

CPABC COVID-19 Safety Plan

Overview

Objectives and parameters:

- Health and safety of staff is paramount;
- Physical distancing must be observed, both within the offices and at entry points to CPABC;
- Staff who have the greatest need to access the office to properly perform their work have the highest priority;
- Security and cybersecurity risks are minimized; and
- The Plan is consistent with the provincial and federal health recommendations.

Current State: Office Open on a Limited Basis

The office is only open for those meeting the following criteria:

- a) who need to access the office to perform their role; or
- b) whose ability to do their work will be substantially enhanced with access to the office; AND,
- c) who wish to work in the office.

Anyone meeting the above criteria and wishing to work in the office must obtain approval to do so from a member of the SMC. At this time, there may not be more than 25 employees in the office for any given day. All staff, except for those identified as per above, are encouraged to work from home.

At this time, as further described in the Policies and Guidelines below, the following protocols will be observed:

- SMC member to review seating rotation map when approving team members coming in to avoid staff sitting next to each other.
- The office remains closed to external visitors except with approval from an SMC member
- All internal and external in-person meetings are restricted including interviews. Any exceptions need to be approved by a member of the SMC .
- If approved by an SMC member, any internal or external meeting must adhere to the following guidelines:
 - Employees and their visitors must complete a health self-assessment and ensure they are symptom-free.
 - Non-medical masks must be worn at all times.
 - Physical distancing protocols must be observed with at least 2 metres space between employees/visitors.
 - While not always possible, teams are encouraged to meet outside.
 - Catering is restricted, and employees and their visitors are encouraged to eat lunch outside or at their desk.

- Only one meeting per boardroom per day is permitted.
- All business travel is restricted, except when approved by the EMC.
- The outer glass doors on the 8th floor will remain closed and locked, with the current process of contactless courier deliveries continuing.
- A phone number on the door will be provided, so people can call for assistance to ensure physical distancing or if the reception area is empty.
- Use of non-medical masks is required when in communal areas within the CPABC office with the exception of your personal desk or personal office. A mask should always be worn when speaking to others.
- Use of non-medical masks is encouraged when commuting to and from the CPABC offices.
- Physical distancing protocols must be adhered to whenever in the office and should be observed during transit to and from the office.
- To encourage physical distancing, arrow signs have been introduced into the office to indicate the direction for the flow of human traffic. These signs must be obeyed at all times.
- In-person interactions within the office should be limited to phone or Zoom whenever possible.
- Employees are encouraged to eat outside or at their desks and to avoid congregating in communal areas.
- Coffee and catering service are discontinued and use of communal kitchen appliances is discouraged.
- CPABC will ensure that no more than 25 staff members are in the office at any one time and that their work areas are properly spaced so staff may maintain physical distancing.
- Employees are required to adhere to the COVID-19 Employee Policy.
- Use of protective equipment (gloves, disposable hand towels, etc.) is encouraged when touching surfaces frequently.
- Communal dishes, mugs and utensils should not be used. Employees are encouraged to bring their own personal dishes, mugs and utensils.
- Employees should minimize the use of shared office equipment or other items (photocopiers etc.). Employees should use the available disinfectant wipes to clean the shared equipment before and after each use.
- First aid attendants must follow these [WorkSafeBC guidelines](#).
- Delivery of personal packages to the office are prohibited.
- Before any employees or their visitors enter the CPABC office, they are required to complete a health self-assessment on the Government of BC website: <https://bc.thrive.health/covid19/en>. *Anyone who suspects they have a communicable disease, or exhibiting cold/flu symptoms such as difficulty breathing, chest pain, fever, chills, cough, shortness of breath, sore throat, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue or loss of appetite are not permitted to enter the CPABC office for a period of at least 14 days or as directed by a healthcare professional. Anyone who may have come into contact with someone who has a communicable disease are also not permitted to enter the CPABC office for a period of at least 14 days.*

Revised Policies and New Guidelines

Employee Health Screening

Employees are required to adhere to the COVID-19 Employee Policy.

