



COVID-19 Safety Plan

Revised February 9, 2022

In order to continue to reduce the transmission of the COVID-19 virus, services provided and the workplace environment have been modified by the use of a number of actions. This safety plan has been developed as per the guidelines provided by WorkSafe BC and in compliance with industry specific WorkSafe standards for in-person counselling, community social services (non-residential), and offices.

Core Personal Measures:

It is expected that all staff will observe the following guidelines of personal self-care in order to reduce transmission of the COVID-19 virus:

- No handshaking or physical contact (ie high fives)
- Practice good hygiene (frequent hand washing with soap and water and use of hand sanitizers, avoid touching one's face, practice respiratory etiquette such as coughing into one's elbow, disinfect frequently touched surfaces)
- Maintain reasonable physical distancing as much as possible
- Stay at home if sick or if one has symptoms of COVID-19 (see page 3)
- If one is at increased risk of a more severe illness because they are over 60 years old, or have compromised immune systems or an underlying chronic medical condition, they are to consult with their direct supervisor around extra precautions.

Physical Distancing:

In order to decrease the number of people in the office, staff will continue to work remotely approximately 50% of the time. *However, in light of the fast spread of the current Omicron variant, staff are encouraged to work remotely more frequently; for example, if sessions can be scheduled remotely and staff have no in-person sessions scheduled in a day, they should work from home. This is in place until further notice, when the current spike in cases declines. Staff should discuss their own caseloads and remote working plans with their direct supervisor.*

Staff schedules have been created taking into consideration placement of desks, so there is always a minimum of two metres between desks of staff working at a given time. In-person services will be provided only if necessary and in the best interest of the client. Virtual services may continue to be offered from the office or from home.

Groups will be provided primarily online. Some groups will be provided in-person with masks on and with physical distancing, *but they may be moved to online or postponed based on the current Omicron situation*. Team meetings, committee meetings, and board meetings will be run through Zoom, unless the group is small enough and the space large enough to provide adequate physical distancing.

Parents are not to be permitted to wait in the waiting room for their child while in counselling unless they are specifically required to (such as when there is a Behaviour Support Plan in place). Two chairs are provided in the waiting room in #203 in order to accommodate these circumstances. Clients will be encouraged to come promptly on time for their appointments (not early) in order to minimize waiting room traffic.

Staff will be responsible to ensure that only one person is in the kitchen at a time, and to stagger bringing clients through corridors to the therapy rooms. A maximum of five people may be in the counsellor's shared office area at one time, however only for brief periods (ie. passing through).

A maximum of three people may be working in the counselling office area, and one person in the PSP office, at one time. A maximum of two individuals may be in the #203 waiting room at a given time, in addition to the Administrative Assistant at their desk.

Engineering Controls:

Therapy rooms are to be set up and utilized in such a way as to maximize physical distancing, with the expectation that there be a minimum of two meters between the staff person and the client in the room. The larger therapy rooms are preferred for this. Smaller therapy rooms are only to be used if there is only one client and physical distancing can be maintained. Clients who are family members from the same household may sit in closer proximity to each other.

Plexiglass barriers will be utilized at the reception desks to protect administrative staff. Hand sanitizers will be made available in every room as well as the waiting room, and clients will be expected to sanitize their hands prior to entry into counselling rooms.

Administrative Controls:

Staff working hours in the office will be scheduled to ensure physical distancing. Remote services will continue to be offered to clients.

Staff Screening

All staff are to sign off on a COVID-19 staff screening document every day they come into the office. Staff are to self-monitor for symptoms and must not come into the Cameray office if they or someone in their immediate household has new or worsening of COVID-19 symptoms. These symptoms include fever, chills, cough, loss of sense of smell or taste, difficulty breathing, sore throat, loss of appetite, runny nose, sneezing, extreme fatigue or tiredness, headache, body aches, nausea or vomiting, and diarrhea. If staff or members of their immediate household have experienced these symptoms, they are not to come into the office until all of the following conditions are met:

- (1) At least five days have passed from the onset of symptoms,
- (2) Fever has resolved without the use of fever-reducing medication, and
- (3) Symptoms have improved.

For more information and guidance on isolation and self-management of symptoms, please refer to <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/if-you-have-covid-19#mild>

Staff are also not to come into the office if they have been ordered by Public Health to self-isolate. This includes isolation after travel outside of Canada until a negative COVID-19 test result is obtained.

If any of these conditions apply but staff do not feel “too sick to work” they can work from home until the conditions no longer apply.

Client Screening

There will be zero tolerance for clients to come in while displaying the above symptoms. Clients are to be informed of this policy, and will be asked when booking appointments if they have symptoms. Clients will be turned away if they come to the office with symptoms. Sessions can be provided remotely from the office for those clients who are displaying symptoms and cannot attend their scheduled in-person session.

Clients will provide informed consent for in-person service during COVID-19.

Other Controls

Cleaning of high touch areas are performed daily. This includes the plexiglass barriers and shared equipment such as copy machines.

Sessions are to be staggered to allow for wiping down of counselling rooms and toys that were used between each session.

Staff are to use their own equipment such as therapy tools, computers and pens, and wipe down shared equipment after use.

Clients will be encouraged to bring their own pens for completing forms.

First Aid personnel will be provided with OFAA protocols for use during the COVID-19 pandemic.

Personal Protective Equipment:

Staff are also required to wear non-medical masks or other face covering while in the presence of other staff or clients. Masks must be worn correctly, fully covering the nose and mouth. Information on the proper usage of masks is available here: <https://www.worksafebc.com/en/resources/health-safety/posters/prevent-spread-communicable-disease-how-to-use-mask?lang=en>

Clients 5 and older will be required to wear masks while in the office. If they do not have their own masks, disposable masks will be provided to them.

Masks will not be required for staff persons alone in a room, or if there is a physical barrier between the worker and others which blocks the transmission of droplets.

Staff are strongly encouraged to be vaccinated and paid time off will be provided for vaccination appointments.