



FESBC COVID-19 Safety Plan

May 29, 2020

Employers must develop a Workplace COVID-19 Safety Plan in accordance with the following Order of the Provincial Health Officer:

https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/COVID-19/class_order_employers_COVID-19_safety_plans_COVID-19_may_14_final.pdf

Although WorkSafeBC will not be reviewing or approving this plan, it must be posted at the worksite and will be shared electronically with all staff.

The FESBC COVID-19 Safety Plan is based the recommended six-step process developed by WorkSafeBC for offices returning to operation, as follows:

Step 1: Risk Assessment (Assess the risks at your workplace)

Step 2: COVID-19 Policies (Develop policies)

Step 3: Office and Off-Site COVID-19 Protocols (Implement protocols to reduce the risks)

Step 4: Communication and Training (Develop communication plans and training)

Step 5 & 6: Monitoring, Assess and Adjustment Procedures (Monitor your workplace and update your plans as necessary after resuming regular operations)

Definitions:

COVID-19-like symptoms: fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.

Self-isolate:

- Stay at home. Do not go to work, school, or public areas, do not use public transport or taxis.
- Wash your hands or use alcohol-based hand sanitizer often.
- Ask friends or relatives to help you with buying groceries, other shopping or picking up medication. Alternatively, you can order groceries and medication by phone or online.
- Do not have visitors in your home except if they are providing care or delivering goods and supplies and, in that case, maintain physical distance of 2 metres.
- Clean and disinfect high-touch surfaces.
- Self-isolation can end 14 days after the last contact or return to Canada if you have not developed symptoms.

Physical distance: keep at least 2 metres apart from others, whenever possible.



WorkSafeBC COVID-19 Health and Safety Bulletins and Posters used for guidance for this plan can be found on the following website:

- [https://www.WorkSafeBC.com/en/forms-resources#sort=%40fcomputeditemdatefield343%20descending&f:language-facet=\[English\]&tags=COVID-19|a96b6c96607345c481bb8621425ea03f](https://www.WorkSafeBC.com/en/forms-resources#sort=%40fcomputeditemdatefield343%20descending&f:language-facet=[English]&tags=COVID-19|a96b6c96607345c481bb8621425ea03f)
- Primary documents referenced:
 - COVID-19 Safety Plan
 - COVID-19: A guide to reducing risk
 - Help prevent the spread of COVID-19: Cover coughs and sneezes (poster to be posted)
 - COVID-19 health and safety: Cleaning and disinfecting
 - Help prevent the spread of COVID-19: Entry check (poster to be posted)
 - COVID-19 health and safety: Selecting and using masks

Step 1: Risk Assessment:

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.

Areas where there may be risks, either through close physical proximity or through contaminated surfaces:

- Common building entrance used by multiple tenants (approximately 10 staff), door handles,
 - Most of the non-FESBC tenants use the back door which is not used by FESBC staff
- Common office touch points,
 - All office doors (external and internal)
 - Light switches
 - Thermostat
- Common entrance area and office equipment,
 - Photocopier
 - Misc. office equipment and supplies
- Shared bathroom,
 - Toilet, sink, soap and paper towel dispenser
- Shared kitchen/coffee area,
 - Counter, microwave, fridge, taps and cupboards
 - Utensils, etc.
- One office shared by two employees,
 - All other staff have a private office or isolated working areas
- Conference room,
 - Used by more than one staff at a time
 - Used occasionally for meetings with non-FESBC staff
 - Small area will be difficult to physical distance
 - Poor ventilation



- Warehouse area used by FESBC, other tenants and landlord,
 - Rarely used at the same time by various users
- Vehicle use and travel,
 - FESBC vehicles
 - Personal vehicles (only if FESBC staff or clients ride inside a personal vehicle)
- Off-site meetings and field trips with clients, FESBC Board, PWC and government staff, and
 - Occasionally shared vehicles with non-FESBC staff
- FESBC staff in contact with individual verified to have COVID-19.

