



LANGLEY COMMUNITY SERVICES SOCIETY

COVID-19 HEALTH & SAFETY PLAN

The Novel Coronavirus (SARS-CoV-2) and the disease it causes (COVID-19) are a global pandemic. **It is pivotal that everyone does their part to limit the spread of the virus, as people without symptoms or with mild symptoms can still spread the virus to others.**

Langley Community Services Society (further referred to as LCSS) has been directed by WorkSafe BC to develop a plan to ensure that the risk of transmission of COVID-19 at workplaces is minimized. The future of the COVID-19 pandemic is uncertain, and as circumstances change frequently, we will continue to update the policies and procedures based on recommendations of the Public Health Officer and WorkSafe BC regularly.

The Health & Safety team at LCSS has assessed the risk to the workplace, implemented protocols to reduce the risk, has developed policies, will be monitoring the workplace and will update plans as necessary and finally will assess and address risks from resuming operations. These controls are in place for employee and public safety. This document will be posted for employees and the public to communicate the controls that have been put into place. The Health & Safety team has used an array of public health guidance to formulate this document.

COVID-19

Transmission & Exposure

Transmission: Spread primarily through airborne respiratory droplets during coughing, sneezing and regular breathing. Being in proximity (less than six feet) for a prolonged period (15 minutes) to an infected person, especially in enclosed spaces, may result in transmission.

Secondary spread: People who have recovered from COVID-19 may still be able to transmit the virus to others. The risk of transmission after recovery is likely substantially less than during illness.

Known or suspected exposure: If exposed or suspect exposure to someone with COVID-19, self-quarantine for 14 days to prevent potentially spreading the virus to others.

Signs and Symptoms

Incubation: For people who develop symptoms, it takes between 2-14 days for symptoms to appear after exposure. The average onset of symptoms is around 5 days.

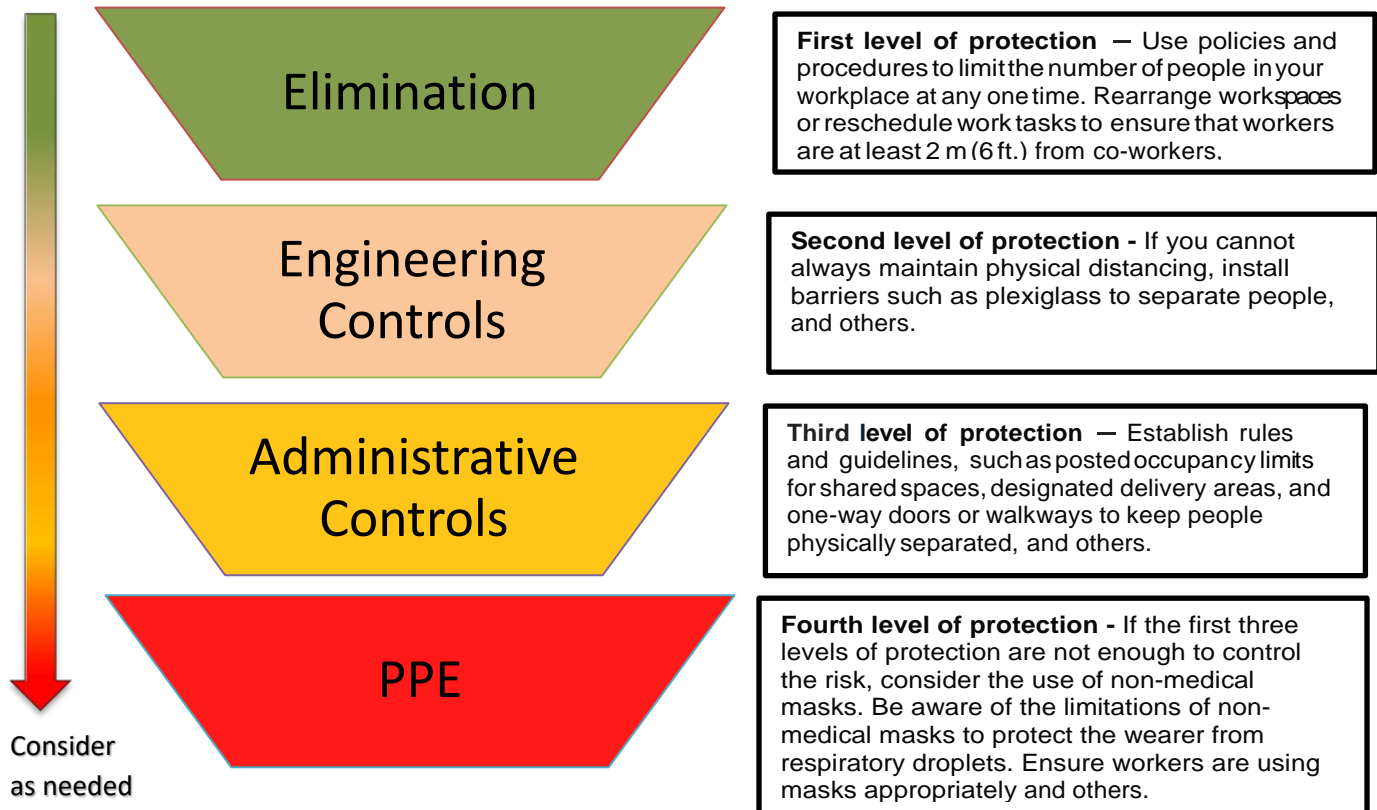
Symptoms:

