

COVID-19 Safety Plan

Step 1: Workplace Risk

1. As programs return, Kits House will gradually open to the public, with limited opening hours still in place.
2. The following gathering places have been identified, classrooms and meeting rooms.
 - a. Meetings will ideally be conducted online (Teams) where possible.
 - b. Staff will book a program room for face to face meetings when needed.
 - c. Classroom management is identified in the Childcare plan and follows strict BC Government health requirements. This is available from Daycare and an Extract is included in Appendix E.
3. Front desk:
 - a. Staff are working at the front desk. They work behind the installed plexi-glass screen and masks are recommended.
 - b. Front desk will accept deliveries 9am – 2pm
 - i. Deliveries must be scheduled in advance, as doors could be locked
 - ii. Delivery drivers are recommended to be wearing a mask.
 - iii. Delivery drivers not permitted in staff area
 1. Delivery to living room is okay for kitchen items
4. On site
 - a. Staff can continue to work from home if preferred
 - b. When staff do work from the office, follow office capacity guidelines.
 - i. News and Views, full capacity. Wearing a mask is recommended when the office is at full capacity and as soon as you step away from your desk.
 - ii. The Hive, full capacity. Mask wearing is recommended as soon as you step away from your desk. If there are 3 or more staff working, mask wearing is recommended.
 - c. If there are 3 or more people in the office, online and in-person meetings will have to be held in a different room, separate from the office, where possible.
 - d. Additional staff will work on a laptop in a meeting area, or at the front desk.
 - e. Management will create a staff and desk schedule that is relevant to the current Covid-19 stage.
 - f. **Childcare staff**



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Staff who are exposed to COVID-19 may continue to attend child care, regardless of vaccination status, unless they develop symptoms and/or test positive for COVID-19. If they develop symptoms of COVID-19 or test positive – refer to step 3 of the safety plan: Staff must self-isolate if.

5. Personal Protection Equipment

- a. It is recommended that Staff wear a mask in ***common and public areas, anywhere where you step away from your desk.*
- b. Masks will be made available if needed.
- c. Staff are to immediately withdraw from any harmful situation where possible or wear PPE if needed.
- d. **Child care programs**
 - i. Masks are now recommended for staff, volunteers, visitors and children in all child care programs.
- e. **Better at Home Housekeepers**

BAH staff who are entering a private residence will need to be wearing a mask while doing their tasks. Wear gloves when it is appropriate to do so.

***common and public areas are defined as the following: front desk area, photocopier, hallways, front lobby, kitchen, staff room, public washroom, living room, elevator, stairs, basement*

6. Computers and workstations

- a. Desk space to be assigned by management – until further notice
- b. Staff are responsible for keeping their work space clean and it is recommended to sanitize their desk space regularly
- c. Other high touch point surfaces, such as doorknobs, elevator buttons, and light switches will be cleaned and sanitized 2 times a week by the cleaners – staff are encouraged to sanitize high touch points during the day
- d. Photocopier and shared printers
 - i. It is recommended for staff to sanitize hands before and after usage

Vaccination requirement:

1. New staff
 - a. All new staff hired are required to have a double vaccination.
 - b. If you do not provide such proof prior to your start date, your offer of employment will be void and of no effect. If you are unable to be fully vaccinated on the basis of a ground protected by applicable law, you may request an accommodation from ANHBC.
 - c. ANHBC reserves the right to delay your start date while it considers your accommodation request. ANHBC also reserves the right to amend its COVID-19 vaccine requirement in its sole discretion.

Step 2: Implement protocols to reduce the risks

1. There are no more Covid-19 regulations related to room capacity, all rooms are back to full capacity.
2. Space Usage
 - a. It is recommended when working face to face to keep a 2-metre distance where possible
 - b. Cleaners will continue cleaning and sanitizing after rentals but it is important that staff continue sanitizing equipment and commons areas and also instruct volunteers/facilitators in their programs to help with it.
3. Workers potentially working in close proximity have been identified and the following guidelines have been established
 - a. Childcare – refer to childcare protocols
 - b. Steeves Manor – refer to the Steeves Manor working with Resident procedure
 - c. Better at Home Housekeeping – refer to Kits Better at Home Housekeeping Covid-19 protocols

- d. It is recommended to continue to be mindful and avoid physical contact between staff and participants – no hugs, handshakes, or fist pumps
4. Handwashing
 - a. Our workplace has enough handwashing facilities on site for all our workers
 - b. Handwashing locations are visible and easily accessed.
 - c. It is recommended for staff to wash their hands for at least 20 seconds with soap and water
 - i. When arriving to work
 - ii. Entering a new room
 - iii. After the use of the bathroom
 - iv. After touching their face and hair
 - v. After nose blowing, sneezing, coughing
 - vi. After touching their personal cell phones
 - vii. After using shared equipment
 - d. Signage will be posted at all stations
5. The Public Coffee Station will continue closed until further notice
6. The living-room is available for Kits House programming, staff have to coordinate with OSC staff and share the space until there is Front Desk staffing in place to keep the front doors open for OSC pick-up and drop-off.

