

# COVID Workplace Employee Safety Plan

**Date:** February 2022 for St Andrew's & St George's Anglican Church, Trail

## Overview

### PHO Workplace Safety Order

- The following is based on [PHO order for workplace COVID policy as of January 20, 2022](#)
- Key Points:
  - Section P: Employers are required by section 21 of the Workers Compensation Act to ensure the health of their workers and this includes ensuring steps are taken to reduce the risk to workers from communicable diseases. During periods of elevated risk employers must implement additional requirements. The surge of infections caused by the Omicron variant creates an elevated risk of communicable disease transmission and in order to mitigate this risk employers need to develop a COVID- 19 Safety Plan as part of Communicable disease prevention, described at: [WorkSafeBC OHS Guideline G-P2-21](#)
  - Section Q: Preventive measures that follow the hierarchy of controls, such as the elimination of risks (e.g. not working when unwell, diligent hand hygiene and vaccination); engineering controls (e.g. use of physical barriers, maintaining a clean workspace and good ventilation); administrative controls (e.g. working from home when possible); and the use of personal protective equipment (e.g. wearing a properly fitting face covering) can help to reduce the risk of the transmission of SARS-CoV-2 in the workplace.
  - Relevant Definitions
    - "Indoor Common Areas" includes hallways, stairwells, bathrooms, break rooms, and kitchens, but does *not* include an indoor area in which a worker works, including an area where a worker meets with or provides goods or services to clients, customers, patients, passengers or the like.
    - "Physical barrier" as per [WorkSafe BC design guidelines](#).
    - "face covering" means either of the following that covers the nose and mouth of a person: (a) a medical or non-medical mask; (b) a tightly woven fabric.
    - "Staff" includes the Incumbent, Office clerk, Treasurer, Book-keeper, and Custodian. All others, both clergy and laity, are considered visitors.

## **Workplace Protocols and Procedures for Staff**

- This Safety Plan and its associated policies and procedures are posted on the church website, and on site at the main office and in any other active workspaces.
- This Safety Plan has been developed in accordance with WorkSafeBC and Public Health guidelines and with input from the Executive Council of the church. It will be reviewed and updated in keeping with the latest PHO directives and guidelines.
- We have ensured that all staff and volunteers working on site have been advised of these policies and procedures
- Staff are encouraged to express concerns and offer constructive input on the safety measures in place, either as part of regular staff meetings or directly to the Incumbent and/or Churchwardens.

### **Section 1: Measures to Avoid Crowding**

**1.1** Staff on-site will be limited to those necessary to meet operational requirements and where possible, work from home requests will be accommodated

**1.2** Collaborative work involving staff and visitors will be conducted with observation of appropriate distancing and masking measures.

**1.3** Staff will remain at their own work-stations where possible to avoid congregating in hallways and stairwells.

### **Section 2: Engineering Measures**

Not applicable.

### **Section 3: Administrative Rules and Guidelines**

**3.1** All staff are encouraged to be fully vaccinated against COVID and, in keeping with Provincial guidelines, will be given time off, if required, in order to arrange appointment for same

**3.2** Staff must self-monitor for symptoms of illness (such as fever, chills, coughing, diarrhea) and must not come into the workplace if they have new or worsening of pre-existing symptoms of COVID-19 as described at the [BC-CDC symptoms page](#).

**3.3** Staff who have tested positive for COVID-19 or have symptoms consistent with COVID-19 will follow self-isolation guidelines as outlined by the Province at the [BC-CDC "If You Have COVID-19"](#)

[guide](#). Staff who are close contacts of someone with COVID-19 may continue to work while monitoring for symptoms as outlined by the Province at the [BC-CDC close-contacts guide](#).

**3.4** Staff who develop symptoms of COVID-19 while at work will not be permitted to stay at work and will be asked to go home until they have completed self-isolation guidelines as outlined by the province (links in 3.3 above)

**3.5** Staff members who need to remain home in accordance with 3.2, 3.3 or 3.4 will inform their immediate supervisor, the general office administrator, and/or the Incumbent/Churchwardens. Where possible, accommodation for working from home will be arranged during the period of illness/self-isolation. As needed, sick days may be claimed by employees in accordance with their contract and [provincial legislative provisions](#) in recognition of the requirements distinct to COVID-19

**3.6** Signage indicating that visitors and workers with symptoms are prohibited from entering is posted at the main entrance

## **Section 4: Personal Protective Equipment**

**4.1** Staff and volunteers must wear a face covering when entering and exiting the workplace and whenever not working alone at own workstation or office, unless Section 13 of the PHO applies (link at beginning of document above), or a staff person is working alone on site.

**4.2** Staff will wear a face covering when visitors are present in their immediate workplace, or when escorting visitors throughout the building.

**4.3** Visitors will be required to wear a face covering.

**4.3** Signs instructing on the proper use of face coverings are posted; staff not complying (not including exceptions above) will be asked to take corrective measures or leave the work site.

## **Section 5: Cleaning and Hygiene Practices**

**5.1** Sanitizing solution and/or wipes are available at work stations and common areas for use by staff, volunteers, and visitors as needed in addition to the regular cleaning of the workplace (which follows routine cleaning practices).

**5.2** Staff, volunteers, and visitors will be reminded of good hygiene practices including washing hands frequently and coughing/sneezing into sleeve with signs posted. Handwashing locations are visible and easily accessed

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