

1500 MARINE BUSINESS CENTRE WORKPLACE SAFETY PLAN

Understanding Risk

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface then touching the face. Higher risk situations require adequate protocols to address the risk.

The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.

The risk of surface transmission is increased when many people contact same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

Measures to Reduce Risk

General

- Follow provincial health officer and BC CDC guidelines. (See “Resources”).
- Wash your hands often with soap and water for at least 20 seconds. Using soap and water is the single most effective way of reducing the spread of infection.
- If soap is not available, alcohol-based hand rubs can be used to clean your hands as long as they are not visibly soiled.
- Do not touch your face, eyes, mouth or nose with unwashed hands.
- Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough instead of your hands.
- Maintain physical distancing. Keep a distance of 2 metres (6 feet) between you and other tenants, staff, visitors, etc. whenever possible.
- Clean and sanitize high touch areas, such as desks/countertops, door handles, light switches, etc throughout the day.
- Do not share food, drinks, utensils, etc.
- Do not share supplies and/or equipment.
- Immediately report any positive test for the COVID-19 virus or exposure to anyone who has tested positive to Centre staff by email to: 1500marine@shawlink.ca. Note: anyone who has been in contact with a person who has tested positive, must also self-isolate for 14 days.

Centre

- The number of people in the Centre is limited to 40 at any one time, subject to physical distancing requirements.
- Plexiglass has been installed at the Reception desk, as physical distancing may not always be possible.
- Non-medical masks/face coverings are required in all common areas of the building.
- Deep cleaning and sanitizing of the Centre including offices occurs on a twice weekly basis by a professional cleaning contractor.

1500 MARINE BUSINESS CENTRE - WORKPLACE SAFETY PLAN CONTINUED

Centre - continued

- Cleaning and sanitizing of high touch areas, such as countertops, door handles, light switches, etc is done throughout the day.
- Signage is posted throughout the Centre providing guidelines on physical distancing, face coverings, proper hand washing and other safety protocols.

Building Access

- General: Fob-access by tenants, staff, and regular cleaning staff. Visitors and essential contractors by appointment only. Contactless deliveries.
- Working cooperatively, stagger start and end times of work and/or appointments if crowding at entry/exit location means the physical distancing requirement of at least 2 metres cannot be maintained. More formal measures will be introduced, if needed.
- Markings are placed on the ground directing visitors and/or delivery persons where to stand when approaching the front door.
- To enable social distancing in the front stairwell, please wait for others to enter or exit before proceeding.
- Hand sanitizer is available at the entrance for use before entry to the Centre and after leaving.
- Signage is posted indicating that non-medical masks/face coverings are required in all common areas of the building.
- Signage is posted indicating that tenants, staff, contractors, or visitors exhibiting COVID-like symptoms should not enter the building.

Workplace Operations

Tenant Offices

- Tenants are encouraged to develop their own workplace safety protocols for their businesses.
- Where possible, consider remote work options when office attendance is not required.
- Consider alternating and/or adding additional shifts to reduce the risk of exposure and maintain the physical distancing requirement.
- For meetings where physical distances cannot be maintained, consider moving meetings to a larger off-site location or outdoors, or having attendees attend virtually.
- Where possible, cancel in-person meetings and hold meetings by teleconference, video conference, or email.
- Minimize sharing office space or workstations. If workers must share office space, cleaning and hygiene protocols should be integrated, ensuring that frequently-touched surfaces such as the computer keyboard and mouse, desk surface, and telephone, are addressed.

Centre

- A plexiglass barrier has been installed around the Reception desk.
- There will be no waiting in the Reception area. All furniture and non-essential communal items have been removed.
- The Tenant Sign In/Out record located at the Reception counter is to be maintained. Tenants are reminded to follow all building security procedures.

