first few months Sasamans Society BOD agreed to come together every two weeks via conference call to discuss updates and make decisions based on the updates and eventually those conference calls transformed into ZOOM video and telephone calls.

At the time this document was created there are currently 9 staff members that work out of 680 Head Start Crescent and 2 staff members whose office is located at 664 Head Start Crescent, 3 staff members work offsite (1 staff in Port Hardy & 2 staff in Courtenay). Below is our current SAFETY PLAN as it relates to the Covid-19 pandemic guidelines.

## **HEALTH AND SAFETY CONCERNS WITH COVID-19**

With Covid-19 being a highly transmittable disease we need to know the risk of contracting and transmitting this disease, symptoms are similar to that of the flu and common cold. They include: fever, chills, cough, and shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite. Other symptoms have been reported such as skin rash and gastrointestinal symptoms. Three primary routes of transmission are considered likely with COVID-19, all of which need to be controlled. These include contact, droplet, and droplet transmission in the air after a cough or sneeze.

Covid-19 virus is transmitted through direct and indirect contact; we have been directed by health officials to cease all physical (direct) contact with anyone who is not inside our own personal bubble, no direct contact means, no handshakes, no hugging, kissing or touching each other. Indirect contact is the transmission through contaminated surfaces such as a desk, table, computer keyboard; telephone and then touching our own face (eyes, nose or mouth). The Covid-19 virus may remain on skin or surfaces for a long period of time (potentially hours).

The Covid-19 virus is also transmitted through droplets from an infected person who coughs or sneezes. Droplets can travel one to two metres through the air and can be deposited on inanimate surfaces or in the eyes, nose, or mouth of other persons in close proximity.

When an infected person coughs or sneezes they release large droplets and smaller airborne particles that can remain in the air for a period of time which can then be inhaled. As the distance from the person coughing or sneezing increases, the risk of infection from airborne exposure is reduced; but it can still be a concern in smaller, enclosed areas, especially where there is limited ventilation. As the number of infected people in a room increases, the risk of infection can increase.



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## **STAYING SAFE IN THE SAME SPACE**

While staff are working mostly from home we do spend time in the office and will need to follow general safety protocols while in the same space:

### **Please wash your hands**

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body — particularly the eyes, nose, and mouth — or to other surfaces that are touched. Washing your hands regularly using soap and warm running water (it doesn't have to be hot to do the job). Hand sanitizer is available and located at various areas around the office and should be used when water isn't available for washing.

### **Coughing and Sneezing**

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

### **Physical Distancing**

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak.

To appropriately meet social distance requirements, staff and visitors should keep a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible.

Other physical distancing measures that should also be followed include:

- Avoiding crowded places and do not attend large gatherings, parties or sporting events
- Avoiding common greetings, such as handshakes.
- Limiting contact with people at higher risk (e.g. older adults and those in poor health).
- No sharing of foods or drinks

### **Use of Masks**

A mask is a protective barrier and should cover the nose and mouth, and is used to contain large droplets generated during coughing and sneezing by the person using the mask. Masks help minimize the spread of potentially infected material from the wearer to other people.

As of November 19, 2020, wearing a mask inside all common areas of our building is **required** by order of the Provincial Health Officer in addition to practicing all other safety protocols such as physical distancing, frequent hand hygiene, avoiding touching one's face and cough etiquette is necessary to slow the transmission of Covid-19.

### **Covid-19 Symptoms/Exposure**

If any staff member has developed symptoms of Covid-19 while at the office they must notify the Executive Director immediately and must leave and return home. If symptoms arise after having been at the office staff must notify the Executive Director immediately and stay home.

If there has been an office exposure all office employees and visitors indicated on Contact Tracing form will be contacted and told of possible exposure. Office will close immediately until cleaning/disinfecting



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of space has been conducted. All employees and visitors who may have been exposed will be told to contact 8-1-1 for medical advice.

Staff who develops symptoms of COVID-19 recognized by the BC Center for Disease Control must immediately contact public health or their physician for advice on being tested. If advised to take a test, they must do so and self-isolate at home until the results of the test are known.

If a test is either not available or not recommended, the staff member must self-isolate at home for a minimum of 10 days from the onset of symptoms, and until their symptoms are completely resolved (i.e. it may be longer than the minimum 10 days). Self-isolating individuals should call public health (8-1-1) or their personal physician for medical advice and for advice on when they are fit to safely return to work.

Staff members who live in the same household as a person with confirmed or clinical COVID-19 symptoms who is self-isolating must self-isolate and not return to work until cleared to do so by the public health officials (8-1-1).