Step 2: FESBC COVID-19 Policies

1. FESBC staff, contractors or visitors showing symptoms of COVID-19 are prohibited from the FESBC office, FESBC vehicles, or any other off-site workplace. This includes the following circumstances:
 - Anyone who has had COVID-19 like symptoms in the last 10 days,
 - Anyone directed by Public Health to self-isolate, and
 - Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
2. All FESBC staff who have the symptoms of a cold, flu, or COVID-19 including a cough, sneezing, runny nose, sore throat, fatigue must stay at home until those symptoms have completely disappeared.
3. Working at the office is not mandatory.
 - Consider your own personal circumstances (the risks to your own social circle). If you feel coming to the office is beyond your personal physical distancing requirements, continue working from home. This choice is to be respected by all staff.
4. Visitors must follow FESBC office protocols.
5. Follow all Provincial Health Orders and WorkSafeBC COVID-19 requirements.

Step 3: FESBC Office and Off-Site COVID-19 Protocols

The following protocols are to be followed by all FESBC staff and visitors to the office:

1. Practice good hygiene (frequent hand washing with soap and water and use of hand sanitizers; avoid touching one's face; respiratory etiquette; disinfect frequently touched surfaces).
2. All FESBC staff, contractors, or visitors exhibiting any COVID-like symptoms are not to enter the FESBC office, FESBC vehicles or any other off-site workplace. Work from home.
 - Post signage at building and office entrances indicating that employees, contractors, or visitors exhibiting COVID-like symptoms are not allowed to enter the building/office, and
 - If you require items from the office, arrange for other FESBC staff to safely deliver them to your home.
3. If you have come into close contact with any individuals verified to be infected with COVID-19, self-isolate as per provincial guidance.
 - If you need to visit the office, plan with your co-workers so they will not be in the office during your visit.



4. At the building entrance, ensure physical distancing with others entering and exiting the building at the same time.
5. No more than seven people in the office at one time:
 - Four private workspaces, including conference room,
 - One workspace with barrier, maximum occupancy is two, and
 - Reception working area.
6. Use hand sanitizer, available at the office entrance. If none is available, wash your hands with soap at one of the office sinks.
7. Personal responsibilities inside the office:
 - Maintain physical distance, whenever possible,
 - i. Occasional encroachment of the physical distance of 2 metres with other individuals can occur if required to effectively complete a task and is mutually agreed upon.
 - Wash your hands after touching common touch points like doorknobs, microwave, cupboards, countertops, and toilet,
 - Always avoid touching your face,
 - Wipe off touch points on the photocopier and shared office equipment with sanitizer wipes. If they are not available, wash your hands afterwards, and
 - If you feel you may have touched anything that was previously touched by a person and are not sure it has been cleaned, wash your hands.
8. Office Cleaning Requirements:
 - Clean and disinfect common surfaces that staff and visitors touch. To disinfect a surface effectively, it must be cleaned first to remove surface dirt and debris. Any residue left on work surfaces and equipment may deactivate the disinfectant. Follow the WorkSafeBC COVID-19 health and safety Cleaning and disinfecting bulletin. (See link above.)
 - All common areas and surfaces should be cleaned at the start of each day. Examples of common areas and surfaces include the entryway, washrooms, shared offices, common tables, desks, light switches, handrails, photocopier, common office equipment, and door handles. Regular household cleaners are effective against COVID-19. Follow the instructions on the label.
9. Post occupancy limits for all rooms.
10. Communication with outside parties:
 - Avoid face to face meetings,
 - i. Use virtual meetings when practical, and
 - ii. Have meetings outdoors where you can easily physical distance.
11. If physical distancing cannot be adhered to, wear a non-medical mask as per the WorkSafeBC COVID-19 health and safety bulletin for “Selecting and using masks”.
12. Vehicle Use:
 - A single operator with no passengers is preferred,
 - If passengers are necessary:
 - i. limit the number of passengers in the vehicle and have them sit as far from the driver and other passengers as possible to support physical distancing,
 - ii. provide hand sanitizer for passengers to use at the start of the ride,



- iii. avoid using the front passenger seat, and
 - iv. keep tissues and wipes within reach of passengers and immediately dispose of them in an easily reached garbage bag.
- Employers need to provide drivers with an adequate supply of hand sanitizers and alcohol-based disinfectant wipes,
 - Ensure seats, door handles, and windows are wiped down with after each use,
 - Keep windows open as much as possible when transporting passengers to allow for air circulation, and
 - Sanitize all shared spaces of the vehicle at the end of the day when used, including the steering wheel, gear shifter, dashboard, and electronic devices.