Disinfection Measures and Personal Protection Equipment Guidelines

- For those staff planning to be in the office regularly, an implementation of a “clean desk policy” to avoid accumulation of memorabilia to allow thorough night-time surface cleaning. Harbour Centre staff will provide a flip tent card to desks that are free of clutter. Flip the tent card to the red side (requires sanitization) when your desk requires cleaning (e.g. before you leave for the day).
- In conjunction with the landlord, implementation of regular disinfection measures to be undertaken as deemed appropriate including deep cleaning, sanitizing and disinfection of all areas such as:
 - Work Café, coffee stations, server, Washrooms
 - Floors
 - Employee desks, chairs, other furniture
 - Elevators
 - Common surface areas
- High touch areas (e.g. photocopiers, printers, door handles, security pads, light switches) to be sanitized multiple times daily.
- An adequate supplies of hand sanitizers, disinfectant wipes, disposable gloves, and non-medical masks are available for staff use.
- The use of protective equipment such as gloves, disposable hand towel, etc. when touching surfaces frequently used by others is encouraged.
- The use of non-medical masks when speaking with others, passing through communal areas or when in meeting rooms with others present is required.
- Appropriate disposal of PPE equipment.

Physical Distancing Guidelines

- Physical distancing is imperative; maintaining a distance of two metres (six feet) should be adhered to at all times (where practicable), recognizing there may be instances where this might not be possible. This includes ensuring at least a distance of two metres (six feet) between occupied work stations unless a physical barrier is present or personal offices. Employees and visitors must wear non-medical masks when not at their desks.
- Unless a distance of two meters (six feet) can be achieved, only one person at a time is permitted in food preparation areas or washrooms.

- Seating in common areas will be limited in accordance with physical distancing guidelines.
- There shall be no physical contact such as handshakes or embracing coworkers or visitors to the office.
- Work Café and outer washroom doors to be propped open.
- We expect all employees and visitors to demonstrate courtesy to their colleagues by wearing non-medical masks, maintaining physical distancing during all interactions, and using phone or Zoom whenever possible. Please respect that some of your colleagues may not feel comfortable speaking face to face.

Transportation Guidelines

Harbour Centre is accessible by all forms of public transit in the Lower Mainland including SeaBus, SkyTrain, Canada Line, Westcoast Express, or through a number of major bus routes.

Employees are expected to adhere to health authority guidelines on the safe use of public transit.

Protocols for a COVID-19 infection at the office

If an employee tests positive for COVID-19, and they have recently visited the office, they are required to follow the COVID-19 Employee Policy.

For a **presumptive case** of COVID-19, CPABC will take reasonable steps including:

1. Restricting the employee from entering the CPABC until the test results have come back as negative and symptoms have cleared.
2. If possible, asking the infected employee for a list of potential employees they may have had close contact with.
3. Reviewing the office attendance list and ensuring others are informed of the potential risk. CPABC may also inform Harbour Centre. Any employees who may have come in contact with the infected employee will be asked to self isolate for 14 days minimum or for a period of time recommended by health authorities and not enter the CPABC office until the test results come back as negative.
4. Closing the office as appropriate for the circumstance.
5. Taking other reasonable steps to protect the health and safety of employees.

For a **confirmed case** of COVID-19, CPABC will take reasonable steps including:

1. Restricting the employee from entering the CPABC office for 14 days minimum or for a period of time recommended by medical professionals.

2. If possible, asking the infected employee for a list of potential employees they may have had close contact with.
3. Reviewing the office attendance list and ensuring others are informed of the potential risk. CPABC will also inform Harbour Centre. Any employees who may have come in contact with the infected employee will be asked to self isolate for 14 days minimum or for a period of time recommended by health authorities and restricted from entering the CPABC office for a minimum of 14 days.
4. Closing the office for a minimum of 72 hours, if appropriate.
5. Thoroughly cleaning and disinfecting the office including frequently touched surfaces as soon as possible.
6. Taking other reasonable steps to protect the health and safety of employees.