

# COVID-19 Office Safety Plan

This document is to outline Stanley Park Ecology Society’s (SPES) Phase 2 to reopen the office. This plan follows the steps and guidelines offered by WorkSafe BC ([COVID-19 Safety Plan](#)) and is in accordance to the Order of the Provincial Health Officer: [Workplace COVID-19 Safety Plan](#). Phase 2 does not include the steps SPES will be taking to reopen programs such as the Nature House or day camps. Those steps will be shared later.

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## Phases of COVID-19 Responses for SPES

- Phase 1 – Responding to COVID-19 Impacts. Started March 15, 2020
  - Cancellation of programs
  - Move to digital programs
  - Move to remote working
  - Reduced HR capacity
- Phase 2 – Reopening the Office. Effective June 1, 2020

- Limiting occupancy of office and rooms
- Implementing best practices for reducing risk to COVID-19 spread
- Following the 6-step approach outlined by Worksafe BC
- Training staff on new protocols
- Phase 3 – Reopening some of our SPES programs. Effective July 1, 2021
  - Bringing back outdoor small group gathering
  - Open the Nature House

## Phase 2 Documents

- SPES COVID-19 Safety Plan (this document) *\*posted online and at the office*
- SPES Office Floor Plan *\*posted at the entrance and common areas of the office*
- One Page COVID-19 Rules and Guideline Summary *\*posted at the entrance and common areas of the office*
- Room Occupancy Signs *\*posted on the doors of each office space*
- One-way signs for corridors and two-meter spacing lines/x's for frequent gather sites
- Hand Washing Signs *\*posted at the entrance and washrooms of the office*
- Illness Report Forms (for the Office Coordinator)
- Statement acknowledging training and understanding (for All staff to sign, Office Coordinator possesses)

## Health and Safety Roles

**Health and Safety Representative:** Office Coordinator. Point person for questions regarding health and safety and

**Health and Safety Committee:** Office Coordinator, Managers, Executive Director, Communications Specialist. Meet regularly to assess and updates SPES's plans and protocols for safe operations.

**All Staff.** Responsible for sharing thoughts and concerns regarding safe operations. Share with the Office Coordinator.

\*Direct all questions and concerns regarding COVID-19 health and safety to Fryda, the Health and Safety Representative.

## Step 1: Assess the risk at your workplace

- Narrow corridors hard to navigate two people distanced
- Shared kitchen space and items cannot be used or require extra cleaning

- Small offices require limited number of workers in each
- Congregating areas all need to be readjusted with reduced occupancy and increased cleaning:
  - Volunteer Lounge
  - Kitchen/Dining Room
  - The Burrow
  - The Hive
  - The Salmonberry Room
  - The Heron Room

## Step 2: Implement protocols to reduce the risks

The aim is to reduce the chance of COVID-19 transfer by considering steps we can take at four levels of protection. The first level eliminates the chance of transfer, the second creates barriers, the third creates guidelines for operations, and the final level once all the above is considered is the use of personal protective equipment.

### First level protection (elimination)

- The total office occupancy capacity is 14 staff members at desks. Including volunteers or the public, the total occupancy capacity is 30 including staff and participants.
- Office spaces and meeting rooms all have updated capacities to ensure proper distancing. Capacities are posted on the Floor Plan onsite and on the doors of office spaces.
  - Scheduling with coworkers in the same office to reduce people in an office space is encouraged.
- Staff are still welcome to continue working from home when appropriate.
- Virtual meetings or phone meetings are still preferred.
  - If onsite, outdoor meetings are encouraged.
- SPES work vehicle capacity is just one individual, until a barrier is installed.

### Second level protection (engineering)

SPES will use barriers for areas that may involve closer interactions with co-workers or volunteers. This includes:

- The Office Coordinator's desk
- Volunteer Coordinator's desk
- SPES work vehicle

The staff with the barriers will clean them with disinfectant daily.

