

# **SSP COVID-19 Return to Work Plan**

## **FOR STAFF:**

### **SSP Return-to-Work Plan and Protocols**

The following outlines SSP's protocols we are enacting in order to keep our office staff safe while in the workplace.

We also encourage you to keep educated on the latest information on COVID-19 guidelines and protocols coming out from the BC Government, by following the links provided in this document and keeping up to date on new information as it is released. **Stay informed, be prepared, and follow public health advice.**

### **1) Assessing what work must take place at the workplace**

- Guidelines from the BC Government have suggested to us to identify and prioritize the work that needs to take place at the workplace to help our office operate as close to normal under the circumstances.
- Where possible, SSP will be identifying individually with our staff members where there is opportunity to continue **working from home**, at least part of the time, to reduce “contact intensity” and “number of contacts” in the workplace. Where this is not possible or in addition to working from home policies, we will work with our teams to have fewer contacts by using staggered shifts or work hours, forgoing in person group meetings as much as possible.
- With this in mind, **please identify to us if/where there is opportunity for you to continue working at home.**
- We expect that some workers will be adopting a part-time office schedule at this time. With this in mind, our goal is to set a pre-determined schedule for the times in the week that you will be in-office, so that we can build a detailed Office Schedule and stagger shifts/work hours as much as possible.
- **Where your position involves work that must take place at the workplace, please identify weekly hours/days for this work to take place at the workplace** (ie, 5 Days/Week, 3 Days/Week, Tuesday and Thursdays, Mondays Only, etc etc).
- If you have already identified and communicated your return-to-office schedule, please disregard this point
- For more information on working from home in a safe and healthy manner, please see [WorkSafe BC](#) at the link provided.

### **2) Do not come to work if sick or exhibiting COVID-19-like symptoms**

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- Stay at home and keep a safe distance from family when you have cold or flu symptoms, including:
  - Coughing
  - Sneezing
  - Runny nose
  - Sore throat
  - Fatigue

SSP will have a **zero tolerance policy** against any workers entering the office who exhibit these symptoms. This will be strictly enforced.

**The following workers must not come to work:**

- **Anyone with COVID-19-like symptoms** such as a sore throat, fever, sneezing, or coughing must self-isolate at home for a minimum of 14 days from onset of symptoms, until their symptoms are completely resolved.
- **Workers who have travelled internationally.** In these cases, they must remain away from the workplace for at least 14 days.
- **Workers who live in the same household as a confirmed or clinical COVID-19 case** who is self-isolating
- **Workers who have reason to believe they may have had recent contact with COVID-19** and who may be awaiting test results, etc.

### **3) Further Protocols now include:**

- **A face mask must be worn in all common areas/pathways** in the building, including entrance area, stairwells, hallways, kitchen, washrooms, reception area, and at all times when visiting a colleague's office (or a colleague is visiting you), or when in the boardroom.
- You may remove your mask when in your own office and distanced from others.
- Remember to wash/sanitize your hands each time before putting on a new mask, once you have completed fitting the new mask to your face, and after removing/disposing of an old mask.
  - Do not touch the mask while you are wearing it
  - Your mask must cover from over your nose to down around and under your chin, with minimal gaping on the sides. (i.e. face coverings that do not close at the bottom such as bandanas, etc do not work for this).
  - If you wear glasses and find you often have issues with fogging in your glasses, please choose to take an extra moment to take your glasses off to relieve the fog, instead of choosing to take off your mask. Generally, ensuring your mask is high on your nose, tight

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down on the bridge of your nose and across your cheeks, and placing the nose pads of your glasses on top of the mask, all help to reduce fogging.

- To support an effort to disinfect all high touch surfaces, each worker has been assigned a designated washroom as labelled on washroom doors. We ask that you both:

(a) Use only this assigned bathroom for the time being (bathrooms assigned based on locations of individuals' workspaces)

(b) Please use the disinfectant and paper towels provided after each bathroom use to disinfect high-touch surfaces (including handles, toilet seat, faucets, doorknobs, light switches, etc.)

Please read the directions on the cleaning supplies labels for correct usage. Extra spray is also available under the Kitchen Sink and there are also disposable gloves on the kitchen counter for you to limit your exposure to cleaning products if you wish to take some of these.

- **No handshaking or hugs outside of your family** will be the new norm
- **Please no external visitors to the office at this time** unless otherwise agreed upon
- **Please Practice good hygiene both in and outside of the workplace**, including:
  - **Regular hand washing**
  - **Avoiding touching your face**
  - **Covering coughs and sneezes**
- **Disinfect frequently touched surfaces in your workspace and in congregate social settings that you come into contact with** (ie desks, keyboards, phones, doorknobs, hand rails, photocopier, other surfaces).
- **Please clean and disinfect your workspace at a minimum:**
  - Two (2) times daily for high contact surfaces/objects
  - One (1) time daily for all other surfaces/objects
  - Please visit [WorkSafe BC](#) if you would like more details on proper cleaning of your workspace surfaces
- Worksafe BC has requested we post an **Office Occupancy limit** for the office space. **We have posted this limit at Twelve (12) occupants** based on the number of offices/rooms in our building, and therefore to

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allow for proper physical distancing. With our planned staggered/partially-remote work schedule, and limits on office visitors, we do not anticipate this being an issue to achieve.

- **Keep physical distancing**, as much as possible, both when in the workplace, and in your community. Where not possible (ie on Transit, Shopping) use a non-medical mask or face covering
- Ensure **congregate social settings (kitchens, staff rooms, hallways) in the office maintain best practice in terms of social distance**. Limit the occupancy of Kitchen and communal areas to **One (1) person**.
- **Please refrain from the use of in-office cutlery, plates, and other eating utensils**. Instead, please bring your own from home, and please take them home with you at the end of the day to clean.
- If using the **coffee maker, microwave, or small kitchen appliances**- please disinfect before and after each use
- Where practical, **reconfigure your workspace** to maintain appropriate distance between workers. Please connect with the Office Manager if you need assistance finding a way to reconfigure or relocate your workspace to meet social distancing needs.
- When accepting any deliveries (FedEx, Courier, Online purchases), **please direct the delivery driver to leave all deliveries in the Bin provided at the bottom of the Front Entrance stairs**.
- **As an Office, we will be limiting in-person gatherings of workers (ie meetings)** and encouraging practices like **teleconferences** as an alternative.
- Worker travel will be limited
- If you identify as a **higher-risk employee** (including those over the age of 60 and those with underlying medical conditions) – be informed of your risk, think through your risk tolerance, and take extra precautions. If further flexible hours, workplace accommodations, work from home options, etc are required- please connect with us so we can work together on implementing those accommodations.
- **If you experience any safety/health concerns**, please contact the Office Manager ([assistant@screensiren.ca](mailto:assistant@screensiren.ca)) or Trish ([trish@screensiren.ca](mailto:trish@screensiren.ca)) right away.

### **RESOURCES:**

**For further information on the above, please visit:**

BC's response to COVID-19: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>