

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 must be consistent with the provincial and federal health recommendations.

Steps

Advance Team

An “Advance Team” is preparing the office for the gradual re-opening. The Advance Team will comprise of the Corporate Administration team, the Director, HR and the Director, Finance. The Advance Team will be responsible for the following:

- Immediate sourcing and procurement of personal protection equipment (“PPE”) including disinfectant wipes, gloves, non-medical masks and hand sanitizer, to ensure an adequate supply is available for staff returning to the office.
- Install hand sanitizer at all entry points into the secured offices of CPABC.
- Development of a comprehensive communication plan outlining administrative controls, safety measures in place, roles and responsibilities, building accessibility, transit guidelines and dissemination thereof (e.g. written, town hall, webinar). All communal pathways should be clearly marked as one directional to reduce personal interactions. Entry and exit points should be clearly labeled.
- Development of a tracking mechanism of staff working in the office to ensure physical distancing between workstations can be maintained and that no more than 10 staff are in the office on any given day.
- Development and placement of signage and/or floor markers to ensure appropriate physical distancing as well as a mechanism to indicate “occupied” to be placed at the entrance to washrooms.
- Arranging deep cleaning and disinfection of floors 7, 8 and 9.
- Arrange on-going, more comprehensive cleaning of floors 7, 8 and 9.
- Working with the landlord to ensure the air quality / filtering systems and the cadence of maintaining/replacement of filters are in place.
- Ensuring proper signage is displayed including how to [effectively wash hands](#), [properly wear a mask](#), [cover coughs and sneezes](#), plus [visitor entry signs](#) and [employee entry signs](#) at all entrances.

Office Open on a Limited Basis

After the Advance Team has adequately prepared the office for a safe gradual re-opening, the office will 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 10 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 Revised Policies and New Guidelines below, the following protocols will be observed:

- The office remains closed to external visitors.
- All internal and external in-person meetings are restricted including interviews. Any exceptions need to be approved by a member of the EMC and/or Director, HR.
- All business travel is restricted.
- 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.
- Coffee service is discontinued and use of communal kitchen appliances is discouraged.
- CPABC will develop a weekly schedule to ensure that no more than 10 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.
- Attendance in the office is limited to hours that are needed to perform those tasks that can be performed most efficiently at the office.
- Physical distancing protocols must be adhered to whenever in the office and during transit to and from the office.
- Use of non-medical masks is encouraged when commuting to and from the CPABC offices
- Use of non-medical masks is required when in communal areas within and outside the office, and when speaking to others.
- Use of protective equipment (gloves, disposable hand towels, etc.) is encouraged when touching surfaces frequently.
- Employees are encouraged to eat outside or at their desks and to avoid congregating in communal areas.
- 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.
- Staff are required to complete a daily health self-assessment as outlined in the COVID-19 Employee Policy prior to working from the office.

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,
- In conjunction with 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 is to be 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 passing through communal areas is required.
- Appropriate disposal of PPE equipment

Physical Distancing Guidelines

- Physical distancing is imperative; maintaining a distance of two meters (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 meters (six feet) between occupied work stations unless a physical barrier is present or personal offices. Employees 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. (Signage to be developed.)

- Seating in the Work Café will be limited in accordance with physical distancing guidelines as will seating in meeting rooms.
- 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 to demonstrate courtesy to their colleagues and maintain physical distancing during all interactions.

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.