- Mild to moderate respiratory symptoms like the flu.
- Fever (100.4°F or greater) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
- In serious cases, these symptoms progress to pneumonia and other life-threatening respiratory conditions.
- Emergency warning signs include trouble breathing, persistent pain in the chest, confusion, inability to wake or stay awake and bluish lips or face; seek medical attention.

The BC COVID-19 Self-Assessment Tool is available for anyone that develops symptoms & can be used to help determine further assessment or testing requirements for COVID-19. <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing>

Hierarchy of controls COVID-19

Consider first



Step 1: COVID-19 Assessment of risks at workplace:

LCSS in consultations with the Management team & Health & Safety Committee have assessed the risks to formulate safety measures in place to prevent transmission. The areas identified included:

- Identified core monitoring teams and staff members for pandemic control training
- Areas where people gather such as break rooms and meeting rooms.
- Office spaces where the clients and staff will interact.
- Identified job tasks and processes where staff could be close to each other at different offices at LCSS main site or other sites
- Identified the tools, machinery, and equipment that workers will be sharing
- Identified surfaces that people touch often, such as doorknobs, elevator buttons and light switches

Step 2. COVID-19 Implemented protocols to reduce the risks

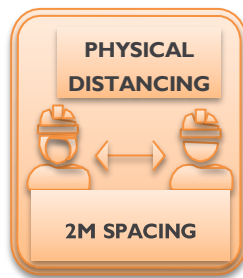
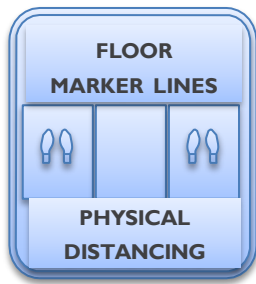
LCSS has implemented following control measures to all individual departmental worksites as services are moving into Phase 2.

FIVE PRINCIPLES TO BE FOLLOWED THROUGH ALL LCSS SITES

Personal Hygiene	Environmental Hygiene	Safe Social Interactions	Physical Modifications	Screening Measures
Frequent Handwashing	More frequent janitorial/staff cleaning	Meeting with small number of people	Creating safe spacing with rooms or in transit	Daily screening routine
Increased communication	Enhanced surface sanitation in high touch areas	Size of room Vs Number of people	Changes as per room design	Staying at home if sick
Staying positive	Continuous monitoring	Outdoor over Indoor	Plexiglass barriers	Ensure PPE supplies
	Using PPE when required	Maintain appropriate distance between people	Restricting movement of people with spaces	

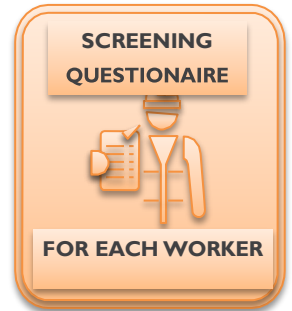
Elimination: First Level of protection- Reducing risk and Physical Distancing

LCSS Wide Measures to Reduce the Risk of Person-to-Person Transmission



- Measures are been put in place as far as possible to provide the required physical distancing.
- Consultations with Program Managers staff are being encouraged to work remotely or work staggered shifts.
- Ensured physical distancing of at least 2 metres. on the site by:
 - Implementing remote work arrangements in consultations with Program Managers.
 - Limiting the number of people in work areas / break rooms / common areas / public areas (Staff and Public) by having occupancy numbers posted.
 - Wherever **2 meters** physical distancing not possible, masks are mandatory.
 - Re-arranging workstations, tables, and equipment.
 - Client services will be provided remotely, as far as possible.
 - Appropriate signage (Floor markers, signs) in buildings or workspaces.
 - Meetings, including classes, will be conducted virtually as far as possible.

