



KSCL Covid-19 Safety Plan –Bigby Place

This Safety Plan is designed to provide a safe working environment for all KSCL employees supporting individuals at Bigby Place and to establish guidelines to prevent an outbreak of Covid-19. This Plan was developed through a collaborative discussion at the Administration meeting May 28th, 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.

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 Bigby Place building is determined to be a moderate risk environment due to the number of people who will be in contact of one another, the capacity of individuals using this space to maintain physical distance, hand hygiene and respiratory etiquette. There are 11 fulltime employees who have access to

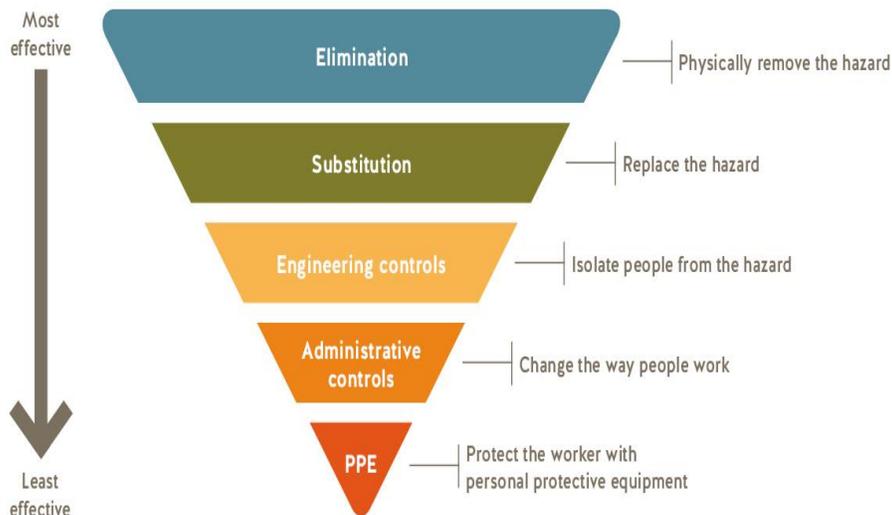
the building during their workday. Physical distancing can occur on due the large space and several separate rooms. Capacity was determined by the WorkSafeBC guideline of a 5m allowance of unencumbered space for each person. Areas that were determined to be of higher risk include the bathrooms, kitchen, lunch area, staff room and offices.

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.

- Some Staff have the opportunity to choose if they prefer working off site (home based) or on site.
- Public access has been closed – the Bigby building door will remain locked and a capacity set at 10 people. Arrangements are made for deliveries 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:

- Front door will be locked. All individuals and staff will undergo a screening before entering the building.
- Signage and arrows on the floor indicate that all persons must immediately wash their hands upon entering the building.
- All persons in the building will have a legitimate reason for using the space (to use the facilities, meeting staff, etc.)
- Individuals and staff will remain in the space for a maximum of 30 minutes before going back out into the community.
- At no time will Bigby Place be used as a hang out zone. All activities will be scheduled ahead of time to allow for adequate distance and to maintain capacity of 10 people.
- Stickers on the floor to indicate adequate physical distance requirements.
- 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 people
- Personal office spaces
- Removal of any unnecessary equipment that could be used by multiple people (eg. pens, games, 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
- Implementation of the Covid-19 Individual Screening Assessment
- Cleaning guidelines for high touch areas
- Staff 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 – Bigby Place

No KSCL Employee will come to work ill

- Prior to coming to work all 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 Bigby 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.

