

<b>LIFT WORK SITE:</b>	<b>FAMILY PLACE</b>	<b>DATE COMPLETED:</b>	<b>JULY 23 2020</b>
<b>COMPLETED BY:</b>	CAROLINA PEÑA NAVARRO	<b>NEXT REVIEW DATE:</b>	SEPTEMBER 1, 2020
<b>SITE MANAGER:</b>	CAROLINA PEÑA NAVARRO	<b>CONTACT:</b>	604-483-1335
<b>APPROVED BY</b>	STUART CLARK, EXECUTIVE DIRECTOR	<b>APPROVAL SIGNATURE:</b>	

*In accordance with the order of the Provincial Health Officer, this plan must be posted at the worksite*

## Risk assessment for this worksite

<input checked="" type="checkbox"/>	We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable)
<b>Comments (if any):</b> Staff participated in the creation of this Work Safety plan.	
<input checked="" type="checkbox"/>	We have identified areas where people gather, such as break rooms, production lines, and meeting rooms
<b>Areas identified:</b> Common area, staff room and kitchen.	
<input checked="" type="checkbox"/>	We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs)
<b>Details:</b> Duties: collecting and delivering good food boxes, assembling other materials as needed for program activity, distribution of items and supplies .i.e. FMNCP, gift cards and new born materials, making contactless deliveries (wearing gloves and face masks). Making snack, coffee, lunch once a week, circle time, office activities, craft activities with children and families.	
<input checked="" type="checkbox"/>	We have identified the tools, machinery, and equipment that workers share while working.
<b>Details:</b> Family Place/BOND telephone, computer and printer/fax/photocopier. Paper, books, art supplies. Otherwise each staff member will have their own office supplies, pens, scissors, makers, etc. Kitchen equipment, utensils. coffee maker, kettle, stove, pots and pans, dishes, cups, dishwasher. Cleaning tools. Training binders and files. Toys, books and dishes.	
<input checked="" type="checkbox"/>	We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches
<b>Details:</b> Light switches switches inside FP to turn main lights on and bathroom lights, sliding door at the entrance, telephone, computer, keyboard and mouse, printer/photocopier/fax machine, office door knob, washroom door knob, washroom seat, faucets in washroom and kitchen, staff desk, desk drawer handles, filing cabinet, thermostat/air conditioning .Counter and hardsurfaces.	

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## Protocols implemented at this site to reduce the risks

<input checked="" type="checkbox"/>	We have reviewed <a href="#">industry-specific protocols</a> on worksafebc.com to determine whether any are relevant to our industry
<b>Details:</b> Work Safe BC/ Health BC-Child Care Settings, Restaurant, In-person counselling, Offices. Following the triangular levels of protection.	
<input checked="" type="checkbox"/>	We have reviewed <a href="#">orders, guidance, and notices</a> issued by the provincial health officer and relevant to our industry.
<b>Details:</b> We have checked the food service order and established a Safety Plan.	
<input checked="" type="checkbox"/>	We have reached out to any health and safety association or other professional and industry associations.
<b>Details:</b> VCH, FRPBC, BCAPOP, VCH, Reopening for non-profits 101 .	

## MEASURES TO MAINTAIN PHYSICAL DISTANCE

<input checked="" type="checkbox"/>	We have established and posted an occupancy limit for our premises
<input checked="" type="checkbox"/>	In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace
<input checked="" type="checkbox"/>	We have <a href="#">established and posted occupancy limits</a> for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators
<input checked="" type="checkbox"/>	We have implemented measures to keep workers and others at least 2 meters apart, wherever possible. Options include revising work schedules and reorganizing work tasks
<input checked="" type="checkbox"/>	We have identified rules and guidelines for how workers should conduct themselves.
<input checked="" type="checkbox"/>	We have clearly communicated these rules and guidelines to workers through a combination of training and signage

### PHYSICAL DISTANCING MEASURES IN PLACE AT THIS SITE:

List your control measures for maintaining physical distance in your workplace, for example:

- Working offsite or remotely
- Changes to work schedules
- Changes to how tasks are done
- Occupancy limits for workers
- Limiting or prohibiting visitors
- Reducing the number of customers

List the rules and guidelines that everyone in the workplace has to follow to reduce the risk of airborne transmission. This could include things like using one-way doors or walkways, using single-use (disposable) products, and wiping down equipment after use. Consider creating pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace

We will create pods of clients and staff so that the same staff will provide outreach and 1:1 essential meetings with the same clients.

