



## KSCL Covid-19 Safety Plan – Main Office

This Safety Plan is designed to provide a safe working environment for all KSCL Administration employees and to establish guidelines to prevent an outbreak of Covid-19. This Plan was developed through a collaborative discussion at the Administration meeting on May 19, 2020, a review of this plan will occur during the monthly Administration Staff meetings. Updates will be made as changes to recommendations/directives occur from the BC Public Health Authority and Work Safe BC. The most recent update to this guide is May 27, 2020.

### TRANSMISSION OF COVID-19

Coronavirus is transmitted via liquid droplets when a person coughs or sneezes. The virus can enter through these droplets through the eyes, nose or throat if you are in close contact.

The virus is not known to be airborne (e.g. transmitted through the particles floating in the air) and it is not something that comes in through the skin.

It can be spread by touch if a person has used their hands to cover their mouth or nose when they cough. That's why we recommend you cough or sneeze into your arm and wash your hands regularly.

### Droplet contact versus airborne transmission

- **Droplet Contact:** Some diseases can be transferred by infected droplets contacting surfaces of the eye, nose, or mouth. For example, large droplets that may be visible to the naked eye are generated when a person sneezes or coughs. These droplets typically spread only one to two metres and quickly fall to the ground. Influenza and SARS are two examples of diseases capable of being transmitted from droplet contact. **Currently, health experts believe that coronavirus can also be transmitted in this way.**
- **Airborne transmission:** This occurs when much smaller evaporated droplets or dust particles containing the microorganism float in the air for long periods of time. Transmission occurs when others breathe the microorganism into their throat or lungs. Examples of diseases capable of airborne transmission include measles, chickenpox and tuberculosis. **Currently, health experts believe that coronavirus cannot be transmitted through airborne transmission. (Source: BC CDC)**

### RISK OF EXPOSURE TO COVID-19

The KSCL Administration office is determined to be a low risk environment due to the limited number of people who will be in contact of one another, there are 7 fulltime employees who work at the office.

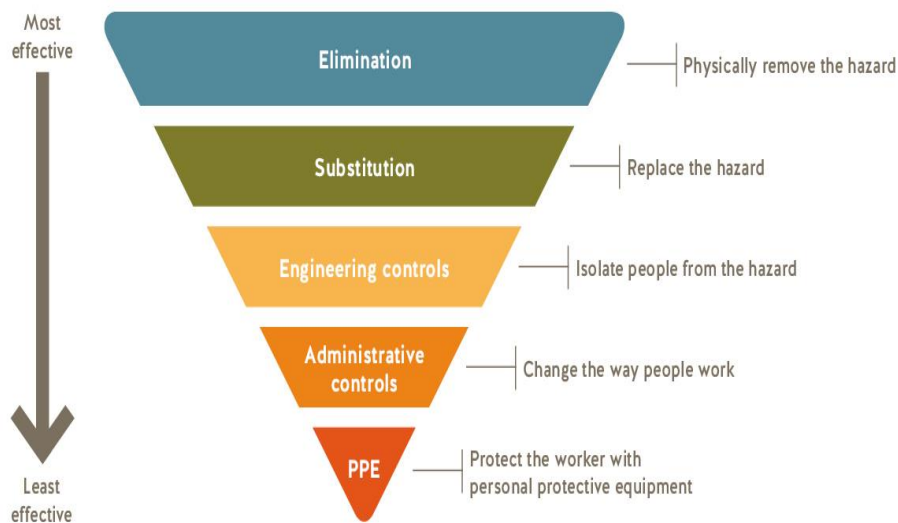
Furthermore, social distancing can occur on a high frequency basis due to each employee having a personal office. Areas that were determined to be of higher risk include the bathrooms, kitchen, lunch area, copier and shredding area.

## THE HIERARCHY OF CONTROLS

When considering how to reduce the risk, there's a certain order you should follow. This is called the hierarchy of controls. It's important to follow the hierarchy, as shown below, rather than start with the easiest control measures.

