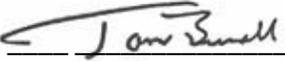


Open Door Group
Covid-19 Safety Plan
Catchment: 11

Approved by: Tom Burnell, CEO

Signature: 

Date: January 2022



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INTRODUCTION

This Covid-19 Safety Plan for in-person and virtual services is part of the Business Recovery Plan (BRP) for Catchment #1: Vancouver City Centre and a follow-up to Open Door Group's (ODG) Pandemic Response Plan last updated January 2022.

Service sites included in this plan:

- VCC: 200-250 West Pender Street, Vancouver, BC, V6B 1S9 T: 604-334-6372
- Burrard: 900-1200 Burrard Street, Vancouver, BC V6Z 2C7, T: 604-334-6372
- Career Zone: 1256 Granville St 2nd Floor, Vancouver, BC V6Z 1M4, T: (604) 605-4666
- 134 East Hastings Street, Vancouver, BC V6A 1N6, T: 604-334-6372*
- 138 East Hastings Street, Vancouver, BC V6A 1N6, T: 604-334-6372*

This plan has been informed by:

- WorkSafe BC's Covid-19 Safety Plans - January 20, 2022
- WorkSafe BC's Safety Plan template
- WorkBC Centre Covid-19 Phased Operational Recovery – Guidance and Principles
- Covid-19 Guidance and Orders of the Provincial Health Officer
- BC Centre for Disease Control
- BC's Restart Plan: Next Steps to Move BC Through the Pandemic

In addition, the plan has been informed through active engagement of ODG's frontline workers, Occupational Health and Safety committee members, and Pandemic Response Committee in a process of assessing the risks at the service centre, developing and implementing the protocols as well as continuously evaluating and reviewing the protocols and procedures.

The plan provides an overview of ODG's phased-in approach to resuming in-person services at service sites. Safety measures to reduce the risk of transmission of COVID-19 and maintain a healthy and safe environment at the site for staff and clients are included in the plan.

WORKPLACE RISK

COVID-19 can spread in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over a short period of time.

Areas within the service site that may present a risk based on the above information have been identified and assessed for ability to physical distance and high-touch surfaces. These include:

Entrance and exits	Resource rooms
Washrooms	Office equipment
Lunchroom	Supplies
Individual and shared offices	Utensils and dishes
Workshop and interview rooms	Furniture

IMPLEMENTED PROTOCOLS TO REDUCE THE RISK OF TRANSMISSION

Industry specific protocols provided by WorkSafeBC have informed this plan. Specifically, this includes protocols for offices, in-person counselling, and where relevant, education.

Protocols have been shared with the occupational health and safety committee for feedback.

In addition to the notes below as part of each level of protection, please refer to **Appendix B: ODG Return to Work Guidelines**, and **Appendix C: ODG Return to Operations Phase 1 Team Orientation (Part 1 and 2)**.

