



Operation Compassion
Society of British Columbia

ORGANIZATIONAL COVID-19 SAFETY PLAN

Updated August 12, 2020

UMOJA COVID-19 SAFETY PLAN

Updated August 12, 2020

The health and safety of all staff and clients is the priority as we continue to work and serve the community. Umoja is committed to aligning safety practices and protocols directly from guidelines and recommendations of WorkSafe BC and the Provincial Health Authorities.

Below are the safety guidelines and protocols aligned with WorkSafe BC and the Four Levels of protection to reduce the spread of COVID-19. The safety procedures and protocols must be respected and adhered to during work hours as a requirement of each staff members job responsibility and duties.

It is important to highlight the fact that “guidelines” are not opinions, suggestions or recommendations. Guidelines are general rules or principles, by definition. When you are given a guideline, it means that you can adjust the rule or principle to your preference, as long as it gives the same result. For example, if a guideline states that “you must sanitize your hands when entering the work space”, you have the freedom to choose if you use hand sanitizer or water and soap, as long as you sanitize them when entering the work space.

A protocol states a more defined order in which a guideline must be met. For example, if a guideline states that commonly used areas or touched surfaces must be sanitized, a protocol will include how many times a day, by whom and what they must use.

Safety Guidelines

Contagion Prevention: procedure to prevent the spread of Covid-19 in the workplace and community

The provincial health officer and the BC CDC have issued the following guidance around self-isolation, which must be reflected in policies:

- Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; anyone under the direction of the provincial health officer to self-isolate must follow those instructions
- Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms.

Please, do not come to work if you have flu-like symptoms. Umoja encourages employees to use the self-assessment Covid-19 tool and follow the instructions provided in the following link or call 8-1-1.

Self-Assessment Tool : <https://bc.thrive.health/covid19/en>

Umoja will maintain confidentiality in case there is confirmation of Covid-19 diagnosis in one of their employees. However, we ask of our employees to inform the programs' manager (Loree) or the Executive Director (Sylvana) if they test positive for Covid-19. The programs' manager will have to notify the Executive Director (Sylvana) the name of the employee and the hours/days they worked in our facilities.

The program's manager (Loree) must inform only the Executive Director (Sylvana) the name of the employee, to comply with the Personal Information Protection Act (PIPA) and the Personal Information Protection and Electronic Documents Act (PIPEDA).

This is important so that others who have been in contact with this person can self-isolate, or get tested, and follow the health and safety advice to prevent the spread of Covid-19. The Executive Director will activate the protocol for exposure at the workplace define in the section called Protocols.

If an employee has been exposed to a confirmed case of Covid-19 and gets a negative result after being tested, the employee can come back to work.

Please, see section on Operations, Attendance and Pay for more information about having to self-isolate or being diagnosed with Covid-19.

Levels of protection:

First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

1. Rotating staffing schedules have been created and continue to be updated weekly to ensure limited numbers of staff in office at one time
2. In order to keep an organized environment and be able to complete operational requirements, every employee is required to provide a weekly

work plan to the programs manager and the programs manager must provide a weekly plan to the Executive Director

3. Maintain Social distancing wherever possible by staying at least 2 meters (6ft) apart
4. Maximum occupancy signs for each office space have been posted at entrances and must be adhered to when in office.

These limits have been made based on square footage, space layout, big objects minimizing open space, clear divisions within rooms (i.e. the ED office in the Administration Office) and the fact that windows cannot be opened.

- The Administrative Office has the capacity to have 2 people working at the same time and allows 1 incoming/outgoing person at a time.
 - The Executive Director office has a limit of 1 person working inside
 - In the Multipurpose room only one person is allowed in the kitchen space (where sink is located) at a time
 - Other areas will be specified in the sign at the entrance
5. Working from home may still be an option for staff, upon the discretion and approval of management when reasonable work and productivity can be achieved working from home as it would at the office. You might be required to provide a work plan and detail daily activities.

Second level protection (engineering): Barriers and partitions

1. A plexiglass barrier has been installed at the reception desk.
2. Clear signs to maintain a safe distance between reception desk and people have been placed

Third level protection (administrative): Rules and guidelines for cleaning and sanitization

Cleaning protocol for all common areas and surfaces

Sanitizing: Provide materials and instructions for those commonly stationed at the work place and those involved in the sanitizing protocols. Remove any unnecessary tools or equipment that may elevate the risk of transmission, including items like **coffee makers and shared utensils and plates.**

There are sanitizing stations in each work-space, near the entrance, respecting and abiding Fire Safety practices and BC Building Code regulations (i.e. not blocking an entrance).

Each sanitizing station has a hand sanitizer and a sign-in sheet.

People visiting the Umoja office will be asked to enter their information in the signing sheet (this is to be able to advise people in case there is a confirmed case in our work place). It is our moral responsibility to our community to inform about the potential exposure to Covid-19.

Visitors must make an appointment to come to Umoja Offices and each appointment must be scheduled based on occupancy limits. Therefore, each appointment must be consulted with the people using the same area. For example: if Som has to schedule a client to come to the Umoja office at 3pm on Wednesday, then Sylvana cannot have another appointment schedules at 3 pm on Wednesday. This is based on occupancy limits.