Staff members returning to British Columbia from outside Canada must self-isolate and monitor for symptoms for 14 days after their return. Returning travelers who develop COVID-19 symptoms during the period of self-isolation are required to self-isolate for a further period of 10 days after the onset of symptoms, or until symptoms resolve, whichever is later.

Staff members who are self-isolating should stay in regular contact with the Executive Director regarding the ongoing status of their condition.

## **Sick Leave**

Please refer to Sasamans Society HR Policy and Procedures Manual for Sick Leave Policy.

## **General Health and Mental Health and Wellness**

Staff may be affected by the anxiety and uncertainty created by the impact of COVID-19. It's important to remember that mental health is just as important as physical health, and to take measures to support mental health and well-being. Please be sure to take good care of yourself both physically and mentally and access any supports you have available including the Sasamans Society EFAP program. Please take extra care of your physical health and wellbeing as well, eat well, rest well and stay home if you are feeling unwell.

## **NATURE OF OUR WORK is OUTREACH**

When meeting with clients and service providers/social service professionals:

- complete a symptom free confirmation;
- do not enter a client home, meet elsewhere whenever possible;
- always wear a mask and be prepared to respect safety rules in another workplace;
- drive alone whenever possible; **ALWAYS** wear a mask when transporting a client or driving with a colleague;
- limit driving with client or colleagues as much as possible;
- limit personal belongings taken into another space;



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- sanitize/wash hands upon arrival;
- limit the amount of time you spend there;
- meet in an open space with good air ventilation;
- visit only when absolutely necessary, use other means of communication in place of in person visit as much as possible;
- keep an organized and detailed record of places you visited and who you came into contact with. This will be done on a Tracking Form developed for this purpose. Information includes; the client, date, where they are being transported and if they were asked about their health. Client will initial beside this.

### OFFICE/STAFF SCHEDULING/WORKING FROM HOME

All staff has been provided a work laptop and work cellular phones that allow them to do their work from home. We schedule each staff to come into the office approximately 1.5 days per week to help with the phone system and other tasks they may not be able to complete from home, this schedule also allows them to feel connected with the office and their colleagues. As of November 2<sup>nd</sup>, 2020, Sasamans Society has 14 FT employees with 1 employee on Sick Leave (indefinitely) and 1 employee on Maternity Leave until July 2021. Of the 14 employees:

- 11 employees work onsite at head office at 680/670 Head Start Cres. in Campbell River;
- 3 employees work offsite (1 in Port Hardy & 2 in Courtenay).

Of the 11 employees in Campbell River:

- 3 employees have their own separate office space;
- 4 employees share office space 2 per office, each office has enough room to provide physical distancing while employees are working at their desks;
- 2 employees share a common area where their desks are separated with enough space to be physically distanced;
- 2 employees have their desks in a separate building with enough physical distance between both desks and where there are no other employees present.

All employees have access to ZOOM video conferencing technology and have the ability to connect with each other and other service providers and clients, they also utilize their phones and social media to connect with clients or when weather permits they have been permitted to meet their clients outside or have meetings outside or in other spaces that allow for physical distancing.

Staff meets 1x every two weeks when schedules permit on ZOOM team meetings and it is in these sessions, we will discuss office safety protocols as it relates to COVID-19.

### OCCUPANCY LIMITS

All staff have been directed to work from home, however they are scheduled to be in the office about 1.5 days per week to provide phone coverage and perform tasks that they may not necessarily be able to perform from home, such as faxing and printing etc. Sasamans Society will allow an Occupancy Limit of 10 people in the office building at any given time. Each office has an **Occupancy Limit** posted on their office door as well as the boardroom. Port Hardy has an Occupancy Limit of 5 and Courtenay has a limit of two.



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## IDENTIFYING COMMON AREAS

Minimizing numbers in the office space and close physical contact within the office space:

### Front Foyer:

- Front door remains locked at all times (with appropriate signage informing visitors of office closure and how to access supports during this time);
- Signs instructing people to not enter building if displaying any signs of Covid-19 are posted at the front door and in the front foyer;
- A large plexiglass barrier has been installed at the front counter to help maintain protected contact at front reception area;
- Only 1 person or a household “bubble” (i.e. household members including family/roommates/partners) permitted in the front foyer at a time, all other persons must wait outside until the entry way has been vacated.
- Unscheduled drop in visits are not permitted, all visits must be arranged ahead of time and limited to 1-4 visitors;
- Each space has an **Occupancy Limit** posted outside the door, offices limited to 1 or 2 occupants and boardroom allows for 5 persons total. The entire office building allows for 10 occupants, but to have this many people in the office at this time is an exceptional occurrence.
- Contact Tracing Form is placed at the front entry for every person that enters our building per day with contact information required before entry into office space;
- Hand sanitizer provided at entry and must be used before entering into the office space;
- There is a gate which closes off the entry foyer into the office space with appropriate signage (e.g. Staff Only Permitted), this gate must remain closed at all times;
- All visitors must be escorted into office/boardroom by host staff member;
- Disinfectant wipes/sprays and paper towel are placed at entry way for wiping down surfaces and pens etc.