Cleaning standards

1. Day time cleaning, staff are responsible to sanitize their own workspace and are encouraged to sanitize any high touch surfaces.
 - a. Cleaning and sanitation supplies are stationed in every room
 - b. High touch points include:
 - i. All knobs / buttons / washrooms / railings / hands
2. Evening
 - a. Three times per week normal cleaning activities will be supplemented by sanitization of hard surfaces and common area surfaces.
 - i. Any other areas required in staff areas of both buildings
 - ii. Community Hall and St. George's room washroom sanitize, dispose paper waste basket daily
 1. To include the bottom half of the walls in daycare
 2. Hard surfaces and touch points
 - iii. Common areas and surfaces

3. Operations will ensure staff have adequate training and materials.
4. Staff room / Kitchen
 - a. Wash your hands upon entry of the staff room
 - b. Staff can use dishes and cutlery – but they must be sanitized after use by placing in the dishwasher.
 - i. Microwave / Fridge handle must be wiped after use

Cleaning protocols

1. Program or Meeting areas
 - a. Staff or volunteers will wipe down equipment at the beginning and end of each session all program and meeting rooms.
 - b. Each room will have sufficient cleaning and sanitization supplies.
 - c. Staff personal desks are staff responsibility
2. Cleaning Contractors
 - a. Any communication related to cleaning can be documented in the communications book at the Front Desk.
 - b. Any issues with cleaning and sanitization should be referred to the Front Desk.

Step 3: Policies

Staff must self-isolate if:

- You have tested positive for Covid-19.
- (1) Directions on how to self-isolate for people who are fully vaccinated*
 - (i) If you test positive and are managing your illness at home, you can end isolation when all three of these conditions are met:
 - a. At least 5 days have passed since your symptoms started, or from test date if you did not have symptoms, whichever is longer.
 - b. Fever has resolved for 24 hours without the use of fever-reducing medication, such as acetaminophen or ibuprofen.
 - c. Symptoms have improved.
 - (2) Directions on how to self-isolate if you are unvaccinated
 - a. At least 10 days have passed since your symptoms started, or from the day you tested positive if you did not have symptoms.
 - b. Fever has resolved for 24 hours without the use of fever-reducing medication, such as acetaminophen or ibuprofen.
 - c. Symptoms have improved.

- All staff arriving from outside of Canada are required to take a Covid-19 test upon

arrival and self-isolate until they receive a negative test result.

**Testing requirement for fully vaccinated travelers returning to Canada will be lifted April 1st, 2022*

** if the test comes back positive, refer to either requirement (1) or (2) for self-isolation procedures.*

After your arrival

- For 14 days following entry into Canada, you and any children who travelled with you must:
 1. properly wear a well-constructed and well-fitting mask when in public spaces, both indoors and outdoors
 2. maintain a list of all close contacts and locations you visit
 3. keep copies of your proof of vaccination
 4. Some federal rules after entering Canada are different from the provincial or territorial rules. In this case, you must follow the stricter rules.
 5. Monitor for symptoms for 14 days after your arrival.
- If a fully vaccinated traveller or unvaccinated child under 12 years of age tests positive:
 1. they must isolate for 10 days
 2. report your test results and/or symptoms to PHAC by calling 1-833-641-0343
 3. If a parent, step-parent, guardian, or tutor a child has travelled with experiences symptoms or tests positive:
 4. unvaccinated children under 12 years of age must quarantine for 14 days and monitor for symptoms
 5. report your test results and/or symptoms to PHAC by calling 1-833-641-0343
- If a person you travelled with develops symptoms or tests positive, you must begin a 14-day quarantine period starting from your last exposure to the person.
- You must provide proof of your test results, if asked, to any federal, provincial, territorial or municipal government official or peace officer.
- If you have mild symptoms of COVID-19, you do not need a test. Stay home and away from others until you feel well enough to return to your regular activities and you no longer have a fever.