Step 4: Communication and Training

This plan is to be presented and discussed at an FESBC Occupational Health and Safety meeting, an FESBC COVID-19 Lead Designate selected, and these items documented in the minutes.

All staff are to read and follow the requirements.

A copy of this plan will be posted on the FESBC website.

Step 5 & 6: Monitoring, Assess and Adjustment Procedures

The FESBC COVID-19 lead designate will monitor Provincial COVID-19 updates and adjust the plan if required. Any changes of the plan will be presented at an FESBC staff Occupational Health and Safety meeting.

All staff will monitor the implementation of the plan and bring any concerns to an FESBC Occupational Health and Safety meeting or to their supervisor and an adjustment of the plan will be made, if required.

FESBC COVID-19 SAFETY PLAN APPROVAL

EXECUTIVE DIRECTOR SIGNATURE:

Steve Kozuki

EXECUTIVE DIRECTOR NAME (Please Print): Steven F. Kozuki

DATE: May 29, 2020



ORDER OF THE PROVINCIAL HEALTH OFFICER
(Pursuant to Sections, 30, 31, 32 and 39 (3) *Public Health Act*, S.B.C. 2008)

Workplace COVID-19 Safety Plans

The *Public Health Act* and Regulations are at:

<http://www.bclaws.ca/civix/content/complete/statreg/08028/?xsl=/templates/browse.xsl>

(excerpts enclosed)

TO: EMPLOYERS

WHEREAS:

- A. On March 17, 2020 I provided notice under section 52 (2) of the *Public Health Act* that the transmission of the infectious agent SARS-CoV-2, which has caused cases and outbreaks of a serious communicable disease known as COVID-19 among the population of the Province of British Columbia, constitutes a regional event as defined in section 51 of the *Public Health Act*;
- B. A person infected with SARS-CoV-2 can infect other people with whom the infected person is in direct contact, through droplets in the air, or from fluid containing SARS-CoV-2 left on surfaces;
- C. People working in close contact with one another in a workplace can promote the transmission of SARS-CoV-2 and increase the number of people who develop COVID-19;
- D. Employers are required by section 21 (2) (c) of the *Workers Compensation Act* to establish occupational health and safety policies and programs in accordance with the Occupational Health and Safety Regulation and have been directed by WorkSafeBC to develop a plan to ensure that the risk of transmission of SARS-CoV-2 at workplaces is minimized (hereinafter referred to as the "COVID-19 Safety Plan" for the purposes of this Order);
- E. You belong to the class of persons to whom this Order is addressed;
- F. I have reason to believe and do believe that
 - (i) the risk of transmission of SARS-CoV-2 and a resulting outbreak of COVID-19 among persons at a workplace, including workers and members of the public, constitutes a health hazard under the *Public Health Act*;
 - (ii) because the risk of transmission of SARS-CoV-2 and control of outbreaks extends beyond the authority of one or more medical health officers and coordinated action is needed to protect workers and the public from contracting COVID-19, it is in the public interest for me to exercise the powers in sections 30, 31, 32 and 39(3) of the *Public Health Act* **TO ORDER** you to

1. post a copy of your COVID-19 Safety Plan on your website, if you have one, and at your workplace so that it is readily available for review by workers, other persons who may attend at the workplace to provide services and members of the public;
2. provide a copy of your COVID-19 Safety Plan to a health officer or a WorkSafeBC officer, on request.

This Order does not have an expiration date.

