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| **Policy Name:** | **Safety Plan – COVID-19 FINAL #5** |
| **Policy Area:** | Health & Safety |
| **Effective Date:** | July 06 2020 |
| **Date Last Reviewed:** |  |
| **Scheduled Review Date:** | Ongoing |
| **Approved by and Date:** | Executive Director November 20 2020 |

**PURPOSE:** The purpose of this policy is to provide guidance on how to reduce the risk associated with the COVID-19 pandemic, in order to maintain the health and wellbeing of all staff and users of JBCP. **This policy is subject to ongoing review and revision as the status of the pandemic changes and as instructions from provincial health authorities are revised.**

**SCOPE:** This policy applies to all staff and volunteers and anyone working with JBCP (such as contract workers, consultants and students), visitors and tenants\*, as well as users of JBCP services. **The current version of this Safety Plan must be posted in the lobby.**

**\*Note: Tenants are expected to have their own safety plans regulating the use of their premises.** (The James Bay Urgent & Primary Care Centre has a separate entrance and follows its own plan)

**DEFINITIONS: Pandemic:** A pandemic is the worldwide spread of a new disease to which most people do not have immunity.

**Personal Protective Equipment (PPE)**: Protective clothing or equipment designed to protect the wearer or user from infection – may include face masks, disposable gloves, hand sanitizer, etc.

**Social Distancing:** The practice of maintaining a greater than usual physical distance (such as six feet or more) from other people or of avoiding direct contact with people or objects in public places during the outbreak of a contagious disease in order to minimize exposure and reduce the transmission of infection.

**Self-isolation:** Self-isolation means staying away from situations where you could infect other people. This means any situation where you may come in close contact with others (face to face contact closer than 1 metre for more than 15 minutes.)

**POLICY STATEMENTS AND PROCEDURES:**

**JBCP will do the following on an ongoing basis:**

* Review and rely on relevant information, recommendations and directions of the BC Provincial Health Officer (PHO), BC Centre for Disease Control (BCCDC) and Vancouver Island Health Authority
* Watch for updates from the references listed under *External Resources* below.

**The following potential COVID-related risks at JBCP have been identified:**

1. Areas in the building where people may be challenged to maintain the required **social distancing** of 6 feet between each person are: lobby, kitchens, blue room, elevator, upstairs and downstairs hallways, board room, photocopy room, 2-person office, 3-person office
2. Use of common areas by multiple people may lead to contamination of surfaces, supplies and equipment, requiring **sanitizing**
3. Public **washrooms**
4. **Group programs/activities**
5. **Exposure to those who are infected**

The following strategies will be used to mitigate the above risks and signage will direct people accordingly:

1. **Social Distancing**

**In the case of any activities where a social distance of at least 6 feet cannot be maintained, everyone involved must wear a mask. Masks must be worn in all common areas at all times. JBCP reserves the right to require the wearing of masks during any JBCP activities. Masks will be provided when necessary.**

Lobby – (a) Signs will be posted indicating the requirement to maintain a social distance of at least 6 feet.

(b) Visitors to the building will enter through the front doors and exit through the rear door, ensuring one-way flow of traffic through the lobby. Posters and floor signage will provide direction. (Those requiring an accessible doorway will be permitted to exit through the front doors while maintaining social distancing).

(c) Floor signage will show people lining up to speak with Reception where to stand to ensure people are 6 feet apart.

(d) A tall plexiglass shield around the Reception desk in the lobby acts as a barrier to exposure to infection.

(e) People with appointments with JBCP or tenants must wait **outside** the JBCP building until the time of their appointment. Tenants must ensure that their patients/clients do not wait or form lineups in the lobby. Signage will direct people waiting outside to maintain a social distance of at least 6 feet.

(f) The Reception desk area will be off limits to everyone other than the Receptionist. When the Receptionist is away at lunch or performing another task a sign will indicate that Reception is temporarily closed.