#### Working offsite and remotely:

Staff will be primarily working remotely/from home, providing 1:1 outreach services for clients, and developing programming



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that can be safely facilitated for parents and children outdoors.

## On site:

Limited access to the site preferably only two staff at site on a designated day and time of the week for essential 1:1 appointments with clients or one staff for essential office use .i.e picking up materials needed for work. Workers will have their own pencil cases with office supplies and materials.

Furniture will be arranged 2 metres apart so that staff and client(s) can easily adhere to the 2 metre physical distancing measure. If staff feel ill they are not to report to work, they will take a day off work, or work from home if they are feeling well enough to do so. Staff will remain 2 meters apart form one another and clients.

## Changes to work schedules:

Hours and work duties performed primarily remotley/from home, with a focus on outdoor activities with clients and outreach work. Individual staff members will be scheduled on a specific designated day of the week for essential meeting/office use hours from 1pm-4pm.

## Changes to how tasks are done:

Intake appointments for BOND will require 2 staff on site, could be a combination of 2 BOND staff, or 1 BOND staff and another agency staff member bringing client to intake appointment.

Tasks that can be performed remotley .ie. preparation of activity packs, virtual computer/phone check-ins with clients to be done remotley/from home.

Temporarily no drop-in hours at the centre for clients or staff. Essential meetings with clients to be by appointment from 1pm-4pm. No food preparation or beverages to be offered to clients while at the centre.

All unnecessary items must be removed from counters and other spaces.

No staff meal preparation at the work site, staff encouraged to eat before coming to work or to bring a ready made lunch from home and to eat at a designated staff desk.

Worksite is limited to common meeting area only and bathroom use for staff only or clients in case of an emergency. No play area available.

## Occupancy limits for workers:

Maximum 2 workers at the site at a time, no more then a total of 6 people (included: 1-2 staff members 3-4 clients from the same family) at this worksite during the scheduled essential meetings/office use at any one time.

**Limiting or prohibiting visitors:** no drop in hours for clients or staff at this time.

## MEASURES TO REDUCE RISK WHERE PHYSICAL DISTANCING CANNOT BE MAINTAINED

**Will the activities or design of this worksite make it difficult to always maintain physical distance?**

Yes  No.

*If yes, complete the below checklist*

<input type="checkbox"/>	We have installed <a href="#">barriers</a> where workers can't keep physically distant from co-workers, customers, or others
<input type="checkbox"/>	We have included barrier cleaning in our cleaning protocols.
<input type="checkbox"/>	We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle)
<input checked="" type="checkbox"/>	We have reviewed the information on <a href="#">selecting and using masks</a> and <a href="#">instructions on how to use a mask</a>

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<input checked="" type="checkbox"/>	We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented
<input checked="" type="checkbox"/>	We have trained workers in the proper use of masks

## MEASURES IN PLACE AT THIS SITE TO REDUCE RISK WHERE PHYSICAL DISTANCING CANNOT BE MAINTAINED:

*Describe how barriers or partitions will be used in your workplace.  
Who will use masks?  
What work tasks will require the use of masks?  
How have workers been informed of the correct use of masks?*

The centre has an open-concept design, yet, with the occupancy limit in place, and the partitioned client and staff area that will be created at the entrance of the centre, the open-concept design will not be an issue when considering adequate physical distancing measures. Every effort will be made to protect physical distancing; masks and gloves may be used by staff when meeting with clients at the centre when physical distancing is not possible .i.e working with small children. It will be suggested that clients wear masks.

## CLEANING PROTOCOLS

<input checked="" type="checkbox"/>	We have reviewed the information on <a href="#">cleaning and disinfecting</a> surfaces.
<input checked="" type="checkbox"/>	Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed
<input checked="" type="checkbox"/>	We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [ <a href="#">Handwashing</a> and <a href="#">Cover coughs and sneezes</a> posters are available at worksafebc.com.]
<input checked="" type="checkbox"/>	We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use
<input checked="" type="checkbox"/>	Workers who are cleaning have adequate training and materials
<input checked="" type="checkbox"/>	We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

## CLEANING PROTOCOLS IN PLACE:

*Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, and machines).*

*Include information about how you will ensure that staff and clients maintain good hygiene practices at the work site.*

Every staff member is responsible for cleaning (with a soap or detergent agent) and disinfecting (leaving disinfectant on for a specified contact time to neutralize any remaining organisms) the equipment they use .ie. computer, keyboard, phone, desk, door knobs light switches, at the start and the end of their use of facility equipment.

