



# **S.U.C.C.E.S.S. Wellness and Active Communities Division Outdoor and Offsite Programming**

## **COVID-19 Safety Plan**

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## Purpose

S.U.C.C.E.S.S.'s COVID-19 Safety Plan describes our six-step process for assessing the COVID-19 risks and returning to safe operations. A worksite-specific COVID-19 Safety Plan is developed upon a thorough assessment in accordance with our 11.2 COVID-19 Workplace Risk Assessment Policy and COVID-19 Workplace Risk Assessment Form. This plan seeks to ensure the health and safety of all employees, clients, contractors, volunteers, and other visitors at our office locations. This plan will be communicated to all staff and volunteers, and will be posted visibly at our office locations for clients and visitors.

This safety plan follows the applicable provincial public health authorities' orders and guidelines and WorkSafeBC<sup>ii</sup> or WSIB (ON)<sup>iii</sup>, in accordance with the BC Restart Plan or ON Restart Plan.

S.U.C.C.E.S.S.'s goals for returning to in-person (onsite) operations are:

1. To safeguard the health and safety of employees, clients, contractors, volunteers, and other visitors at all our office locations; and
2. Support the recovery of in-person programs and services delivery.

The methodology used for returning to in-person (onsite) operations aligns with:

1. Legal right to open workplace (according to provincial Restart Plans);
2. Public health authorities guidance: (according to provincial and national health authorities);
3. Occupational health & Safety ("OHS") legal compliance;
4. Coherent COVID-19 hazard assessment methodology<sup>1</sup>;
5. Our Funders requirements for in-person programs and services delivery

### **Phase 1 (BC: Ended May 18, 2020; ON Ended June 11, 2020)**

Better at Home Program operating in the "Safe Seniors, Strong Community" initiative as prioritized by funders.

### **Phase 2 (BC: Ended June 23, 2020; ON Restart: June 12, 2020)**

Better at Home Program operating in the "Safe Seniors, Strong Community" initiative as prioritized by funders.

### **Phase 3 (BC Restart: June 24, 2020; ON Restart: TBD)**

- The Better at Home and Prescribing Wellness programs operating the "Safe Seniors, Strong Community" initiative as prioritized by funders.
- Prescribing Wellness Program - one-on-one in-person meetings with clients outdoors and/or at outdoor public spaces
- Digital Literacy Program – Offsite classes at libraries
- Community Groups - offsite activities at community centres and outdoors
- Senior's Quality of Life - offsite activities at community centres and outings

### **Phase 4 (TBD)**

All programs and services in the Wellness and Active Communities will resume offsite and outdoor activities as appropriate within the guidelines and compliance as set out in the provincial Restart Plan and public health guidelines. Our safety plan uses the 6-Step Process below as outlined by WorkSafeBC's COVID-19 Safety Plan planning tool.<sup>2</sup>

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<sup>1</sup> Policy 11.2 COVID-19 Workplace Risk Assessment and COVID-19 Workplace Risk Assessment template.

<sup>2</sup> <https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>

Program staff will also follow safety guidelines that are set out by the respective sites on which offsite programs are held.

## **Step 1: Assess the risks at each worksite**

The virus that causes COVID-19 spreads in several ways. It can spread through 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.

Workers have been involved when assessing each worksite. Areas where there may be risks, either through close physical proximity or through contaminated surfaces have been identified. The closer together workers are and the longer they are close to each other, the greater the risk. The ***COVID-19 Workplace Risk Assessment Form*** has been used to conduct a thorough worksite-specific risk assessment.