All persons to whom this order is directed are required under section 42 of the *Public Health Act* to comply with this Order. Under section 43 of the British Columbia *Public Health Act*, you may request me to reconsider this Order if you:

1. Have additional relevant information that was not reasonably available to the me when this Order was issued.
2. Have a proposal that was not presented to me when this Order was issued but, if implemented, would
 - (a) meet the objective of the order, and
 - (b) be suitable as the basis of a written agreement under section 38 [may make written agreements]
3. Require more time to comply with the order.

Under section 43 (6) an order is not suspended during the period of reconsideration unless the health officer agrees, in writing, to suspend it.

If you fail to comply with this Order, I have the authority to take enforcement action against you under Part 4, Division 6 of the *Public Health Act*.

You may contact me at:

Dr. Bonnie Henry, Provincial Health Officer
PO Box 9648 STN PROV GOVT
Victoria BC V8W 9P4, Fax: (250) 952-1570

DATED THIS: 14 day of May 2020

SIGNED: 
Bonnie Henry
MD, MPH, FRCPC
Provincial Health Officer

DELIVERY BY posting on the BC Government website, posting on the BC Centre for Disease Control website and by email.

Enclosure: Excerpts of *Public Health Act*

ENCLOSURE

Excerpts of the PUBLIC HEALTH ACT

Public Health Act [SBC 2008] c. 28

Definitions

1 In this Act:

"health hazard" means

- (a) a condition, a thing or an activity that
 - (i) endangers, or is likely to endanger, public health, or
 - (ii) interferes, or is likely to interfere, with the suppression of infectious agents or hazardous agents, or
- (b) a prescribed condition, thing or activity, including a prescribed condition, thing or activity that
 - (i) is associated with injury or illness, or
 - (ii) fails to meet a prescribed standard in relation to health, injury or illness;

When orders respecting health hazards and contraventions may be made

30 (1) A health officer may issue an order under this Division only if the health officer reasonably believes that

- (a) a health hazard exists,
- (b) a condition, a thing or an activity presents a significant risk of causing a health hazard,
- (c) a person has contravened a provision of the Act or a regulation made under it, or
- (d) a person has contravened a term or condition of a licence or permit held by the person under this Act.

(2) For greater certainty, subsection (1) (a) to (c) applies even if the person subject to the order is complying with all terms and conditions of a licence, a permit, an approval or another authorization issued under this or any other enactment.

General powers respecting health hazards and contraventions

31 (1) If the circumstances described in section 30 [*when orders respecting health hazards and contraventions may be made*] apply, a health officer may order a person to do anything that the health officer reasonably believes is necessary for any of the following purposes:

- (a) to determine whether a health hazard exists;
- (b) to prevent or stop a health hazard, or mitigate the harm or prevent further harm from a health hazard;
- (c) to bring the person into compliance with the Act or a regulation made under it;
- (d) to bring the person into compliance with a term or condition of a licence or permit held by that person under this Act.

(2) A health officer may issue an order under subsection (1) to any of the following persons:

- (a) a person whose action or omission
 - (i) is causing or has caused a health hazard, or
 - (ii) is not in compliance with the Act or a regulation made under it, or a term or condition of the person's licence or permit;
- (b) a person who has custody or control of a thing, or control of a condition, that
 - (i) is a health hazard or is causing or has caused a health hazard, or
 - (ii) is not in compliance with the Act or a regulation made under it, or a term or condition of the person's licence or permit;
- (c) the owner or occupier of a place where
 - (i) a health hazard is located, or
 - (ii) an activity is occurring that is not in compliance with the Act or a regulation made under it, or a term or condition of the licence or permit of the person doing the activity.

Specific powers respecting health hazards and contraventions

32 (1) An order may be made under this section only

- (a) if the circumstances described in section 30 [*when orders respecting health hazards and contraventions may be made*] apply, and
- (b) for the purposes set out in section 31 (1) [*general powers respecting health hazards and contraventions*].

