

 PROCEDURE	Policy Name: 2020 COVID-19 Safety Plan	Page: 1 of 3
	Category: Operational	
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General Policy

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face. The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near. The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

For these reasons, close and/or extended contact between NYSA employees, employees and clients, or employees and suppliers is undesirable unless consideration and attention are paid to the conditions set out in this policy. These processes are in place to protect the health and safety of NYSA employees, clients and others with whom we have physical social contact.

Workplace Risks

Specific risks vary by job but generally, all employees are at risk to be exposed to the COVID-19 virus whenever two or more people are within two metres of one another or have touched the same potentially contaminated surfaces, equipment, doors, switches, foods and/or tools.

Specific risks also vary by the number of people within a specific space and/or the duration that two or more people are within two metres of one another. For these reasons, unless necessary, all employees are encouraged to maintain distancing of a minimum of two metres from others and minimize the duration of your interactions wherever possible. If you cannot maintain both conditions, you will need to wear a mask, and have the others in your group also wear masks until the interaction is completed.

Specific Directions

Visitors are prohibited in all NYSA premises until further notice unless they have been invited into the building by a staff member or are performing a service to NYSA as part of a contract or other agreement.

All staff and visitors must observe and abide by maximum occupancy numbers posted in all common areas of the workplace. If the maximum number has been reached, please tell newcomers that they cannot enter the space until someone leaves it. In a workspace where people may get closer than two metres from one another, everyone should be wearing approved masks.

If you are working with shared tools, foods or papers, wear protective gloves that can be tossed out when you are finished the task.

Do not touch surfaces, equipment, food packages or tools unless they have been cleaned and disinfected. If you have used or touched something, please clean and disinfect it before you leave it.

At a minimum, wash your hands:

- When you arrive at the workplace and before you go home;
- Before eating and drinking;
- After using the toilet;
- After sneezing or coughing into hands or tissue;
- Whenever hands are visibly dirty;
- When moving between different work environments (e.g., outdoor-indoor transitions, from the staff room to the training room).
- When you touch door handles, stair railings, other's desks, keyboards, light switches, and/or communications devices such as phones and photocopiers.

If you find yourself in a situation where you cannot maintain a two-metre separation from others for an extended or repetitive period, please contact the Facilities Coordinator who will endeavour to provide a barrier between you and the other people. Wherever possible, try to adjust your work methods to maintain the two-metre separation.

All employees who have (or had in the past 10 days) symptoms of COVID-19 or have travelled outside Canada in the last 14 days or were identified as a close contact of a person with a confirmed case of COVID-19 must stay home and self-isolate in accordance with guidance from the BC Centre for Disease Control. All clients who have symptoms of COVID-19 or have travelled outside Canada in the last 14 days or were identified as a close contact of a person with a confirmed case of COVID-19 must be refused entry into NYSA premises unless they have been symptom free for a minimum of 14 days.

If an employee develops symptoms of an illness while at work:

- They must immediately separate themselves from others and leave the premises.
- If COVID-19 is suspected, they must contact 811 or the local public health unit to notify them of a potential case and seek further input.
- Where possible, other employees must maintain a minimum distance of two metres from the ill person. If not possible, staff may wear a mask and gloves to assist the ill person to move out of the area.
- They must use tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and wash or disinfect their hands immediately.
- Other workers should avoid touching the ill person's body fluids (e.g., mucous, saliva). If you do, immediately practice diligent hand hygiene.

Once the ill person has left the workplace, anyone assisting should practice diligent hand hygiene. Workers responsible for facility cleaning must clean and disinfect the space where the ill person was separated and any areas used by them (e.g., office, work room, bathroom, common areas).

If participants in an NYSA training program will be working within two metres of one another, they must wear approved masks for the duration of the time spent within the two metre boundaries. Program directors or Facilitators should demonstrate the proper fitting and wearing of the mask as well as the proper way to put a mask on and remove it so as not to self-contaminate. Finally, participants should be made aware of the need to self-identify if they are feeling ill, whether the symptoms are COVID-19-like or not. Any student who is ill must be sent home immediately.

Cleaning Protocols

At 290 Bastion Street, cleaning and disinfecting will take place at least twice daily: at opening and at a time that is approximately half-way through the work day. At 1001 Waddington, cleaning and disinfecting will take place at least four times daily: at start of day shift, at noon, at start of afternoon shift and prior to the end of the afternoon shift.

Cleaning will also take place whenever a client or visitor has completed their business, in which case, the work space that they were in shall be thoroughly cleaned and disinfected.

If an in-person training program is undertaken, participants will be instructed on proper cleaning protocols on their first day of training. A schedule should be drawn up by the facilitator with each participant slated to clean the training room and its equipment in rotation until the program's term has ended. The cleaning protocol will include cleaning and disinfecting the work area, common areas and desk/tabletops before the training session begins for the day, prior to the lunch break, after the lunch break and before leaving at the end of the day. Participants should be shown the correct way to clean and disinfect the learning area and the common areas of the training room. They should also be shown the locations of sinks to wash hands and made aware of maximum occupancy restrictions in other public parts of the building.

Other Circumstances

If an employee is travelling in a vehicle on a work-related task, they do not need to wear a mask. However, if more than one person is travelling in a vehicle, all persons in the vehicle must wear masks. It is advised that drivers or vehicle owners make sure they have new, sterile masks available for passengers. Masks are available from the [Facilities Coordinator].

If your working conditions prevent you from being at least two metres from another worker, you may continue to work as usual if you wear a mask during the time that your two-metre distancing is compromised. In some cases, accommodation can be made by moving your work area to provide the two-metre buffer. You may also request to work from home if the work ordinarily being done is conducive to being completed at home.

If you need to meet with someone in the office who is not an NYSA employee, it is strongly recommended that you make an appointment to see them. Prior to the appointment, determine where you will meet and clean and disinfect that area prior to the appointment. Observe the two-metre distancing rule during your appointment. Finally, clean and disinfect the area after the appointment is completed. Communicate the NYSA illness and safety policy and safety protocols to visitors through email or by referring to the website before their entry into the workplace.