- ☐ We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- ☐ We have identified areas where people may gather, such as front lobbies, break rooms, production lines, and meeting rooms.
- ☐ We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in the workplace, in worker vehicles, or at other work locations (if workers travel offsite as part of their jobs).
- ☐ We have identified the tools, machinery, and equipment that workers share while working.
- ☐ We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

## **Step 2: Implement protocols to reduce the risks**

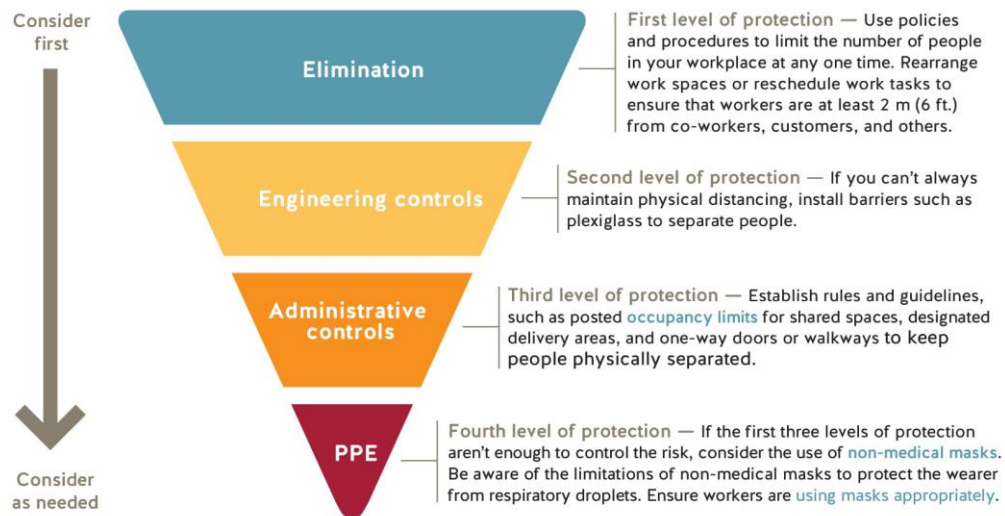
Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- ☐ Review industry-specific protocols on [worksafebc.com](https://worksafebc.com) to determine whether any are relevant to our industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to our sector, implement these to the extent that they are applicable to the risks at the workplace. We may need to identify and implement additional protocols if the posted protocols don't address all the risks to our workers.
- ☐ Frontline workers, supervisors, and the joint health and safety committee (or worker representative).

- ☐ Orders, guidance, and notices issued by the provincial health officer and relevant to our industry.
- ☐ Our health and safety association or other professional and industry associations.

## Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. We might likely need to incorporate controls from various levels to address the risk at our workplace.



### First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

- ☐ A portion of the Community Groups, Senior Quality of Life, Digital Literacy Program, Women's Groups & Prescribing Wellness services will be held outdoors or offsite. As such, there is no fixed occupancy limit. Rather, we will observe strict occupancy limits depending on the size of the room/hall and maintain physical distancing
- ☐ We have implemented measures to keep staff and clients at least 2 metres apart, wherever possible.
- ☐ Some of the aforementioned programs require staff to visit the homes of seniors living independently. In this case, appointments should be held in the largest room in the home, or in an outdoor space that is both accessible and appropriate for the senior, such as a nearby park or their front yard.

### Measures in Place



We have established the S.U.C.C.E.S.S. Physical/Social Distancing Policy that applies to all employees, clients, contractors and volunteers at outdoor and offsite locations.

Control measures for maintaining physical distance while having outdoor and/or offsite activities may include:

- ☐ Meeting with others outdoors (for example, parks, clients' front porch)
- ☐ Changes to how tasks are done
- ☐ Reducing maximum number of participants per activity
- ☐ Limiting or prohibiting high risk group activities (such as singing or aerobic exercises)
- ☐ Reducing the number of customers/clients

**Note: Each S.U.C.C.E.S.S. facility/office location will have measures in place based on the site-specific COVID-19 risk assessment.**

#### **Second level protection (engineering): Barriers and partitions**

- ☐ The installation of barriers is not applicable to outdoor and offsite activities. When having offsite activities, we will rent out classrooms and halls with barriers already in place when appropriate.

#### **Measures in place:**

We have established a plan for how barriers or partitions will be used in the workplace.

- ☐ Offsite group activities should meet in rooms and halls where appropriate barriers and partitions are in place.