<https://www.worksafebc.com/en/health-safety/create-manage/managing-risk/controlling-risks>

### Hierarchy of controls



### Elimination or substitution

Eliminating the hazard completely is always the first choice. Substitution involves replacing the material or process with a less hazardous one.

- KSCL Administration Staff have the opportunity to choose if they prefer working off site (home based) or in their personal office.
- Public access has been closed – the KSCL Main office door will remain locked and a capacity set at 10 people. Arrangements are made for deliveries and/or KSCL Staff documentation transfers by using the doorbell and the mailbox located outside the front door.

### Engineering controls

These involve using work equipment or other means to prevent workers from being exposed to a hazard. Examples of Engineering controls include:

- Signage posted instructing how to wash hands
- Signage for physical distancing
- Signage for proper usage of masks
- Frequent cleaning and disinfection of workspaces and high touch objects – cleaning plan developed
- Common lunch space and meeting area was developed that allowed for designated individual seating with a 2 m separation between co-workers
- Personal office spaces
- Removal of any unnecessary equipment that could be used by multiple people (eg. pens, stapler, etc)

#### Administrative controls

KSCL's Administrative controls that have been implemented to reduce risk of exposure to Covid-19 include:

- The development of this Safety Plan and reviews completed monthly
- Implementation of the Covid-19 Staff Screening Assessment
- Cleaning guidelines for high touch areas
- Administration will read and sign this Safety Plan, indicating their understanding and commitment to follow it.

#### Personal protective equipment and clothing

Using personal protective equipment (PPE) is another important control to employees if the 2 m social distancing rule cannot be followed. KSCL follows the guidelines for PPE usage outlined by the BCCDC.

<http://www.bccdc.ca/Health-Info-Site/Documents/Respiratory-protection-COVID19.pdf>

## KSCL SAFETY PLAN – MAIN OFFICE

### No KSCL Employee will come to work ill

- Prior to coming to work all Administration Employees will ask themselves the questions in Part A and Part B
  - If, they answer yes to any of the questions they will contact the KSCL Manager on Call at 250-365-9861 and discuss their concern
  - They will be asked to complete the Online Self Assessment Tool at <https://covid19.thrive.health/> and follow the guidance provided

PART A: DO YOU HAVE ANY OF THE FOLLOWING SYMPTOMS?		YES	NO
Generalized Symptoms	• Fever or chills		
	• Cough (new or worsening)		
	• Shortness of breath (new or worsening)		
	• Pneumonia		
	• Upper respiratory tract infection (e.g. rhinorrhea, sore throat)		
Mild Respiratory and/or Gastrointestinal Symptoms	• Sore throat painful swallowing		
	• Mild to moderate shortness of breath		
	• Stuffy or runny nose		
	• Loss of sense of smell		
	• Headache, muscle aches, fatigue or loss of appetite		
	• Gastrointestinal symptoms: nausea, vomiting, and/or diarrhea		
PART B: DO ANY OF THE FOLLOWING APPLY TO YOU?		YES	NO
	• Have you travelled outside of Canada within the last 14 days?		
	• Have you been instructed in the last 14 days to self-isolate?		
	• Did you provide care or have close contact with a person with COVID-19 ( <i>probable or confirmed</i> )?		
	• Has anyone in your household been sick in the past 14 days?		
	• Have you been tested for COVID-19 and results are pending?		
	• Do you work in any other setting where cases of COVID-19 have been diagnosed or an outbreak declared (e.g. meat processing plant, other setting)? Do you live with anyone who works in such a setting?		