Every staff member is responsible to clean and disinfect common areas and surfaces such as washroom, door knobs, sliding entrance door, phones, personal cell phones, computer and computer equipment, after use and before they leave

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the centre. Additionally staff will clean all surfaces after each client visit.

There will be a cleaning log that the staff will sign to indicate they have followed the cleaning duties and cleaning schedule. There will be disinfectant wipes available, soap and detergent as well as a chlorine solution (with the specified Work Safe BC ratio of 3 table spoons of bleach to 1 gallon of water), or another Health Canada approved disinfectant against Covid-19.

Signage will be placed at the work site with information regarding how staff and clients can maintain proper hygiene protocols i.e. sneezing into your sleeve, how to properly wash your hands, as well as signage regarding cleaning protocols.

## Policies

### Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace

- Anyone who has had symptoms of COVID-19 in the last 10 days is prohibited. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache
- Anyone directed by Public Health to self-isolate is prohibited
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must [self-isolate for 14 days and monitor](#) for symptoms.
- Visitors are prohibited or limited in the workplace
- First aid attendants have been provided [OFAA protocols](#) for use during the COVID-19 pandemic
- We have a [work from home policy](#) in place (if needed)
- We have a [working alone policy](#) in place (if needed).
- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate [violence prevention program](#) is in place

#### Policy details:

All Lift Community Service COVID-19 Policies can be found at: <https://bit.ly/LiftCOVID-19Guide>

For working alone, refer to your program policies or the [Lift Policies and Procedures Manual](#) on the [staff portal](#). For violence prevention and reporting See policy 19.70 in the [Lift Policies and Procedures Manual](#).

### Our policy addresses workers who may start to feel ill at work. It includes the following:

- Sick workers should report to management
- Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance

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	related to testing and self-isolation.
<input checked="" type="checkbox"/>	If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
<input checked="" type="checkbox"/>	Clean and disinfect any surfaces that the ill worker has come into contact with.

**Policy details:**

All Lift Community Service COVID-19 Policies can be found at: <https://bit.ly/LiftCOVID-19Guide>

## Communication Plans and Training

All Lift managers must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace

We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.

**Details:** New training documents and daily checklists are posted on site. There will be daily check-ins between manager and staff to monitor risks. Signage and verbal reminders will ensure everyone knows that if they are experiencing symptoms or sick to not report to the work.

Workers know who to go to with health and safety concerns.

**Details:** Jessica Colasanto 604-414-9880 and Carolina Pena Navarro 604-483-1335, there will be training provided to staff regarding this and signage with contact numbers.

We have posted the following signage at the workplace (click on sign name to access the signs):

1	<a href="#">Occupancy Limit Sign</a>	<i>Location(s) posted at site:</i>	Front entrance
2	<a href="#">COVID-19 Self- Assessment</a>	<i>Location(s) posted at site:</i>	Front entrance
3	<a href="#">Physical distancing reminder</a>	<i>Location(s) posted at site:</i>	Front entrance
4	<a href="#">Effective Hand Hygiene</a>	<i>Location(s) posted at site:</i>	Front entrance, bathroom

**Details:** We have posted signage at the workplace, including at a minimum: occupancy limits, physical distancing reminders, effective hygiene practices, and health-monitoring (COVID-19 self-assessment before entering the work site).

When resolving safety issues, we will involve our worksite worker health and safety representatives.

Safety Reps per worksite:

- CRC: Martyn Woolley
- Family Place: Carolina Pena-Navarro
- Supportive Housing: Kathryn Colby
- Welcome Centre/Head Office: Stuart Holder
- The Nook/Dr Elsie Paul Literacy Centre: Jessica Colasanto/Library Safety rep

**Details:** Carolina Pena Navarro 604-483-1335