**Note: Each S.U.C.C.E.S.S. facility/office location will have measures in place based on the site-specific COVID-19 risk assessment.**

#### **Third level protection (administrative): Rules and guidelines**

- ☐ We have identified rules and guidelines for how workers should conduct themselves.
- ☐ We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

#### **Measures in place:**

- ☐ We have trained our supervisors/managers and employees on the rules and guidelines that everyone has to follow to reduce the risk of airborne transmission.
- ☐ All clients and visitors must sign an informed consent form prior to attending in-person activities. The consent form outlines the need to wear PPE, keep physical distance and to not participate in activities if they show COVID-19 symptoms.
- ☐ Clients will also be screened for any symptoms 24 hours before and immediate before participation in any activities.
- ☐ A contact log is kept to document prolonged closed contact and critical contact between all personnel.



- ☐ All personnel must refrain from sharing stationery

**Note: Each S.U.C.C.E.S.S. facility/office location will have measures in place based on the site-specific COVID-19 risk assessment.**

**Fourth level protection: Using masks (optional measure in addition to other control measures)**

- ☐ We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- ☐ We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- ☐ We have trained workers in the proper use of masks.

**Measures in place:**

The training for using PPEs are done at each S.U.C.C.E.S.S. facility/office location. The protocols for wearing masks are listed in our signage at each facility.

**Reduce the risk of surface transmission through effective cleaning and hygiene practices**

- ☐ We have reviewed the information on cleaning and disinfecting surfaces.
- ☐ The workplace has enough handwashing facilities on site for all workers. Handwashing locations are visible and easily accessed.
- ☐ We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.
- ☐ We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- ☐ Workers who are cleaning have adequate training and materials.
- ☐ We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

**Cleaning protocols:**

Cleaning protocols, cleaning responsibilities and cleaning schedule are specific to each S.U.C.C.E.S.S. facility/office location. Please see posted cleaning protocols at the worksite.

### **Step 3: Develop policies**

The COVID-19 related policies to manage our workplace have been developed, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- ☐ Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- ☐ Anyone directed by Public Health to self-isolate.
- ☐ 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.
- ☐ Visitors are prohibited or limited in the workplace.
- ☐ First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
- ☐ We have a remote work policy in place (if needed).
- ☐ Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate violence prevention program is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- ☐ Sick workers should report to first aid, even with mild symptoms.
- ☐ Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation.]
- ☐ If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- ☐ Clean and disinfect any surfaces that the ill worker has come into contact with.
- ☐ If client is displaying COVID symptoms during an outside/offsite activity, he/she will be sent immediately home and referred to a doctor. If they are experiencing more severe symptoms, the worker will call 911.

### **Step 4: Develop communication plans and training**

Everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- ☐ We have a site specific training plan to ensure everyone is trained in workplace policies and procedures.
- ☐ All workers have received the policies for staying home when sick.





- ☐ We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- ☐ We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- ☐ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

### **Step 5: Monitor your workplace and update your plans as necessary**

Things may change in operations. If we identify a new area of concern, or if it seems like something isn't working, we will take steps to update our policies and procedures. Involve workers in this process.

- ☐ We have a plan (risk assessment and physical distancing contact log) in place to monitor risks. We make changes to our policies and procedures as necessary.
- ☐ Workers know who to go to with health and safety concerns.
- ☐ When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

### **Step 6: Assess and address risks from resuming operations**

If the workplace has not been operating for a period of time during the COVID-19 pandemic, we may need to manage risks arising from restarting in-person program and service delivery:

- ☐ We have a training plan for new staff.
- ☐ We have a training plan for staff taking on new roles or responsibilities.
- ☐ We have a training plan around changes to our business, such as new equipment, processes, or products.
- ☐ We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- ☐ We have identified a safe process for clearing systems and lines of product that have been out of use.

**Note: Each S.U.C.C.E.S.S. facility/office location will have measures in place based on the site-specific COVID-19 risk assessment.**

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<sup>i</sup> <http://covid-19.bccdc.ca/>; <https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf>  
<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan>;

In a Provincial State of Emergency, the Provincial Health Officer can make orders as needed. The orders issued must be followed:  
<https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

<sup>ii</sup> <https://www.worksafebc.com/en/about-us/covid-19-updates>

<sup>iii</sup> <https://www.wsib.ca/en/novel-coronavirus-covid-19-update>