(g) The public telephone, small table bench and chairs will be temporarily removed from the lobby, and books will be removed from the bookcase.

1. No free food will be put out for the public until further notice.

Kitchens – (a) No more than 3 people may be in the upstairs kitchen at any given time, masks must be worn and a social distance of 6 feet must be maintained.

(b) No more than 2 people may be in the downstairs kitchen at any given time, masks must be worn and a social distance of 6 feet must be maintained.

Blue Room – (a) No more than 2 people may be in the Blue Room at any given time, masks must be worn and a social distance of 6 feet must be maintained.

Elevator – (a) No more than 1 person or household group/companion may be in the elevator at any given time and masks must be worn.

Upstairs hallway – (a) The location of the elevator in the middle of the building means movement upstairs cannot be one-directional. People will be required to maintain a social distance of at least 6 feet when using the hallway and to wear masks.

(b) **Tenants located upstairs will be required to ensure line-ups do not form in the upstairs hallway.**

Downstairs hallway and stairwells– (a) Visitors to tenants and JBCP will be directed to use the stairwell next to the public washrooms and will not be permitted to use the stairwell next to the Family Centre, to reduce traffic outside downstairs staff offices. Staff of JBCP and tenants should use the stairwell next to the Family Centre.

(b) People will be required to maintain a social distance of at least 6 feet when using the hallway and stairwells and to wear masks.

Board Room – (a) Certain regular group activities normally scheduled to take place in the board room will be considered for reopening as circumstances allow providing they can wear masks at all times and observe social distancing requirements and all other relevant safety protocols. Others will remain cancelled until further notice. Reopening of these activities is at the discretion of the Coordinator of Volunteers. The board room must remain regularly available to staff for socially distanced meetings in small groups providing masks are worn and social distance of at least 6 feet is maintained.

(b) The board room will be kept locked until further notice.

Photocopy Room – (a) No more than 1 person may be in the photocopy room at any given time and a mask must be worn.

(b) JBCP and tenant staff who use the photocopy room must attempt to limit the number of times they go into the room and touch its contents, within reason.

Staff Offices – (a) No more than 1 person may be in a small individual staff office at any given time – another person may stand at the doorway to conduct a conversation if masks are worn.

(b) Part-time staff who share a 2-person office must organize their schedules so that only 1 person is working in the office at any given time.

(c) Part-time staff who share a 3-person office must organize their schedules so that no more than 2 people are working in the office at any given time. When 2 people are in the office at the same time masks must be worn.

Staff Meetings – Staff Meetings will be held via Zoom until further notice due to social distancing requirements.

Transportation - Staff and volunteers are permitted to transport participants in their vehicles on JBCP business providing the protocols outlined in Related Document # 10 (Volunteer Drive Program – COVID 19 Safety Protocols) are followed. Staff may not conduct meetings with participants in a vehicle.

1. **Sanitizing**

The following must be sanitized by staff twice a day and by the janitors every evening. Staff will rotate and sign up on a daily roster (kept in the photocopyRoom) for cleaning of the surfaces listed below. A combined cleaner/disinfectant and disposable cloths/paper towel as well as gloves and masks will be provided by JBCP and stored out of sight in the washrooms and in both kitchens, and in the photocopy room and other key locations. Instructions for the use of the sanitizer will be clearly marked on the spray bottle.

* Elevator buttons (inside and outside the elevator)
* Hand rail in elevator
* Door knobs/handles (except for offices)
* Light switches
* Hand rails in stair wells
* Water cooler tap
* Kitchen countertops
* Faucets in kitchens
* Fridge doors and handles
* Kettle and microwave in downstairs kitchen
* Table and chairs in Blue Room, if used
* Hand sanitizer dispensers
* Automatic door openers

Each staff will sanitize their own workstation. In the case of the Receptionist this includes the plexiglass shield (once a day or according to traffic) Each staff will sanitize washroom surfaces and board room chairs and table after each use, and the kettle, microwave and sanitizer bottles before/after each use.