- Visitors to sites will be allowed on an essential basis & must adhere to LCSS safety rules
- **LCSS has implemented a daily screening checklist for all staff and visitors that asks the appropriate COVID-19 questions:**
 1. Do you have of the following symptoms: Fever of over 38 degrees', Cough, Shortness of breath, Sore throat, Runny nose, Muscle aches
 2. Have you returned to Canada in the last 14 days?
 3. Have you had any contact with anyone with symptoms?
 4. Do you have diarrhea or vomiting?
- If the answer to any of the above is positive, access to the site will not be granted. If a staff member reports illness during the working day, they should self-isolate and consult with their Program Manager for next steps.



Engineering Controls: Second Level of Protection -Barriers & Partitions

Measures to minimize risk of transmission where distancing of at least 2 metres is not possible

- At any intake desk (such as reception) plexiglass screens will be provided.
- Placing staff in private offices with limited office sharing as possible
- Signage displaying directions & guidelines to reduce risk of transmission
- When entering any building washing of hands is required before signing in.
- Sanitization spray and wipes is always available at all LCSS sites.
- Vehicles and tools cleaned before using and after. One person per vehicle
- Janitorial services adhere to sanitization standards and occurs 3 times per week while clients are not attending at the office.
- Staff under management supervision wipe down equipment, door handles, light switches at least twice a day with sanitization materials.



Step 3 & 4: Develop Policies, Communication and Training

Administrative Controls: Third Level of Protection -Rules & Guidelines



- Implemented a Remote Work Policy (P.4.37) communicated to all employees.
- Frequent Management meetings to monitor daily running of programs, upgrade policies if required, addressing areas of concern, and ensuring risk-free operations
- Having check-in meetings with staff at all staff meetings or team meetings to check status and morale of staff.

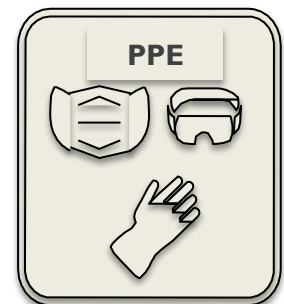
- Having administrative functions in place by:
 - COVID-19 etiquette signage.
 - Signage to ask people not to enter if they are sick.
 - All employees must stay home when sick.
 - Training on COVID-19 protocols to staff via emails, handouts, and dedicated staff.
 - Reporting of hazards and unsafe work and right to refuse unsafe work.
 - New employees and returning employees trained on COVID-19 protocols before the first day.

When anyone becomes ill on site:

- Employee who start to feel ill at work must self-isolate and consult with their Program managers.
- First aid attendants must follow protocols for use during the pandemic.
- Program manager and First Aid assistance must be alerted and follow pandemic protocols using PPE equipment. The person who is ill must immediately use a mask, be isolated and asked to leave the premises as soon as they are able. Surfaces which the ill person may have encounter must be sanitized once the person has left, with gloves being worn. If the person is severely ill e.g. difficulty breathing, chest pain, 911 must be called

Personnel Protective Equipment (PPE): Fourth Level of Protection-PPE

- Supply of face masks & face shields will be made available if required
- Each LCSS building will be provided with at least one PPE kit for use in emergency, such as attending to provide first aid. These kits will contain gloves, mask, gown, and Face shield.
- On an ongoing basis, the supply of gloves, masks, face shield, etc. will be monitored to ensure supplies made available, should an emergency arise.



Step 5 & 6: Monitoring and Continuous Assessment of Risks

LCSS will monitor the workplace as we implement new phases of the COVID-19 Recovery Plan and re-opening plans. We will monitor by:

- Adhering to directions from the Provincial Health Officer and Health Authorities.
- Monitoring updates from WorkSafe BC and CSSEA
- Communicating directions from Senior Management and Board.
- Reminding the Health and Safety Committee:
 - To report hazards and unsafe work
 - How to address unsafe work procedures periodically and implement changes
 - To identify what is working well.
 - To monitor incidents and hazard reports.
- Continue to assess risks as the re-opening phases occur and adjust controls and procedures, as necessary.
- Keeping informed through trusted sources.