* Fully vaccinated means you received both doses of a 2-dose series (e.g. AstraZeneca, Pfizer, or Moderna vaccine) or it has been more than 14 days since you received a single dose of a 1-dose series (e.g. Janssen/ Johnson and Johnson).

What to do if you have been in contact with a confirmed case.

Whether notified of a COVID-19 exposure or not, everyone should routinely monitor

symptoms of COVID-19 and stay home if you feel unwell or develop symptoms. If symptoms develop, stay at home until you are well enough to participate in your usual activities and check to see if testing is recommended.

Most people do not need testing and can self-manage even if they are known close contacts.

**A close contact is generally someone who has been near a person with COVID-19 for at least 15 minutes when health and safety measures were not in place or were insufficient.*

When to get tested if you have been in close contact with a confirmed case

- If you are not showing any symptoms of COVID-19, you do not need to be tested, unless you are asked to by Public Health.
- If you are unsure, complete the [BC COVID-19 Self-Assessment Tool](#)

You should monitor for symptoms of COVID-19 for 10 days from the day you last had contact with the person who has COVID-19, even if you are fully vaccinated or had COVID-19 in the last 90 days. If you have no symptoms of COVID-19, you do not need a test.

What to do if you have mild symptoms and testing is not recommended

- Stay home until you feel well enough to return to your regular activities.
- Avoid non-essential high-risk settings such as long-term care facilities and individuals at higher risk for severe illness for 10 days after the start of your symptoms.

Mild symptoms are symptoms that can be managed at home.

***These guidelines change and evolve continuously please always check <http://www.bccdc.ca/> for the most up to date information.**

Workers who become sick at work

- c. Are asked to go straight home. Consult the [BC COVID-19 Self-Assessment Tool](#) or call 811 for further guidance related to testing and self-isolation.
3. If the worker is severely ill
 - a. E.g., difficulty breathing, chest pain
 - b. Call 911
 - c. Clean and disinfect any surfaces that the sick worker has encountered.
4. Work from home is an option depending on the positions scope of work. If staff are sick they are highly encouraged to use their sick time to rest and get better. If



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staff are experiencing minor symptoms and feel they can complete tasks from home, they may arrange work from home with their supervisor.

5. All staff returning to work and new hires are required to review and follow protocols

Step 4: Communication Plans and Training

1. Everyone entering the workplace, will know how to keep themselves safe while at KNH.
 - a. Signage will be placed on the front door
2. Kits House has a training plan to ensure everyone is trained in workplace policies and procedures. All workers have received the policies for staying home when sick.
 - c. All staff returning to work / new hires will complete COVID-19 safety plan orientation / training
3. Kits House has posted signage at the workplace, including effective hygiene practices.
4. Kits House has posted signage at the main entrance instructing people to stay home if they are sick or not feeling well.
5. Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
 - d. Management will meet regularly to discuss any changes

Step 5: Monitor our workplace and updating the Safety plans as necessary

1. If you identify a new area of concern, or if it seems like something is not working, then please
 - a. Notify the OHS committee or supervisor
 - b. All staff especially returning staff will be trained on any new procedures
 - c. All issues will be addressed
2. We have a plan in place to monitor risks. We make changes to our policies and procedures, as necessary. Workers know who to go to with health and safety concerns.
 - a. Notify the OHS committee or supervisor
 - d. All staff especially returning staff will be trained on any new procedures
 - e. All issues will be addressed
3. When resolving safety issues, we involve the health and safety committee
 - a. Issues will be sent to management and the OHS committee
 - b. All issues will be addressed

Step 6: Assess and address risks from resuming operations

1. New staff and returning staff are trained and integrated into the current operation.



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2. We have a training plan around changes to our business, such as new equipment, processes, or products.

Appendix # 1: Staff Wellness / COVID Screening Policy

The safety and wellbeing of our staff, volunteers and participants is at the forefront in relation to pandemic related policies. Due to COVID-19, Kits House is following provincial health guidelines and conducting staff wellness checks.

All staff are required to do a self-assessment before leaving the house to go to work.

1. Check how you are feeling and ask yourself the screening questions outlined below:

COVID Screening Questions:

- Do you have any of the following new or worsening symptoms that are not associated to a known or previous diagnosis?
 - Fever
 - Chills
 - Cough or worsening of chronic cough
 - Shortness of breath
 - Sore throat
 - Runny nose
 - Loss of sense of smell or taste
 - Headache
 - Fatigue
 - Diarrhea
 - Loss of appetite
 - Nausea and vomiting
 - Muscle aches
- Have you been out of the country and awaiting your test result?

If any employee answers yes to any of these questions, you need to stay home and inform your supervisor.