

# Yarrow Returning to Work COVID-19 Safety Plan

## Risk Assessment

- We have involved all Yarrow staff in this risk assessment.
- We have identified areas where people gather:
  - Yarrow office at Sun Wah Centre
  - Common areas in Sun Wah Centre (seating area, kitchen, washrooms, meeting rooms)
  - Public parks and other spaces
  - Cars and transit
- We have identified job tasks and processes where workers are close to one another or members of the public:
  - Case services
  - Community meetings
  - Drop-in meetings
  - Grocery delivery services
  - Medical accompaniment services
  - Office work
  - Public community events
  - Volunteer meetings
- We have identified the tools, and equipment that workers share while working.
  - Printers
  - translation devices
  - Yarrow phone
  - Computers
  - Files
  - General office supplies
- We have identified surfaces that people touch often:
  - Doors and door knobs
  - Elevator buttons
  - Light switches
  - Key code pad
- We have identified entry and exit points where people may encounter one another:
  - Entrance to Sun Wah Centre
  - Elevator in Sun Wah Centre
  - Yarrow office doorway
  - Emergency stairwell in Sun Wah Centre
  - Kitchen and washrooms in Sun Wah Centre

## Implement Protocols to Reduce Risk

### **1. First Level of Protection: Elimination**

- We have established and posted an occupancy limit for our premises:
  - 2 people who live in different households, OR
  - 3 people, but only if 2 of them live together in a household
- Staff will continue to work remotely whenever deemed appropriate or possible; meetings will continue virtually, staff will continue with online programming and outreach when appropriate.
- Staff will have a clear schedule with names and number of staff per day on site.
- Staff workstations co-working spaces will only be working at desks that are 2 meters away from each other to ensure physical distancing.
- Occupancy limits are posted within the Sun Wah Building, including washrooms, elevators, common areas, and hallways.

### **2. Second Level of Protection: Engineering**

- We have installed barriers at each desk, including facing the office doorway.
- The barriers are installed in a way that does not create additional health or safety risks for staff.
- We have created a disinfection checklist that includes cleaning of high touch areas and barriers.
- We have added physical distancing markers to the office floor area.

### **3. Third Level of Protection: Administrative**

#### **Staff**

- Staff have been provided with rules, guidelines, and training on health and safety in the workplace.
- Staff will record the names, dates, and times of all people entering and exiting the office.
- Staff must complete a self-screening for symptoms of cold, flu, or COVID-19 before entering the office. They may not enter the office or meet in person with other staff or participants if they:
  - Have experienced any signs or symptoms, such as sneezing, coughing, fever, or difficulty breathing in the last 10 days,
  - Have been directed by Public Health to self-isolate, or
  - Have travelled outside the country or come in contact with a COVID-19 case in the last 14 days.
- Staff must wash or sanitize their hands before entering the office, before eating and drinking, and after using the washroom.
- Staff must avoid physical contact when greeting other staff and visitors.
- If staff begin to experience any symptoms of illness at work, they should return home immediately and inform their supervisor.

#### **Visitors**

- As much as possible, face-to-face meetings with participants will take place in outdoor areas that allow for physical distancing.
- Any participant visits to the office are by appointment only or during designated time periods. Visits must be scheduled at least 15 minutes apart. In between visitors, the office door must be opened so that air can circulate freely.
- Staff will ask participants about whether they are experiencing COVID-19 symptoms both when scheduling a meeting and immediately before beginning the meeting. Staff will also ask participants

to self-screen for COVID-19 symptoms before visiting the office. Visitors may not enter the office or meet in person with staff if they:

- Have experienced any signs or symptoms, such as sneezing, coughing, fever, or difficulty breathing in the last 10 days,
  - Have been directed by Public Health to self-isolate, or
  - Have travelled outside the country or come in contact with a COVID-19 case in the last 14 days.
- Staff will also ask participants about whether they have underlying medical conditions that puts them in increased risk for severe illness from COVID-19 to ensure both parties are aware of the risks.
  - [Has Sun Wah removed seating areas outside of the office? Can they add lanes to the hallways?]
  - Visitors are requested to wash their hands in the kitchen or use provided hand sanitizer before entering the office.

### **Work Space**

- Staff will use the same work station for their entire shift. Staff will clean and disinfect their workstation at the beginning and end of each shift, including any equipment such as clipboards, staplers, and pens.
- Staff will disinfect any areas occupied by a visitor immediately after each visit.
- As much as possible, the office door will be kept open while staff are in the office so that air can circulate freely and to reduce contact with the door handles.

### **Communal Spaces**

- Staff will use their own personal cups, dishes, and utensils for eating and drinking.
- Staff will sanitize the handles and buttons of the water kettle, refrigerator, and photocopier in between each use.
- Staff will follow the occupancy limits and protocols set by ArtscapeBC for all common areas, including the kitchen and washroom.

### **Cleaning and Hygiene**

- Staff have been trained in safe cleaning protocols.
- Staff have been provided with a cleaning checklist for the end of each participant visit and work shift, as well as disinfectant spray and wipes.
- Posters on handwashing and hygiene are posted on the office door in multiple languages.

## **4. Fourth Level of Protection: Personal Protective Equipment**

- Staff have been trained in how to use masks and understand the limitations of masks.
- In the office, staff will be provided with disposable masks and are required to use them when physical distancing is not possible. Staff may also choose to bring and wear their own masks.
- Outside of the office, staff will be provided with disposable masks and are required to use them for all in-person meetings with participants where physically distancing is not possible. Staff may also choose to bring and wear their own masks. Staff must also bring and offer disposable masks to participants; however, participants are not required to wear masks.
- Disposable masks and gloves have also been added to the office first aid kit and outreach first aid kit.
- Senior staff are responsible for replenishing PPE stock and onsite staff is responsible for informing senior staff when PPE stock is running low.

## **5. Policies, Guidelines, Communication, and Training**

- We have developed policies and guidelines to ensure to keep staff and visitors safe. Our policies include what to do if staff begin to feel ill at work.
- We have implemented a training plan to ensure all staff, including new staff, understand the policies and guidelines.
- We have posted signage at the door to the office indicating that people who are experiencing symptoms or who may have been exposed to COVID-19 must not enter the office or meet with staff.
- Senior staff will ensure that the policies and guidelines are being implemented across all programs and communicated to participants, including volunteers.
- Board members will continue to monitor risks. They will review the policies and guidelines every two months with staff members and revise as needed. Staff may also bring ideas or concerns about health and safety to Board members at any time.