1. Staff are requested to promptly sanitize hands upon entering the office space when starting a shift
2. Be sure to regularly wipe (twice per shift) any surfaces/objects/handles/keyboards, phones/with cleaner and paper towel. Disinfectant spray and wipes have been provided in each office space
3. All staff must spray and wipe down the copier machine (keypad area) with sanitizer after each use
4. A spray bottle with cleaner and paper towel will be kept in the UMOJA van. Please wipe the steering wheel/radio/dash/handles before and after driving
5. It is recommended to bring in your own plates, a bag to keep them, and take them back to your home to wash. If you are using the Umoja plates and utensils, wash them right away after using them with soap and water, dry and put back in the cabinet. **Leaving dirty plates in the dishwasher for hours has been deemed ineffective by epidemiologists and health professionals when it comes to preventing communicable diseases. The sanitizing mode in the dishwasher will only reduce the potential spread of bacteria and viruses if all dishes are washed right away after being used and not at the end of the day**
6. After using the kitchen space, please ensure to wipe down handles/surfaces and ensure dishes are in the dishwasher for sanitization if you were not able to avoid using our dishware and wash them immediately with water and soap

7. Do not provide visitors or clients with Umoja dishware. Ask clients to bring their own water bottles. Avoid using disposable dishware, but use it if a visitor does not have their own

Fourth level protection: Using masks (optional measure in addition to other control measures)

1. When client resource packages are being organized and packaged, all staff involved in this process must wear a mask and gloves that have already been provided to each staff
2. If social distancing is impossible to maintain office, wearing a mask is advised
3. Out in the community, continue to adhere to safety protocols
This includes:
 - a. Keeping 2 meters between yourself and others
 - b. Keeping your hands at your side when possible
 - c. Wearing a mask and gloves when dropping off items for clients
4. Do not enter a client's home, transport a client or come into physical contact with any client. You can ask clients to kindly avoid hugging you. It is ok to tell them that right now "we are not supposed to shake hands".

If an employee does not agree with the Covid-19 Safety Plan, they will be asked to sign an assumption of risk. In the case that an employee does not agree, but the other person assigned to work in the same space feels unsafe, Umoja will be on the side of safety and will enforce adherence to this mandatory plan.

Operations, Attendance and Pay

Umoja is committed to do their best to avoid employees losing significant pay. However, as this is a non-profit with limited resources, we are not able to commit to provide pay for every employee that is not willing/able to work due to Covid-19 and is not eligible to work from home.

Employees who work more than 21 hours will use their allotted sick-time in case they get diagnosed with Covid-19 or if they are required to self-isolate and are not able to work from home. If the employee does not have any available sick-days, Umoja will attempt to cover their sick leave, as long as the position does not require temporarily hiring a casual worker to cover for them. This only applies to regular staff. Casuals and contractors are not provided with sick time or paid leaves of any type.

Keep in mind that not all programs have the same requirements and funding, therefore we cannot commit to pay wages if there is no sick time available.

Umoja will only provide pay for self-isolating if it is a requirement specifically instructed by the Executive Director or delegate. Umoja will not provide pay for those who are required to self-isolate due to recent travel (account for this time in your vacation request).

The Executive Director and Programs Manager will consult with each other regarding the need to self-isolate or suspend programming in case of Covid-19 positive employee or known case.

When you have been in contact with someone who is Covid-19 positive

If someone in your household or bubble is diagnosed with Covid-19 or confirmed by health authorities through the assessment tool or 811, we ask that you inform Loree and/or Sylvana so that we can evaluate if you need to have restricted access to the different work spaces, wear a mask, or if you will be required to work from home. You don't need to disclose who was diagnosed. It will help us to know if you have been exposed.

Please, read the following guidelines, and consider following them if someone in your household tests positive for Covid-19:

- Wear a mask when coming to work
- Work from home as much as possible
- Do not come to work, use your sick or personal days, vacation days, or talk to your manager about the possibility for a special leave

Protocols

Protocol EC19+

When an employee has been diagnosed with Covid-19, the programs' manager will inform Executive Director (ED) immediately or within 1 day after the employee notifies the programs' manager. The employee who has been diagnosed with Covid-19 will be referred as EC19+ in this protocol. The ED will follow these steps:

1. The ED or delegate will communicate with each person that was in contact with EC19+ over the past 10 days at the Umoja facilities (by phone and email) within 2 days after the ED was notified
2. Inform that they might have been in contact with someone who tested positive for Covid-19 and should be tested if possible. The name of the employee will never be disclosed
3. At all times people contacted will be encouraged to remain calm, follow the guidelines of the health authorities, call 811 or visit the link for the self-assessment tool
4. Ask that the employee remains in self-isolation until there is proof that they do not have Covid-19 (test results) before they return to work. *Note: Health authorities are not providing written proof of the test results. The person is informed by phone. We will take our employee's word for it.*
5. Clients who were in contact with EC19+ will be asked not to come to Umoja for 2 weeks. **However, a program worker will be following up with them via telephone or zoom.**

When an employee is not able/willing to get tested for Covid-19 due to potential exposure on the workplace. An email will be sent to the employee as proof that the employee was notified and asked to get tested to be able to have them return to work and as they declines/were not able to get tested they must work from home (when applicable) for two weeks.

APPENDIX A

Helpful sites to visit to obtain more information.

COVID-19

<https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19>

WEARING A MASK

<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-how-to-use-mask?lang=en>

SNEEZING AND COUGHING

<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-cover-coughs-sneezes?lang=en>

HAND WASHING

<https://www.worksafebc.com/en/resources/health-safety/posters/how-long-should-you-wash-your-hands?lang=en&direct>