



COVID-19 WORK SAFETY PLAN

July 2020

SAFETY PLAN

PURPOSE

The purpose of this document is to provide guidance to CJI staff and consultants on upholding the safety standards of local public health authorities. It provides the practical guidance for following CJI's Pandemic Policy and is accompanied by the Work From Home Policy.

GUIDING DOCUMENTS

This safety plan was developed to be in alignment with policies implemented by industry peers, as per ACEC's benchmarking survey (June 2020), those of our major clients, and guidelines published by BC CDC.

UPDATES

CJI will continue to monitor public health authority guidance and this plan will be updated as the regional or provincial situation changes.

SCHEDULING

CJI's office remains open and if employees choose to go into the office to work, we have certain guidelines that need to be followed:

1. Based on the size of our office and the number of desks available, **a maximum of six (6) people will be allowed in the office at a time.**
2. Before you make plans to go in, **contact the Office Manager** to make sure there will be enough space to safely work there.
3. You will need to **give at least one (1) day's notice** to ensure proper scheduling is maintained.
4. Screening is the responsibility of individuals. There will be no office supervisor on the premises.

IN-OFFICE PROTOCOL

1. **Wash your hands for 20 seconds** with soap and warm water upon arrival.



2. **Sit at your own desk** or the boardroom if you don't have a dedicated desk or share an office with someone who is there at the same time as you.
3. **Follow the 2-metre physical distancing guideline**
 - a. Space yourself from others as much as possible. There is a limit of one (1) person per office at a time.
 - b. Limit one (1) person in the kitchen at a time.
 - c. The boardroom is prioritized for meetings. It can be used by up to two (2) people at a time, properly spaced.
 - d. Use your own stationery and computer equipment and do not share.
 - e. Refer to the UK Building's guidelines (Appendix B), for accessing and moving around the common areas of the building. They specify only two (2) people in washrooms and elevators, and using certain stairwells depending on your direction.
4. **Observe respiratory etiquette**
 - a. Cough/sneeze into your sleeve.
 - b. Avoid touching your face.
 - c. Don't come into the office if you are feeling unwell.
5. **Cleaning and hygiene**
 - a. Wash your hands or use hand sanitizer before and after eating.
 - b. Unless you have just washed your hands, wipe down common surfaces with disinfectant after use (fridge door, sink handles, water cooler, printer, boardroom table).
 - c. Wipe down your computer, keyboard and mouse with disinfectant at the end of the day.
 - d. Use of the watercooler, coffeemaker, tea kettle and fridge will be allowed but you will need to wipe them down after use (it's safer than visiting a coffee shop).

The cleaners are wiping down all office doorknobs, counters, desks and other high touch surfaces nightly; and the building common areas twice daily.

6. **Visitors**
 - a. Visitors should not come into the office unless necessary. Arrange to meet people outside of the building.
 - b. Deliveries of office supplies will be allowed but kept to a minimum.
7. **Safety concerns**
 - a. If you notice any areas of concern or unsafe conditions when in the office, contact the Managing Principal and the Office Manager.



CASES OF COVID-19

IF YOU NOTICE COVID-19 SYMPTOMS

Assess your situation

If you notice that you have symptoms of COVID-19 (symptoms listed are from the [WHO](#) website), take steps to assess your situation including:

1. Use the COVID-19 Self-Assessment Tool
2. Follow the recommendations, which could include:
 - a. contact your healthcare provider
 - b. call Health Link BC at 8-1-1 for further guidance, including information on testing and self-isolation.

Travel home safely

If you develop symptoms while at the office, follow the above assessment steps and determine if you need to travel home safely, so as not to put yourself or others at risk.

Notify your supervisor, Office Manager and the Managing Principal

If you are recommended by health practitioners to get tested or to self-isolate whether at the office or at home, notify your supervisor, the Managing Principal and Office Manager and keep them updated with your status.

IF YOU HAVE A CONFIRMED CASE OF COVID-19

If you or a member of your household has a confirmed case of COVID-19 symptoms, isolate immediately and contact **your supervisor**, the **Managing Principal** and **Office Manager** as soon as practicable. Follow the guidance of local public health authorities on how to proceed.

Most common symptoms:

- dry cough
- fever
- tiredness

Less common symptoms:

- aches and pains
- sore throat
- diarrhea
- conjunctivitis
- headache
- loss of taste or smell
- rash on skin, or discoloration of fingers or toes

Serious symptoms:

- difficulty breathing or shortness of breath
- chest pain or pressure
- loss of speech or movement

REFERENCES

- BCCDC's [Tools and strategies for safer operations during the COVID-19 pandemic](#)
- [WorkSafeBC](#)
- [WHO](#)