

BCSTA Health and Safety Protocols during the current COVID-19 outbreak

Implemented Controls as of May 25, 2020:

The following additional health and safety protocols apply to all BCSTA staff until further notice. Please contact either Mike Roberts or Jodi Olstead if you have questions.

Reduction of hazard measures:

- Staff members who are sick **must** not report to the BCSTA office or other places of work.
 - Staff themselves, or those who have household members, suspected of being infected with COVID-19 or who are presenting [symptoms of COVID-19](#) may not attend our workplace for a minimum of 14 days from the onset of symptoms and until symptoms have completely resolved, or until a doctor has determined that the staff member is not a risk to others (i.e. have medical confirmation they do not have COVID-19)
 - Staff should assess themselves for symptoms of the common cold, influenza, or COVID-19 prior to coming to work (symptoms include sore throat, fever, sneezing, or coughing) and report any concerns of COVID to a doctor.
 - Staff members who either report having COVID or present COVID-19 symptoms while at work are required to leave the workplace immediately and not return until fully recovered, have completed the required 14 day self-isolation period, and/or have medical confirmation they do not have COVID-19.
 - All such absences to be taken as sick leave
 - All staff members who are in contact with another staff member who reports having COVID, or presents or reports having symptoms of COVID, are required to leave the work place immediately and not attend to the work place for 14 days, or until medical confirmation has been received that the staff member with symptoms does not have COVID-19.
 - Staff members who have been exposed to a staff member with COVID or COVID symptoms may work from home during the required 14-day period, assuming sick leave is not required.
 - Staff members who subsequently become sick (during the 14-day period) must immediately report their situation to the BCSTA CEO .
- *Until further notice, all full-time and part-time staff member will work 50% of their work schedule in the BCSTA office , with the remainder of their work schedule done at home. **This change in office attendance requirements will be implemented at a future date, and will replace the current '2 days per week maximum office attendance'.***
- A maximum of six staff members may work in the office at any one time, with the following additional requirements:

- Staff members are required to submit a requested work schedule to the CEO (in advance of each work week) that includes alternating office days with their designated work partner (i.e. you and your designated work partner may not normally work in the office at the same time).
- The following staff pairs may not normally work in our office at the same time (in order to ensure we don't exceed a maximum of six persons in the office at any one time):
 - Donna and Zorica
 - Jodi and Elaine
 - Rachel and Mark
 - Mike and Gordon
 - Sara and Matt
 - Audrey and Maryke
- Staff may request to work alternate hours and/or weekends, rather than their usual 'Monday to Friday – 8:30 to 4:30 schedule'.
- Staff pairs may request to work in the office at the same time, so long as the total number of employees in the office does not exceed six (6).
- A minimum of two signing officers are required in the office on the day cheques/EFTs are processed
- BCSTA's In-Office Calendar, located in FileHold and BCSTA's Outlook Staff Calendar will be used to track in-office attendance
- Approved work schedules must also be forwarded to Donna Depretto, who will share daily work attendance and location with all staff

Engineering Controls implemented or requested:

For your information, the following changes have been implemented or requested.

- Elevator access has been provided from 5:00 am to 10:00 pm Monday through Sunday so staff who wish to can vary their hours of work and workdays
 - Where staff opt to work in the office during the evening, please note that the parkade is closed between the hours of midnight and 5:00 am each day
- A lower limitation on elevator occupancy has been requested to the VSB (e.g. signage limiting a maximum of two people per elevator car), but staff may wish to limit their rides to times when there is no more than one other person in the elevator car
- Temporary Plexiglass barriers have been installed at our reception desk
- Signage providing instruction and reminders to staff and visitors
 - "Do not enter this office if you are sick or symptomatic"
 - "High-touch surfaces are to be wiped down with disinfectant after contact"
 - "Hand washing and respiratory etiquette is to be observed"

Administrative Controls implemented:

For your information, the following administrative controls have been implemented.

- Continuation of BCSTA office cleaning every weekday (M-F) evenings
- Doors to individual offices are to be left open when not in use. VSB cleaners have been asked not to close individual office doors (in order to minimize contact with the door handles). Do not enter other staff members offices or workspace without their permission, and only when absolutely necessary.
- Physical distancing of at least six feet between staff members is required at all times
 - No more than two people in the kitchen area at one time
 - Staff are encouraged to eat at their desks, rather than in the kitchen
- In-person office meetings are limited to a maximum of four persons in total and physical distancing must be maintained. All such meetings must take place in our boardroom or off-site if possible
 - Zoom has been provided to allow virtual meetings in place of in-person meetings, so please utilize whenever possible
- All deliveries to be received in the hallway outside of our office entry door
 - Items can then be loaded onto our cart if necessary, and brought into the office by a BCSTA staff member
- Staff are required to disinfect personal work surfaces at the start of each workday
- Staff are required to disinfect common surfaces after each use / contact / touch
 - For example, surfaces in the kitchen, boardroom, and photocopy room, light switches, door handles, and the photocopy machine must be wiped down with disinfectant after you touch them
 - Unscented disinfectant spray and wipes have been made available to all staff for this purpose
- The exterior doors of common washrooms (4th floor) are to remain open at all times
- Dirty dishes MUST be placed in the dishwasher and not left in the kitchen sink. The dishwasher is to be run on the high-heat, sanitizer cycle daily. As an alternative, use the disposable cutlery and paper dishes provided.
 - Staff must wash the hands thoroughly before emptying dishwasher
- Handwashing etiquette to be followed:
 - Regularly wash hands with soap and hot water for at least 20 seconds. Use hand sanitizer when hand washing is not possible or practical.
 - Hand washing is the best defense against the spread of disease
 - Hand soap is available in the kitchen
 - Personal hand sanitizer has been made available to each staff member as well as at various stations throughout the office
- Respiratory etiquette to be followed:

- Cough or sneeze into elbow, sleeve, or a tissue to prevent the possible spread of infection. Immediately throw away tissue and wash your hands.
 - Refrain from touching eyes, nose, mouth with unwashed hands
 - Refrain from touching surfaces with unwashed hands.

BCSTA will monitor its Health and Safety Protocols on an ongoing basis, and will adjust them as needed to ensure ongoing compliance with the recommendations of the Provincial Health Office. Staff are encouraged to bring any safety concerns to the attention of the Chief Executive Officer and the Director, Finance & Human Resources as soon as possible.

Keeping BCSTA's office a safe workplace is everyone's responsibility. Thank you for doing your part!