### Inside the Office

Once inside the gate and main area of the office space is the reception area, there is a water cooler and an office printer as well as a stationary closet. From the reception area there is a boardroom that is used for meetings. There are 4 separate offices and a common kitchen area and two single use washrooms.

- Water cooler and printer must be wiped down with disinfectant wipes after each use;
- Disinfectant wipes/sprays and paper towels are provided and placed around the office area;
- Gloves and masks are provided;
- Hand washing soap and paper towel is provided at the kitchen sink and in each washroom

### Boardroom

Boardroom is available for meetings with a maximum allowance of 5 participants including meeting host(s). Boardroom usage **MUST** be booked in advance of meeting and all meeting information (how many people attending, meeting start and end time) must be shared with ED and Receptionist at time of booking and again on day of meeting. All other staff in the building must be very mindful of the extra persons in the building and will not be permitted to cluster in hallways or offices.



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**ALL** touch points and boardroom tables and chairs **MUST** be disinfected (using wipes and/or Lysol spray) immediately after meetings have been adjourned and all participants have left the boardroom. Staff hosting the meeting will be responsible for cleaning up after their meeting.

## Washrooms

680 Head Start has 2 single use washrooms. One washroom has been designated for Staff Use only. The other washroom is reserved for visitors. Washroom countertops, taps, soap dispenser, light switches and door handles and toilet handles) must be disinfected (using antiseptic/antibacterial Lysol spray or wipes) after every use of staff and visitor washrooms. Staff will clean up after their own washroom use and host staff will be responsible for cleaning visitor washroom after use. Host staff may designate another staff member to help out if host staff is busy in a meeting, please determine this before your meeting starts.

## Kitchen

Kitchen area should be cleaned and disinfected regularly and on a daily basis. Coffee machines, refrigerator handles, counter tops, cupboard handles, microwave surface should be disinfected at least three times per day.

Staff have each taken a set of dishes, cutlery and dishtowel to their office for their own use. They are each responsible for washing, drying and returning them to their office after each use. The dishtowel is to be taken home weekly for laundering. The remaining dishware will be packed up and stored.

Port Hardy Office – has hand sanitizing stations and masks available at the front door and in the Staff office. Staff disinfect surfaces after seeing clients. Occupancy limit is 5 including staff. This office is staffed daily.

Courtenay Office – clients are screened before entering Wachiay Friendship Centre by Wachiay staff, they fill out a Wellness Form and have their temperatures taken. Masks in the building are mandatory until they enter the staff offices. Sasamans staff is then contacted to meet them in the lobby and escort them to the staff office. Surfaces are sanitized at the beginning of the day and after each client. Occupancy in these offices is two including staff. Staff is currently only in the office one day a week on Thursday.

## FROM GOVERNMENT OF CANADA:

*Personal practices, such as proper hygiene help reduce the risk of infection or spreading infection to others:*

- *wash your hands often with soap and water for at least 20 seconds, especially after using the washroom and when preparing food*
- *use alcohol-based hand sanitizers if soap and water are not available*
- *keep hand sanitizers out of reach of children and always supervise them when using hand sanitizers, as ingesting even small amounts of sanitizer can be fatal.*





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For more information:

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html>

## **AS OF NOVEMBER 19, 2020 - Mask Requirement - WorkSafe BC NEW Province-wide restrictions:**

On November 19, 2020, the provincial health officer (PHO) issued an order requiring everyone in all public indoor settings and workplaces to wear a mask.

Masks are now required for everyone in all public indoor settings and **workplaces**. People who cannot put on or remove a mask on their own are exempt. Masks for children under the age of 2 is not recommended. This requirement applies to all indoor public settings and all retail stores, and all other workplaces in shared work areas and any area where physical distancing cannot be maintained and where workers are not separated by a barrier:

- Employers are expected to inform customers and **employees** of the **mandatory** mask policy
- A customer/visitor can be **refused entry or service** if they do not wear a mask

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

- Kitchens
- Hallways
- Customer counters
- Break rooms

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

Workers must abide by the workplace policies around mask usage. If a worker has a medical condition or other reason that prohibits them from wearing a mask, they should discuss this with their employer.

## **Enforcement**

During a public health emergency under the Public Health Act, the PHO can make orders as needed. You must follow the orders.

Under the Government's Emergency Program Act, some orders can be enforced by police or other compliance and enforcement officials. People who don't follow these orders could be fined.