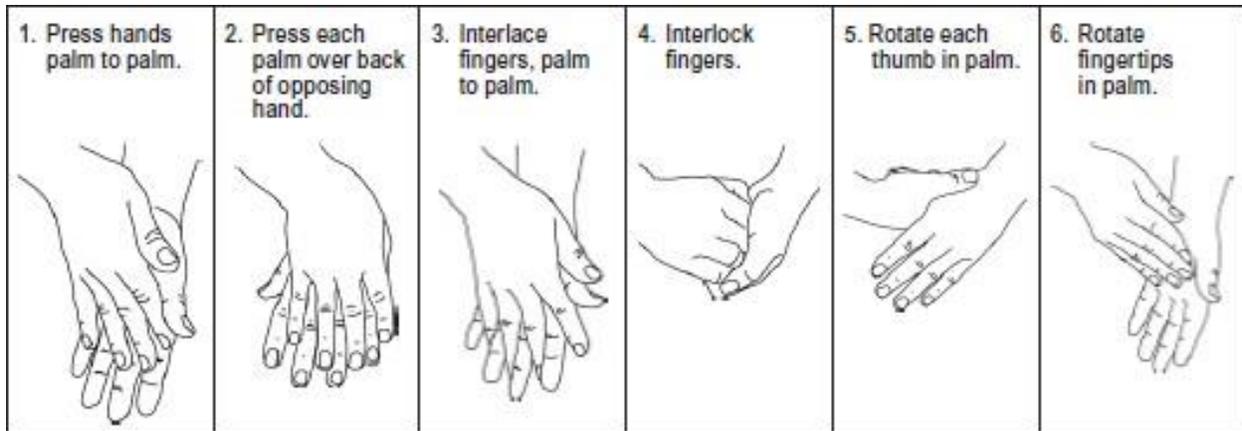
Drop Off and Pick up

- Drop off and pick up should occur outside of Bigby Place where the building design makes this reasonably practicable.
- Stagger drop-off and pick-up times, using multiple entrance points if available, and placing markers at entrance points to support physical distancing.
- Where caregivers must enter the building for drop off or pick up:
 - Designate an area within the facility for this.
 - Direct them to maintain physical distance from workers and other individuals, and practice hand hygiene.

Hygiene Routines/Etiquette to be Followed

Employees are expected 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



Physical distancing

Reducing the number of interactions between individuals will help further reduce the spread of COVID-19. It is not always possible for workers to maintain physical distance from individuals, when providing support. Adhere to the principle of physical distancing where possible, by:

- Minimizing the frequency of direct physical contact with individuals.
- Staggering 1-1 support times.
- Forming a number of separate areas in order to space people apart. Note that individuals who live in the same home do not need to maintain physical distance from each other.
- Minimizing the number of different workers that interact with the same individual or group of individuals.
- Organizing snack/meal areas to space individuals apart.
- Staggering snack/meal times.
- Including the use of outdoor space for various activities, including snack/meal time, while adhering to physical distancing and hygiene principles.
- 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 phones and binders before transferring to the next Employee
- Empty garbage containers daily at a minimum.
- If a worker or individual leaves the workplace due to symptoms of COVID-19, clean areas those individuals were in, including surfaces they may have touched, immediately upon their departure.
- Maintain an adequate supply of cleaning and disinfection products and materials.
- The health authorities state that personal protective equipment, such as masks and gloves, are not needed beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work, in the community support setting, unless it's not possible to maintain 2m distance (i.e. personal care).
- Where PPE has been identified for tasks prior to the COVID-19 pandemic, continue to use this PPE when performing these tasks.
- Wear disposable gloves when cleaning body fluids (e.g., runny nose, vomit, stool, urine).
- Identify all common areas (e.g., washrooms) and frequently-touched surfaces (e.g., door knobs, cupboard handles, light switches, faucet handles, tables, chairs). Develop and implement a cleaning and disinfection schedule and procedures in accordance with the BC CDC's [Cleaning and Disinfectants for Public Settings](#) document.
 - General cleaning and disinfecting of the workplace should occur at least once a day.
 - Frequently-touched surfaces should be cleaned and disinfected at least twice a day.
- Determine what PPE may be required for workers who are responsible for cleaning and disinfection. Read product labels and Safety Data Sheets to help make this determination.

Limiting Shared Contact

- Remove items from the workplace that have surfaces that are not easily cleaned, such as plush pillows.
- Ask individual/caregivers to only bring personal items if they are easily clean and sanitized at the end of each day.
- Remove unnecessary items from the workplace to reduce surfaces that could become contaminated.
- Do not allow sharing of food or drink by workers or individuals.
- Do not use self-serve and family-style meal service. Provide snacks and meals directly to individuals in individual servings.
- Allow only workers to participate in food preparation.
- Establish a procedure for receiving and handling individual and caregiver provided food items and containers (e.g., lunch boxes). Consider designating a tabletop/countertop receiving area and ensure this area is sanitized. Food provided by caregivers should be stored with the individual's belongings or, if refrigeration is required, it should be kept in an area designated for the individual.
- Reusable dishware, glasses, and utensils must be cleaned and sanitized after each use.

- Limit sharing of supplies and equipment (e.g., pens, telephone, tablets, computer mouse) between workers.
- Provide adequate amounts of high touch materials, such as art supplies, in order to minimize sharing between people.
- Store individuals' belongings separately.
- Label personal items with the individual's name to prevent accidental sharing.
- Ensure adequate ventilation and open windows if possible.
- Provide the support outside wherever possible.

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/>

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