## Third level protection (administrative)

### Rules and guidelines

- One-way direction for entrance / exit and central loop corridor
- Two-meter distance maintained whenever possible
- Keep windows open when you are in your office space
- Hand washing (follow [poster](#) advice)
  - At beginning of arrival
  - Before and after breaks
  - After handling cash or other external materials
  - After handling shared tools / equipment
- Additional cleaning requirements
  - Shared areas wipe down before and after use
    - Kitchen counters, handles, coffee machine, etc.
    - Light switches, etc.
    - Tables and chairs used in meetings
  - Wiping down workstations at beginning and end of day: keyboard, desk surface, phone, mouse
  - Wiping down work vehicle at beginning and end of use: steering wheel, radio, gear shift
  - Entry-way hand-sanitizer
- Reducing shared items
  - You must ask permission first to use someone else's computer or desk area
  - Only one person in the work truck at a time
  - Kitchen utensils: pick one set, keep it at your desk
  - No dirty dishes around
- Eat group lunches (or celebratory snacks) in the Salmonberry Room to allow for 2m distancing. Do not gather in the kitchen.
- Holding meetings over Teams from your own office space is encouraged rather than gathering in a room with others.

### Communications of rules and guidelines

- Staff informed of guidelines during training meeting
- Guideline summaries posted in key spots throughout office
- Safety Plan is at Office Coordinator's desk and posted online

## Training

- All staff to participate in a training meeting
- All staff to sign to acknowledge that they understand all the steps of Phase 2

### Train employees on:

- The risk of exposure to COVID-19 and the signs and symptoms of the disease.
- Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette.
- How to report an exposure to or symptoms of COVID-19.
- Changes made to work policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.
- Document COVID-19 related meetings and post minutes at a central location.
- Keep records of instruction and training provided to workers regarding COVID-19, as well as reports of exposure and first aid records.

## Fourth level protection: (PPE, using masks)

All people in **shared spaces** on SPES premises must wear a mask at all times. This includes in rental rooms, hallways, bathrooms, kitchen, offices, storage rooms and the Nature House. Please make sure to [follow proper mask use](#).

## Step 3: Develop policies

- Update the following:
  - Lock doors always
  - Allow for more flexibility for working from home policy
  - Truck use update to only one person at a time
- Sick Policy updates
  - Anyone with any illness symptoms, please stay home.
  - Anyone that had symptoms in the last 10 days, please stay home.
  - If you become ill during work, notify the Office Coordinator right away to share information

## Step 4: Develop communication plans and training

- Virtual training end of May
  - Give time to read through the documents

- Available to discuss follow up questions
- Safety plan available on site and online
- Post signage of Floor Plan, Occupancy Limits, Effective Handwashing, etc. at main entrance and other key areas.

## Step 5: Monitor your workplace and update your plans as necessary

### All staff:

- Report any health and safety concerns to the Office Coordinator.
- Inform Office Coordinator of any symptoms of illness.

### Health and Safety Committee:

- Meet as necessary to update plans.

## Step 6: Assess and address risks from resuming operations

### All staff:

- Ensure a clear understanding of the policies and procedures outlined in Phase 2
- Participate in training meeting
- Sign the Statement acknowledging training and understanding

### All new staff:

- Get trained on all documents, guidelines, and procedures outlined in Phase 2
- Sign the Statement acknowledging training and understanding

## Resolving concerns about unsafe work

The following section comes directly from WorkSafe BC.

Workers have the right to refuse work if they believe it presents an undue hazard.

An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” hazard. For COVID-19, an “undue hazard” would be one where a worker’s job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.

If the matter is not resolved, the worker and the supervisor or employer must [contact WorkSafeBC](#). Once that occurs, a prevention officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary.

For more information, see Occupational Health and Safety [Guideline G3.12](#).

## Protecting mental health

**The following section comes directly from WorkSafe BC.**

Workers in the workplace may also be affected by the anxiety and uncertainty created by the COVID-19 outbreak. It's important to remember that mental health is just as important as physical health, and to take measures to support mental well-being. Here are some resources that can assist with maintaining mental health in the workplace during this time.

[COVID-19 Psychological First Aid Service: Information and Signup](#) (British Columbia Psychological Association) – Free virtual counselling provided by registered psychologists.

[COVID-19: Staying Well In Uncertain Times](#) (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak.

[Managing COVID-19 Stress, Anxiety and Depression](#) (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times.

[Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#) (World Health Organization) – These mental health considerations were developed by the WHO's Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak.

[Mental Health and COVID-10](#) (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation.

[Taking Care of Your Mental Health](#) (COVID-19) (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak.

## Resources

If you are feeling ill, please use the Self-Assessment Tool to determine whether you should get tested for COVID-19 and who to contact- <https://bc.thrive.health/>

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

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/small-business>

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

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

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

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