1. **Washrooms**
2. Until further notice all washrooms at JBCP will be locked and closed to the public.
3. Until further notice the individual washroom upstairs will be locked and designated for use by JBCP/CCV staff only.
4. Until further notice the double stall upstairs washroom will be locked and designated for use by tenant staff and tenants’ participants/clients only.
5. Families who are participating in an adapted program in the Family Centre or are meeting with Family Centre staff in the building may use the washrooms in the Family Centre and must sanitize surfaces, faucets and flush handle before and after use. JBCP staff may not use these washrooms unless they are required to remain downstairs for security reasons related to a low number of staff in the building.
6. The Receptionist, other staff if necessary and any volunteers working in the building may use the public washroom closest to the stairs, a key for which is kept at Reception.
7. JBCP/CCV staff and tenant staff must sanitize surfaces, faucets and flush handle in washrooms after each use.
8. **Group Programs/Activities**
9. In September and October 2020 some JBCP group programs reopened in a different format that reduces risk of infection and with safety protocols in place. In compliance with an Order of the Provincial Health Officer these group programs are suspended as of 20th November 2020 until at least 7th December 2020, at which time the situation will be reviewed.

(b) For safety protocols within the Family Centre see the separate document *Family Centre Guidelines for Re-Opening – September 2020.* See #9under Related Documents below.

(c) The group program for seniors (Social Connections) reopened in October 2020 following the protocols outlined in Related Document #11 (Social Connections – COVID 19 Safety Protocols).

1. **Exposure to those who are infected**
2. Signs will be posted at the entrance to JBCP indicating who is restricted from entering the premises, including visitors and staff with symptoms. See #1 under Related Documents below.

People (including staff and tenants) may not enter if they:

* Have any of the following symptoms:

– Runny nose

* Fever
* Chills
* New or worsening cough
* Shortness of breath
* New muscle aches or headache
* Sore throat
* Diarrhea
* Nausea
* Vomiting
* Have travelled outside of BC within the last 14 days
* Are a close contact of a person who tested positive for COVID-19.

1. JBCP/CCV and tenants’ staff and volunteers will be required to complete the *Self-Directed Health Screening* prior to entering the building or participating in any JBCP/CCV activity. JBCP staff must keep completed screening documents to show the ED upon request. See #2 under Related Documents below.
2. JBCP/CCV participants must complete the Volunteer and Participant Health Screen (Related Document #12) before participating in any JBCP/CCV activities.
3. If a JBCP/CCV or tenant’s staff, volunteer or participant has a member of their household who experiences COVID-like symptoms or who has travelled outside BC they must not come in to JBCP and should self-isolate for 14 days or until the individual receives a negative result on a COVID test. However, if the member of their household experiencing symptoms is a child (school-aged or younger), the staff, volunteer or participant may come into the JBCP building if the child has any of the following symptoms and they are related to a pre-existing condition or the child has been monitored for 24 hours: sore throat, headache, runny or stuffy nose, fatigue or body aches. They may not come into the JBCP building if the child has any of the following symptoms: fever, chills, cough, shortness of breath, loss of sense of taste of smell, diarrhea, nausea or vomiting.
4. If JBCP/CCV staff start to experience any COVID-like symptoms while they are at JBCP they must immediately put on a mask, inform the Executive Director,go home and self-isolate and take a COVID test.

(f) If JBCP/CCV volunteers start to experience any COVID-like symptoms while they are at JBCP they must immediately put on a mask, inform the Coordinator of Volunteers go home and self-isolate.

