



COVID-19 Safety Plan

Following guidance from WorkSafeBC, we have developed this BCRPA COVID-19 Safety Plan focused on our employees and their interactions with one another and office visitors. The purpose of this plan is to outline the policies, guidelines and procedures that have been put in place to reduce the risk of COVID-19 transmission. We will continue to reassess and adjust our plans as needed; always making the health and well-being of our employees, members, and registered fitness leaders a priority.

What we've done

In preparation for our staff's return to a safe work environment, BCRPA has implemented a number of COVID-19 exposure prevention measures and policies:

✓ Workplace risks

We have mitigated the risk of exposure to our employees and customers by:

- Identifying areas where people gather such as the kitchen and the common area
- Identifying areas where staff are close to one another or members of the public
- Identifying materials and equipment that staff share while working
- Identifying surfaces that people touch often, such as doorknobs, water cooler knobs, and light switches
- Updating policies and procedures as necessary
- Aligning with the PHO, WorkSafeBC, and Provincial Health Authorities

✓ Building and office access

Occupancy limits

- Signage for occupancy limits are posted at the workplace, including common areas. This applies to employees, customers, couriers, and contractors.

Entry and exit

- To alleviate congestion, follow physical distancing when entering and exiting the building
- Encouraging the use of the stairs to avoid contact closer than 2m in the elevator

Customers & visitors

- BCRPA's offices will remain closed to the public, members and stakeholders, unless considered an essential service, or with approval of the CEO.

✓ Clean & disinfect

- Enhanced cleaning and hygiene signage is posted at the workplace. Additional measures include:
 - Staff members will disinfect common touch areas following their use (shared equipment such as copier, refrigerator and cupboard handles) and will be reminded to wash their hands regularly, especially before and after touching common surfaces.
 - Cleaning and disinfectant supplies available for high touch area cleaning
 - Hand sanitizer at office entry and in common areas

✓ Personal protective equipment (PPE)

- At this time, staff in-office work schedules ensure each staff's work station is at least 2 meters away from others. When the 2 metre distance is not able to be maintained during prolonged conversation, personal face masks will be required.

✓ Emergency response

- In the event of an evacuation of the building due to an emergency, general procedures have not changed.
- The priority is for everyone to exit the building safely and quickly. Staff will forgo COVID-19 protocols as necessary including the two metres physical distancing requirements in order to exit the building using the most expedient exit route.
- Staff are advised to take a mask along with them to wear at the assembly area if two metre physical distancing at assembly areas/muster locations cannot be maintained

✓ Physical distancing

- Physical distancing signage is posted at the workplace to advise 2 metre distancing at all times in BCRPA office. Additional measures include:

Workstations & office areas

- Flexible work including work from home and staggered hours ensure in-office staff are working 2 meters apart.
- Half the office will be working onsite on the same day, one day/wk

Common areas

- Limited use capacity (e.g. kitchen table and board table)
- Encouraged continuation of virtual meetings
- Employees asked to wash/sanitize their hands before entering the kitchen and clean kitchen equipment surfaces before and after each use (e.g. microwave, fridge, toaster, coffee pot, kettle, etc.)

Elevators

- Follow occupancy limits posted at the elevator. Once inside, select your floor and move to the furthest open space.

Washrooms

- Follow occupancy limits and use protocol posted at the washroom.

Stairwell

- Follow signage provided by building management company.

What Staff can do

To ensure the health and safety of all, you may see a shift in the way you work and how you interact with others. Please make a commitment to:

✓ Communications

As you return to the workplace you must know how to keep yourself and your co-workers safe.

- Read and understand all communications, illness and prevention protocols
- Contact your manager or supervisor if you have questions
- Sign off on illness and prevention protocols to ensure you understand your role when returning (includes updated policies and procedures)

Various forms of communications will continue in the form of corporate announcements, CEO confabs, huddles, etc.

✓ Workplace operations

Physical distancing

- Maintain physical distancing while at your workstation and throughout the office
- Ensure adequate space is provided for those exiting common areas
- Observe one-way walking routes in congested areas
- Ensure one person at a time in the Photocopy/printer room
- Maintain distance in the Kitchen

The landlord has established COVID safety protocols for:

- Washrooms
- Elevators
- Stairwells
- Hallway

Direction cues

- Follow directional cues for foot traffic if available. If not, follow the 6-foot physical distancing rule

Meetings

- Meetings will be virtual meetings, or when in-person is required utilizing larger meeting spaces/areas that can accommodate physical distancing

✓ Hand wash & hygiene

- Regular handwashing is one of the best ways to prevent the spread of germs
- BCCDC recommends washing often with soap and water for 20 seconds

✓ Clean & disinfect

- Enhanced cleaning
- Daily cleaning is provided by the landlord each night; personal workstations are sanitized by staff members
- High touch areas throughout the office are sanitized by staff and by the daily cleaner
- In addition to that, utilize cleaning and disinfectant supplies for daytime self-cleaning, such as before and after use of printers, kitchen appliances and shared equipment or tools.

✓ Shared Supplies

- Avoid using shared supplies such as pens; kitchen dishes, cutlery/utensils, drink wear; staplers; etc.
- Avoid borrowing work station chairs

✓ Health & wellness

- It is important to focus on your health, especially in times such as these. But we also must not forget the correlation between our own health and wellness and that of our co-workers.

PPE

Unless otherwise prescribed, employees can choose to wear self-supplied masks and/or gloves. Please speak with your manager.

Illness Protocol

BCRPA's Illness Protocol ensures workers and others showing symptoms of COVID-19 may be prohibited from the workplace, including:

- If experiencing symptoms stay home
- Anyone who has had symptoms of COVID-19 should undertake the BCCDC self-assessment, and if COVID is likely contact their health care provider or 811 for advice on self-isolation and testing
- Direction by Public Health to self-isolate
- Anyone arriving outside of Canada must self-isolate for 14 days
- Anyone who has had contact with a confirmed COVID-19 case must follow the direction of Public Health
- Report all instances of any of the above to your manager

Experience symptoms at work

- Notify your manager or supervisor by text, email, phone, etc.
- Go home immediately
- Contact your health care provider, use the [BC COVID-19 Self-Assessment Tool](#), or 811
- For immediate first aid dial 911
- Follow BCRPA's Illness Protocol

Symptoms of COVID-19

- Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.