### Access to the Building by the Outside Public

There is limited access to the KSCL office building from the outside public. The front door will be remained locked and any person requesting access to the building will be asked the following screening questions:

1. *Are you feeling sick? (Examples include a new cough, headache, weakness, fever, difficulty breathing, etc.)*  
Yes, No

***If yes then: Do not allow entry into the building.***

***If no then:***

2. *Have you travelled outside Canada in the past 14 days?*  
Yes, No

3. Did you provide care or have close contact with a person with COVID-19 (probable or confirmed) while they were ill and you did not have appropriate PPE?  
Yes, No

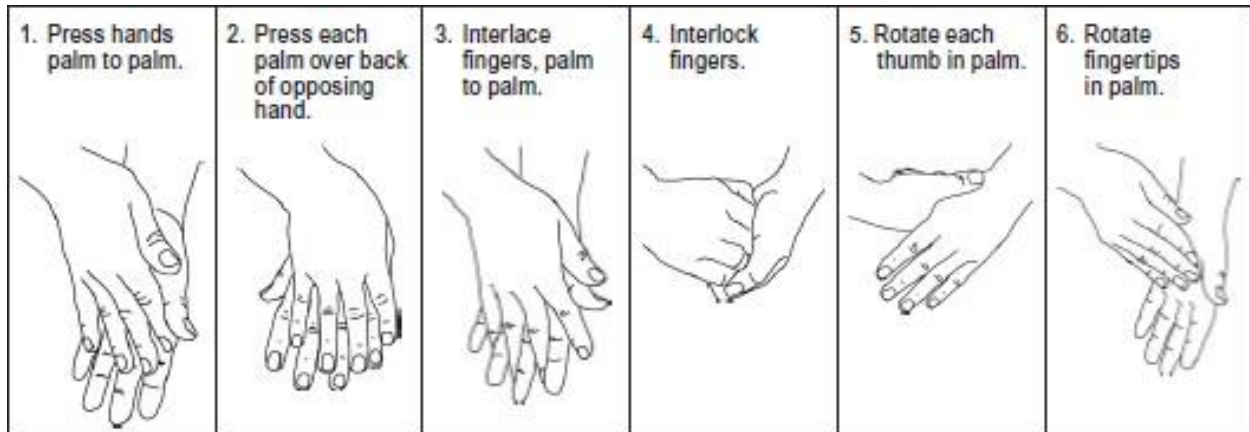
**If yes to one or more then:** Do not allow entry into the building.

**If they answer NO to all questions:** Allow entry to the building under the guidance to maintain 2 m social distancing with everyone and disinfect hands upon entry.

#### Hygiene Routines/Etiquette to be Followed

Employees are expected (encouraged) to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of COVID-19 via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- Educate workers/clients in control measures, including hand washing
- Post signs at workplace entry points to instruct everyone about control measures
- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing
- Use tissues to contain secretions, and dispose of them promptly in a waste container
- Turn your head away from others when coughing or sneezing and cough into your elbow if a tissue is not available
- Wash hands regularly
- Employees will wash and/or disinfect their hands upon arriving to work and before and after:
  - Touching commonly used equipment such as the copier and the scanner
  - Using the bathrooms
  - Entering the kitchen area
  - Using the lunch tables



#### Social distancing

Reducing the number of interactions between individuals will help further reduce the spread of COVID-19. Control Measures implemented:

- 2 m social distancing rule is followed although, when not possible, then employees will wear a face mask.
- Outside Public access is denied unless they Pass screening questions:

Cleaning and Disinfecting

FREQUENT CLEANING AND DISINFECTION is an important and necessary step in preventing the spread of Covid-19:

- Water and detergent (e.g. liquid dishwashing soap) or common household cleaning wipes should be used for cleaning surfaces.
- Apply firm pressure while cleaning.
- Common surface areas will be cleaned **after each** use (eg. kitchen, bathrooms, lunch tables, copier, shredder)
- use a store bought disinfectant or diluted bleach solution, one part bleach to 9 parts water, and allow the surface to remain wet for one minute.
- Sanitize Emergency Cell phone and Cell phone binder before transferring to the next Employee

Employee Declaration

By signing below you are declaring your understanding of the procedures that are required to be followed to maintain a safe working environment and prevent the spread of Covid-19 along with your commitment to follow this Safety Plan.

Name and Date	Signature

References:

<https://www.csc-scc.gc.ca/001/006/001006-1009-en.shtml>

<https://www.worksafebc.com/en>

<http://covid-19.bccdc.ca/>

Interior Health Covid-19 update: IH-PH-COV-493 02MAY2020