(2) Without limiting section 31, a health officer may order a person to do one or more of the following:

- (a) have a thing examined, disinfected, decontaminated, altered or destroyed, including
 - (i) by a specified person, or under the supervision or instructions of a specified person,

- (ii) moving the thing to a specified place, and
 - (iii) taking samples of the thing, or permitting samples of the thing to be taken;
- (b) in respect of a place,
- (i) leave the place,
 - (ii) not enter the place,
 - (iii) do specific work, including removing or altering things found in the place, and altering or locking the place to restrict or prevent entry to the place,
 - (iv) neither deal with a thing in or on the place nor dispose of a thing from the place, or deal with or dispose of the thing only in accordance with a specified procedure, and
 - (v) if the person has control of the place, assist in evacuating the place or examining persons found in the place, or taking preventive measures in respect of the place or persons found in the place;
- (c) stop operating, or not operate, a thing;
- (d) keep a thing in a specified place or in accordance with a specified procedure;
- (e) prevent persons from accessing a thing;
- (f) not dispose of, alter or destroy a thing, or dispose of, alter or destroy a thing only in accordance with a specified procedure;
- (g) provide to the health officer or a specified person information, records, samples or other matters relevant to a thing's possible infection with an infectious agent or contamination with a hazardous agent, including information respecting persons who may have been exposed to an infectious agent or hazardous agent by the thing;
- (h) wear a type of clothing or personal protective equipment, or change, remove or alter clothing or personal protective equipment, to protect the health and safety of persons;
- (i) use a type of equipment or implement a process, or remove equipment or alter equipment or processes, to protect the health and safety of persons;
- (j) provide evidence of complying with the order, including
- (i) getting a certificate of compliance from a medical practitioner, nurse practitioner or specified person, and
 - (ii) providing to a health officer any relevant record;
- (k) take a prescribed action.

(3) If a health officer orders a thing to be destroyed, the health officer must give the person having custody or control of the thing reasonable time to request reconsideration and review of the order under sections 43 and 44 unless

- (a) the person consents in writing to the destruction of the thing, or
- (b) Part 5 [*Emergency Powers*] applies.

Contents of orders

39 (3) An order may be made in respect of a class of persons.

Duty to comply with orders

- 42 (1) A person named or described in an order made under this Part must comply with the order.
- (2) Subsection (1) applies regardless of whether the person leaves the geographic area for which the health officer who made the order is designated.

Reconsideration of orders

- 43 (1) A person affected by an order, or the variance of an order, may request the health officer who issued the order or made the variance to reconsider the order or variance if the person
- (a) has additional relevant information that was not reasonably available to the health officer when the order was issued or varied,
 - (b) has a proposal that was not presented to the health officer when the order was issued or varied but, if implemented, would
 - (i) meet the objective of the order, and
 - (ii) be suitable as the basis of a written agreement under section 38 [*may make written agreements*], or
 - (c) requires more time to comply with the order.
- (2) A request for reconsideration must be made in the form required by the health officer.
- (3) After considering a request for reconsideration, a health officer may do one or more of the following:
- (a) reject the request on the basis that the information submitted in support of the request
 - (i) is not relevant, or
 - (ii) was reasonably available at the time the order was issued;
 - (b) delay the date the order is to take effect or suspend the order, if satisfied that doing so would not be detrimental to public health;
 - (c) confirm, rescind or vary the order.
- (4) A health officer must provide written reasons for a decision to reject the request under subsection (3) (a) or to confirm or vary the order under subsection (3) (c).
- (5) Following a decision made under subsection (3) (a) or (c), no further request for reconsideration may be made.

(6) An order is not suspended during the period of reconsideration unless the health officer agrees, in writing, to suspend it.

(7) For the purposes of this section,

(a) if an order is made that affects a class of persons, a request for reconsideration may be made by one person on behalf of the class, and

(b) if multiple orders are made that affect a class of persons, or address related matters or issues, a health officer may reconsider the orders separately or together.

(8) If a health officer is unable or unavailable to reconsider an order he or she made, a similarly designated health officer may act under this section in respect of the order as if the similarly designated health officer were reconsidering an order that he or she made.