1. If JBCP/CCV participants start to experience any COVID-like symptoms while participating in a JBCP/CCV activity, they must immediately put on a mask, inform the staff overseeing the service, go home and self-isolate.
2. If tenants’ staff, volunteers or clients/patients start to experience any COVID-like symptoms while they are at JBCP they must immediately put on a mask, inform their supervisor or practitioner, go home and self-isolate
3. In the case of (e) (f), (g) and (h) above those who feel ill must not return to their regular activities until:

* At least 10 days have passed since their symptoms started, AND
* Their fever is gone without the use of fever-reducing medications, AND
* They are feeling better (e.g. improvement in cough, runny nose, sore throat, nausea, etc.)

OR

* they have proof that they have tested negative for COVID 19

AND

* they have not experienced any COVID-like symptoms for at least 2 days.

1. People entering the JBCP building are required to wear masks. Masks must be worn if activities require people to be within less than 6 feet of each other. JBCP will supply masks to JBCP staff, volunteers and participants as needed.
2. In September 2020 staff began to conduct home visits again, following the protocols outlined in Related Document #13 (Onboarding Referrals and Home Visits – COVID 19 Protocols)
3. In September 2020 volunteers began to conduct friendly visits again, following protocols outlined in Related Document #14 (Friendly Visits – COVID 19 Protocols).
4. Staff and volunteers may meet participants in the community providing social distancing is maintained and masks are worn.
5. The coffee maker will not be used until further notice.
6. Volunteers will return to their volunteer positions as needed and only when volunteers are comfortable to do so, and providing they follow the required safety protocols. Community Closet volunteers will observe the provisions of the Community Closet’s own Safety Plan when the Community Closet reopens.
7. Information and/or instructions regarding the following will be posted at key points in the building and provided to staff (on the Shared Drive in the folder named *COVID Safety Plan Information*):

* maintaining social distance - see #3 under Related Documents below
* hand washing – see #4 under Related Documents below
* covering coughs and sneezes - see #5 under Related Documents below
* occupancy limits for board room, family centre, elevator, photocopy room and kitchens
* using masks appropriately - see #6 under Related Documents below
* cleaning and disinfecting surfaces - see #7 under Related Documents below

**RELATED DOCUMENTS:**

All the following documents are available to staff on the Shared Drive in the folder named *COVID Safety Plan Information*:

1) Sign for front door restricting entry

2) Self-Directed Health Screening for staff and volunteers

3) Sign for maintaining Social Distance

4) Handwashing Information

5) Information on Covering Coughs and Sneezes

6) Information on Using Masks Appropriately

7) Information on Cleaning and Disinfecting Surfaces

8) JBCP’s Pandemic Response Policy

9) Family Centre Guidelines for Re-Opening – September 2020

10) Volunteer Drive Program – COVID 19 Safety Protocols

11) Social Connections – COVID 19 Safety Protocols

12) Volunteer and Participant Health Screen

13) Onboarding Referrals and Home Visits – COVID 19 Protocols

14) Friendly Visits – COVID 19 Protocols

**EXTERNAL RESOURCES:**

Worksafe BC:

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

Office of the Provincial Health Officer: <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer>

BC Government Daily COVID-19 Updates

https://news.gov.bc.ca/ministries/health

BC Centre for Disease Control:

<http://www.bccdc.ca/health-info/diseases-conditions>

Healthlink BC:

<https://www.healthlinkbc.ca/>

Health Canada:

<https://www.canada.ca/en/public-health/services/diseases.html>

Travel Health Notices:

<https://travel.gc.ca/travelling/health-safety/travel-health-notices>

**Disclaimer**

In the event that there is a conflict between the content of this policy and any federal, provincial or municipal act, regulation or by-law the said Act, Regulation

or By-law shall have precedence over this policy. James Bay Community Project will endeavor to modify this policy so that it is in compliance with the said Act, Regulation or by-law, no later than 6 months, after becoming aware of the discrepancy. Anyone noticing a discrepancy, error or omission is asked to report it to the Executive Director.

**QUESTIONS:**

Questions regarding this policy should be directed to the Executive Director – [kkennish@jbcp.bc.ca](mailto:kkennish@jbcp.bc.ca) .