



## Working In Office During COVID-19 Pandemic

### Purpose

To control the hazard of the transmission of the COVID-19 virus for workers in the Prince George and Nanaimo offices.

### Safe Practices:

<b>SELF MONITORING</b>	<ul style="list-style-type: none"><li>• Employees must conduct a daily health check and should not enter the office if they:<ul style="list-style-type: none"><li>○ Have travelled outside of Canada within the last 14 days</li><li>○ Have been identified by Public Health as a close contact of someone with COVID-19</li><li>○ Have been told to isolate by Public Health</li><li>○ Are displaying any of the following new or worsening symptoms:<ul style="list-style-type: none"><li>▪ Fever or chills</li><li>▪ Cough</li><li>▪ Loss of sense of smell or taste</li><li>▪ Difficulty breathing</li><li>▪ Sore throat</li><li>▪ Loss of appetite</li><li>▪ Extreme fatigue or tiredness</li><li>▪ Headache</li><li>▪ Body aches</li><li>▪ Nausea or vomiting</li><li>▪ Diarrhea</li></ul></li><li>○ If they are displaying symptoms consistent with COVID-19 they should contact HealthLink BC at 8-1-1.</li></ul></li><li>• Employees must confirm with their department head that they have conducted a health check prior to entering the office. The department head must document this communication in a digitally saved format which will be stored in the BCFSC SharePoint.</li><li>• If an employee is directed to get a COVID-19 test by HealthLink BC and have been at the office within two days of experiencing symptoms, they must notify their department head of the test and test results.</li></ul>
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## TESTING AND SELF ISOLATION

### **If you've tested negative for COVID-19:**

- After a negative COVID-19 test result, most people can stop isolating if their symptoms are gone.
- People who developed symptoms after being exposed to a confirmed case or after arriving from outside of Canada will need to continue to self-isolate.
- If your symptoms worsen, contact your health care professional or 8-1-1

### **If you've been diagnosed with COVID-19, public health will tell you when you can end isolation.**

- At least 10 days have passed since the start of their symptoms; **AND**
- Their fever is gone without the use of fever-reducing medications (e.g. Tylenol, Advil); **AND**
- They are feeling better.

## PERSONAL HYGIENE

Proper hygiene can help reduce the risk of infection or spreading infection to others.

- Employees must wear masks in all common spaces of the office. Masks are not required while working at a desk.
- Upon entering the workplace, each person is required to immediately wash their hands with disinfecting soap and hot water and/or use the alcohol-based hand sanitizer provided.
- All employees are expected to wash their hands often with soap and water for at least 20 seconds, especially after using the washroom and before eating. If using an alcohol-based hand sanitizer: make sure hands are clean, then rub sanitizer on all surfaces of the hands until dry.
- When coughing or sneezing all employees must:
  - cough or sneeze into a tissue or the bend of their elbow
  - dispose of any used tissues immediately in a lined waste basket and wash hands directly afterwards
- All employees must avoid touching their eyes, nose or mouth
- All employees must not share eating utensils, drinks, towels or cigarettes.



<b>WORKSTATION / EQUIPMENT HYGIENE</b>	<ul style="list-style-type: none"><li>• All workstation touch areas (keyboards, mice, door knobs, desk surfaces) will be cleaned and disinfected prior to starting work and after work finishes. Use disinfectant wipes provided.</li><li>• Common-use equipment (photocopiers, fax machines, alarm buttons, light switches, fridge handles, coffee pot, etc.) will be wiped down after each use. Use disinfectant wipes provided.</li><li>• If there is a positive COVID-19 test from a worker or visitor to one of our offices, the office will be shut down with all unaffected workers working from home until the office is disinfected.</li></ul>
<b>PHYSICAL DISTANCING (At Work)</b>	<p>Nanaimo Office limit: Four (4) people, excluding one (1) person for IT support at one time and practice physical distancing wherever possible.</p> <p>Prince George Office limit: Three (3) people at one time and practice physical distancing wherever possible.</p> <p>It is imperative that everyone practice the physical distancing recommendations of the provincial and federal health authorities including:</p> <ul style="list-style-type: none"><li>• keeping a distance of at least 2 meters/6 feet from others (approximately 2 arms lengths).</li><li>• limiting the number of people in the Nanaimo office at one time to 4. Limit the number of people in the Prince George office to 3.</li><li>• avoiding non-essential gatherings and meetings.</li><li>• avoiding touch-based greetings such as handshakes.</li><li>• limiting contact with high-risk people like seniors and those in poor health and compromised immune systems.</li><li>• when using a restroom without a locking door, a sticky note is to be placed on the outside of the door informing others the room is occupied. The note should be removed when finished.</li></ul>
<b>BREAKS AND START / END TIMES</b>	<ul style="list-style-type: none"><li>• Start time, meal breaks, coffee breaks and end times will be staggered to limit the number of individuals who may be arriving, leaving or taking a break simultaneously.</li><li>• Employees will not congregate in common areas, the kitchen or parking lot or other locations before, during or after work.</li></ul>



<b>SITE VISITS AND VISTORS</b>	<ul style="list-style-type: none"><li>• All visitor access to the office will be limited to critical tasks or deliveries only.</li></ul>
<b>TRAVEL FOR WORK PURPOSES</b>	<ul style="list-style-type: none"><li>• Work travel or face-to-face meetings with external clients are not authorized at this time.</li></ul>
<b>TRAINING AND MONITORING</b>	<ul style="list-style-type: none"><li>• All employees will be trained in required policies and procedures. Records will be maintained on the BCFSC SharePoint site.</li><li>• Supervisors will monitor all work activity to ensure compliance with physical distancing and sanitizing activities. Records of documented observations and employee contact for COVID-19 mitigation and control will be located on the BCFSC SharePoint site.</li></ul>
<b>WORKING ALONE</b>	<p>The working alone policy applies and employees should avoid working alone in the office. If they are working alone, an appropriate check-in person and schedule is required.</p> <p>Given the socio-economic concerns in Nanaimo downtown, the department heads and the Executive Assistant/Corporate Secretary will coordinate minimum staffing levels of two (2) people in the Nanaimo office. It is understood that this minimum will not always be possible with breaks, appointments, and different work schedules, but prior to numbers going below 2 in the office, workers need to communicate and confirm that an appropriate working alone strategy is in place.</p>
<b>WHAT IF</b>	<ul style="list-style-type: none"><li>• When an employee reports that they have gone for a COVID-19 test, the department head is responsible to identify where other potential office contact may have occurred and inform these people, their supervisors, and the CFO and Executive Assistant/Corporate Secretary with the following considerations:<ul style="list-style-type: none"><li>○ Two (2) days prior to the start of the employee's symptoms</li><li>○ Maintain confidentiality</li></ul></li><li>• Employees who have been in contact with the worker are to work from home until the results of the test are known or they experience symptoms themselves, at which point they should contact 8-1-1.</li><li>• Once known, the department head is to inform other contacts of the results of the test.</li></ul>



- If the results of the test are negative, see “TESTING AND SELF ISOLATION” for direction on when the employee can return to the office. Other contacts may return to the office if they are not experiencing symptoms.
- If the results of the test are positive, follow the health authority’s guidance on next steps.