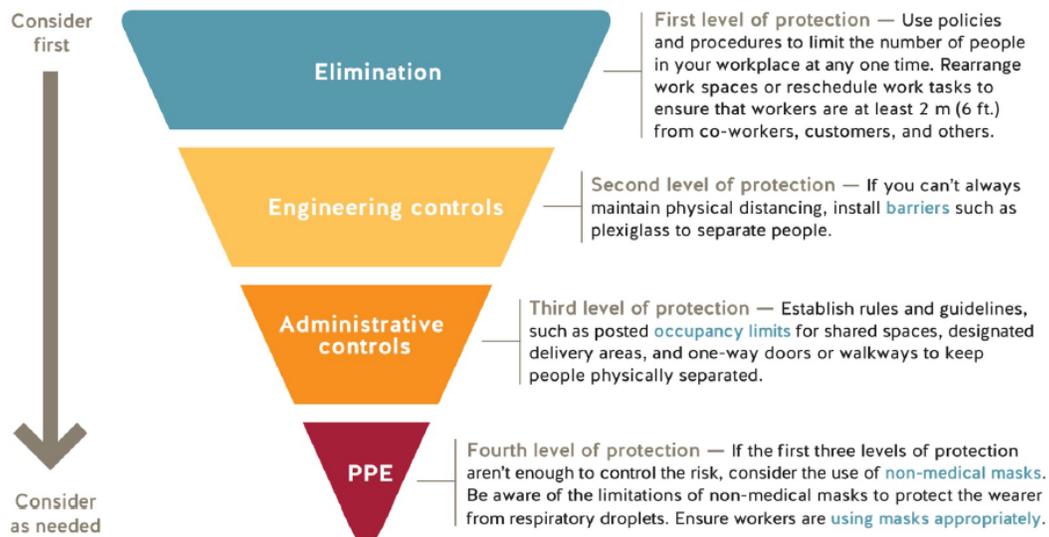
Reducing the Risk of Transmission



COVID-19 Safety Plan

Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



FIRST LEVEL OF PROTECTION: ELIMINATION

Control measures for maintaining physical distance

Working on-site

The primary method of service delivery will remain as in-person services. Staff will be required to complete a self health assessment each day, maintain physical distancing, and wear masks as required. Staff have been provided with the necessary equipment to deliver remote services including laptops, headsets, other peripheral equipment, and access to phones through Microsoft Teams. Virtual services will continue for clients who express an interest in virtual service or as a result of a barrier find virtual services more comfortable.

For in-person services, hours will be as follows:

Sechelt: Mon & Tues: 10:30am-6pm
Weds: 11:30am-4:30pm
Thurs & Fri: 8:30-4:30pm
Close for lunch 12-1pm

Squamish: Mon & Tues: 10:30am-6pm
Weds: 11:30am-4:30pm
Thurs & Fri: 8:30am-4:30pm
Close for lunch 12-1pm

Arriving/Leaving the office

Maintain safe physical distancing guidelines of 6 feet/2 meters between people when entering and exiting the building.

Do not enter or leave the site in groups

Use designated entrance and exits

Wash your hands after you enter the building and disinfect your workspace as needed, particularly after each appointment

Doors will be locked during hours of operations. Visitors and clients will be welcomed and exited by staff.

Changes to how tasks are done

If staff need to work in a group or meet with others, ensure that the workspace allows the six feet/two metre distance is maintained.

Changes to workspace

Adjustments made to sites to ensure the proper safety measures are in place including creating adequate space between service workstations, putting up signage and floor decals.

Measures in place to limit use of all shared spaces such as washrooms and kitchen to ensure staff can maintain six feet/two metre distance.

Only one person permitted to access the photocopier area at a time.

Where possible, communal pathways have been marked out to be one directional to reduce personal interactions.

All non-essential communal items, such as brochures, candy dishes, magazines, etc. have been removed.

Each staff person will have access to their own supplies (e.g. pen, paper, headset, etc.). Clients will also have access to their own supplies – pen, paper, etc.

Signage has been printed and posted around the sites in relation to occupancy limits, hygiene, physical distancing, symptoms, washrooms, floor decals, etc.

Clients are advised to come alone for the appointment to minimize occupancy; however, clients with support workers/people will be allowed access if all safety protocols are observed.

Clients will be informed of what to expect at the service location (e.g. screening questions, limited time for meetings (45 mins), requirement to wear a mask (that can be provided) when they are booking appointments. This will be shared either by email or verbally if the appointment is confirmed over phone.

SECOND LEVEL OF PROTECTION: ENGINEERING CONTROLS

Each site has been adjusted to ensure the layout allows for physical distancing measures to be met. In addition, each site has access to self-standing 2 plexi shields per site: 1 extra wide at 47”x31”x10” (reception) and 1 at 23.5’x32’x10’. Additional plexi shield may be ordered as more staff join active in-person rotation.