Communal Spaces – Common Areas

General

- The mail closet and other communal doors will remain open throughout the workday to reduce contact with door handles.
- Tenants and staff are to use their own equipment and supplies.
- Wash or sanitize hands after coming into contact with publicly-shared items or surfaces.
- Cleaning and disinfecting of shared equipment (e.g. photocopier, paper cutter) will be done throughout the day by Reception.
- Cleaning and sanitizing of high touch areas, such as countertops, door handles, light switches, etc will be done throughout the day by Reception.
- The partitioned area across from the photocopier is dedicated for staff lunch-use only.

Kitchen

- Single-person access only i.e. one person in the kitchen at a time.
- Please refrain from providing communal foods or beverages.
- No food or beverage is to be consumed in the kitchen or in any common area.
- To reduce risk associated with shared items, small appliances (i.e. coffeemaker and kettle), dishes, cups, and utensils have been removed from the kitchen.
- Communal supplies including tea, coffee, sugar and cream have also been removed.
- Tenants and staff are to use their own dishes and utensils; washing and removing them after use. No personal item is to be left in the kitchen.
- Tenants and staff are asked to clean and disinfect the area (i.e. countertops, microwave, refrigerator, etc) after use. Sanitizing spray is available on the kitchen counter.
- Cleaning and sanitizing of high touch areas in the kitchen will be done throughout the day by Reception.

Boardroom

- It is recommended that tenants minimize use of the boardroom. Any use of the boardroom must be booked in advance with Reception.
- Bookings will be spaced with a ½ hour between use to allow adequate time for cleaning.
- Guests are not to be left unattended in the boardroom.
- Up to 4 persons allowed at any one time, subject to maintaining social distancing requirements (at least 2 metres apart).
- The boardroom is to be cleaned and disinfected after each use by Reception during Centre business hours, and by the tenant before and after hours. Cleaning and sanitizing supplies are located on the boardroom cabinet.
- Hand sanitizer is available in the boardroom.

Washrooms

- Cleaning and sanitizing of the washrooms will be done throughout the day by Reception.
- Signage is posted in the washrooms providing guidelines for proper hand washing.

Photocopier

- Hand sanitizer is available on the counter beside the photocopier.
- High touch areas of the photocopier will be cleaned and sanitized throughout the day by Reception.

Outside Visitors - By Appointment Only

- Signage regarding safety protocols is posted on the entrance door and throughout the Centre.
- For in-person meetings, appointments should be prearranged and staggered. Safety protocols should be communicated to guests before allowing entry into the Centre.
- Tenants and visitors should be reminded to reschedule appointments if they experience any COVID-19-like symptoms or if they are on self-isolation.
- Visitors are limited to a maximum of two individuals from the same household at any one meeting with a tenant.
- A physical distance of 2 metres (6 feet) should be maintained whenever possible.
- Non-medical masks/face coverings are required in all common areas of the building.
- Visitors should wait outside or in their vehicle before their scheduled appointments.
- Visitors are requested to send a text message or call the tenant at their appointment time, and to refrain from ringing the exterior doorbell which is reserved for deliveries.
- A Sign In record for all visitors is located at Reception. All visitors are required to sign in with a contact number or email to assist with contact tracing in the event of an outbreak.
- Tenants should assist their guest(s) with the Visitor sign in and escort their guest(s) directly to their office. Upon completion of the meeting, the tenant should escort or direct their guest(s) out of the building, reminding the guest(s) not to allow building access to anyone else.
- Hand sanitizer is available at the entrance to the Centre and at the Reception desk.
- A garbage bin, located at the front entrance, has been provided as a safe place for visitors to dispose of used sanitizing wipes and other personal protective equipment.

Deliveries – Mail, Courier etc.

- Signage at the front entry door clearly identifies the procedure for mail and deliveries.
- Suppliers and/or delivery persons have been informed to drop off goods at the building entrance or at Reception to avoid searching for business offices within the premises.
- Contactless delivery is available to maintain the physical distancing requirement (i.e. delivery persons may leave packages in a pre-arranged location). This option may be limited if signing or proof of receipt is required; in which case the use of non-medical masks is recommended.

Resources

WorkSafeBC

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

BC Centre for Disease Control

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

BC Government

<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>