

March 30, 2020

To: All KSCL Staff

We are now into the second week of a changing world due to COVID-19. I can't express enough how thankful I am of all the staff and your resiliency to adjust to these changing times.

Thank-you to the Residential staff who are doing their civic duty by keeping themselves and the residents safe by minimizing their exposure to the community and following social distancing on their days off. Also thank-you to the Day program staff who are doing community shopping for the Residential houses and their willingness to be flexible to support people from their homes and take shifts in the Residential homes. We really appreciate you ALL!

I know it's extremely hard to not visit family and friends and Skype and other means of electronic communicating now seem the new normal. Although I'm touching base with you weekly and delivering the same reminders – please keep up with Bonnie Henry's recommendations that Global News reports nightly on. Please stay safe & healthy by staying home and social distancing.

WHEN TO SELF ISOLATE OR MANDATORY ISOLATE?

There's been questions from staff on when to self-isolate and how they are being paid. Therefore, here is a general flow to assess your situation.

Have you been out of Canada ?

- **YES** – Did travel start before March 13/2020?
 - **YES** – Mandatory self isolation for 14 days. You will be on a paid leave. To return to work at the end of the 14 days:
 - ✓ you must be symptom free
 - ✓ complete a check in with KSCL's HR Coordinator (check in will include the completion of the Self Assessment Tool: <https://bc.thrive.health/>)
 - **NO** – Mandatory self isolation for 14 days. You will be required to take LIEU, VACATION, or UNPAID. You can apply for EI if you choose for these 2 weeks. To return to work at the end of the 14 days:
 - ✓ you must be symptom free
 - ✓ complete a check in with KSCL's HR Coordinator (check in will include the completion of the Self Assessment Tool: <https://bc.thrive.health/>)
- **NO** – **Report to work**

Do you have symptoms of illness? Or Been in contact with someone who is ill ?

- **YES** – Complete online assessment tool (<https://bc.thrive.health/>) to determine if further testing or assessment is needed for COVID-19:
 - Online Self Assessment Tool Results:
 1. self monitor, wash hands and social distancing – **Can report to work**
 2. Self isolate for 10 days – self isolation for 10 days OR until symptom free. You will be paid SICK, if you have no SICK time, you can apply for EI Sick. To return to work you must be symptom free and

have completed a check in with KSCL's HR Coordinator (check in will include the completion of the Self Assessment Tool: <https://bc.thrive.health/>)

3. Self isolate for 14 days – self isolate for 14 days. You will be paid SICK, if you have no SICK time, you can apply for EI Sick. To return to work you must be symptom free and have completed a check in with KSCL's HR Coordinator (check in will include the completion of the Self Assessment Tool: <https://bc.thrive.health/>)
 4. call 811 - follow guidelines provided by health care professionals and report to KSCL's HR Coordinator. If a COVID-19 test is recommended, mandatory self isolation is required until the following results are concluded:
 - **POSITIVE RESULTS** – Mandatory self isolation for a minimum of 14 days. You will be paid SICK, if you have no SICK time, you can apply for EI Sick. You must be symptom free and cleared by a medical professional to return to work.
 - **NEGATIVE RESULTS** – You will be paid SICK, if you have no SICK time, you can apply for EI Sick. You must be symptom free to return to work and have completed a check in with KSCL's HR Coordinator (check in will include the completion of the Self Assessment Tool: <https://bc.thrive.health/>)
- **NO** – Complete online assessment tool to determine if further testing or assessment is needed for COVID-19 – be aware of developing symptoms – return to work as per usual.

OH&S Committee

Sunny is organizing an OHS Committee meeting for tomorrow, March 31/2020 to keep the Committee actively looking at all the issues now and ongoing. We also want to ensure that KSCL follows COVID-19 mitigation practices. This is done by the following.

☒ Risk Assessment Practices

- Continue risk assessment practices to ensure you comply with WorkSafeBC requirements.
- Risk Assessment process must be applied to any new work environment. Staff must be orientated, provided with all the necessary training, information, PPE and others, prior to engaging in the new work site.

☒ WorkSafeBC COVID-19

- Periodically check website for up-to-date information and resources.
- In the event an employee contracts COVID-19, activate quarantine guidelines, notify all parties and follow directives from a medical practitioner.
- Ensure employees are knowledgeable about your agency's Injury Reporting Process and that they must complete a WorkSafeBC Form 6 Claim if they are COVID-19 positive.

☒ Universal Precautions & COVID-19

- Reinforce universal precautions, handwashing, etiquette for coughing sneezing, signage, increased cleaning protocols, and any other directives of the MOH.
- Agency process utilized during the SARS and N1H1 outbreaks, however with COVID-19 safeguard protocols as advised by MOH.

☒ Communication:

- Sharing update information on COVID-19 at the agency level with agency and board.
- Advise workers of communicable disease possibility (see article 22.9) in the face of knowledge of confirmed suspected virus carriers at the worksite.

☒ Joint Occupational Health & Safety Committee

- Ensure committee members are involved and provided COVID-19 communications for feedback and support.

☒ **Training & Personal Protective Equipment**

- Protect employees with PPE (acknowledge availability/supply chain issues – union cited that it believes the N95 mask is needed)
- Properly train for how employees should respond to suspected/confirmed virus situation

☒ **Right To Refuse Agency Policy**

- Understand the WorkSafeBC 3.12 Regulation, which outlines the refuse to perform unsafe work process (also in collective agreement).

☒ **Collaboration**

- Encourage employers to work with unions to support the workforce to address COVID-19.

☒ **Psychological Health & Safety in the Workplace**

- Keep the lines of communication open with staff, debrief and engage with workforce.
- For additional support to your extended benefits, access information on the Canadian Mental Health Association of BC for support in your region (Divisions throughout BC).

Lastly, most of you know Emma Lizst will be leaving soon for her 1-year Maternity leave. Therefore, I'd like to welcome Denise Pottle, our Temporary Human Resource Coordinator to KSCL. Denise will be starting April 1.

Thank-you everyone for your continued commitment to KSCL. The KSCL Administration team is available by email & by phone via On-call Manager at 250-365-9861.

We continue to work from home and at the office to minimize our exposure to each other, but I want you all to know we are there for you!

Kathleen Elias, Executive Director, KSCL