THIRD LEVEL OF PROTECTION: RULES & GUIDELINES

- Refer to **Appendix B: Open Door Group Return to Office COVID19 Guidelines**

FOURTH LEVEL OF PROTECTION: USE OF MASKS & PERSONAL PROTECTIVE EQUIPMENT

Clients and staff will be required to wear masks when providing in-person services or where people are congregating (more than 2.) When staff are working in their office alone, they are not required to wear masks. This requirement will be monitored and will take direction from WorkSafe BC and guidance from the OH&S committee. ODG will be providing disposal masks for staff AND clients (available onsite by June 1st) as well as 2 reusable masks per staff.

Clients and Staff will also be provided Nitrile gloves that should only be used when sanitizing, and when handling anything back and forth between clients (e.g. pens, forms, etc.). Gloves are available for use to clients when using computers. Gloves should be disposed of after each use. Face shields are also available to staff and should not be shared with each other. Resources for correct use and disposal of masks and gloves: <https://www.youtube.com/watch?v=eVJbenwzR1s>.

Please Note: PPE equipment is expected to be used at the worksite and, unless approved by the onsite manager, cannot be taken home. Any theft of PPE equipment is eligible for termination with cause and ODG will act accordingly.

POLICIES

ODG has developed the necessary policies, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace, including:

- Anyone who is fully vaccinated and has had symptoms of COVID-19 or has tested positive for Covid-19 must self isolate for 5 days after the onset of symptoms or the positive test result.
- Anyone directed by Public Health to self-isolate.
- Anyone who is unvaccinated and has symptoms of Covid-19 or has tested positive for Covid-19 must self isolate for 10 days after the onset of symptoms or the positive test result.

First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic. See **Appendix D: OFAA Protocols COVID-19.**

In-person services at the site can only occur if there are a minimum of 2 staff present at any time.

ODG has a work from home policy in place. See **Appendix E: ODG Work from Home Guidelines March 2020.**

ODG's policies address workers who may start to feel ill at work. Specifically:

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated.
- Ask the worker to go straight home. [Consult the BC COVID-19 Self-Assessment Tool <https://bc.thrive.health/> or call 811 for further guidance related to testing and self-isolation.]
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

COMMUNICATION PLAN AND TEAM ORIENTATION/TRAINING

ODG has developed a training plan to ensure staff is trained in workplace policies and procedures.

- Prior to returning to on-site, in-person service, all staff will participate in a 3-hour Team Orientation. Part 1 of the orientation (1.5 hours), provides an overview of the safety plan and related operational protocols in relation to being on-site and delivering limited in-person services. Part 2 (1.5. hours) covers strategies, tools, and protocols to address the risk of conflict and/or violence that may occur as clients and members of the public adapt to restrictions or

modifications to the workplace. Please refer to **Appendix C: ODG Return to Operations Phase 1 Team Orientation (Part 1 and 2)**.

- Each day in the office, staff will attend a morning team meeting where check-ins will occur in relations to workplace procedures as well as sharing any updates to policies and protocols.
- All staff will receive policies for staying home when sick and other relevant policies.
- Signage is posted at the worksite, including occupancy limits and effective hygiene practices.

Any major adjustments to the plan will be communicated out to all staff by the CEO, COO, or HR Director and followed up by local on-site managers at the next staff meeting.

Questions can be directed to local managers, Program Directors, or the HR Director (jessica.webb@opendoorgroup.org).

Please refer to Appendix A for the names, titles, and direct contact details for the members of ODG's Pandemic Response Committee.

MONITORING AND UPDATING THE PLAN

ODG acknowledges that things may change as we return to on-site operations. New areas of concern, or practices/measures that seem to be ineffective will be re-evaluated, revised in consultation with health guidelines and the OH&S committee, and will written policy will be updated and disseminated/communicated out.

After each weekly rotation, managers will be asking staff how they can improve the worksite to ensure greater safety for staff and clients. Any recommendations coming from staff and managers to improve worksite health and safety will be approved by the Program Director.

If staff do not feel comfortable going to their onsite manager, they can go directly to the Director of Human Resources to voice their concerns and suggestions.

CONTINUOUS IMPROVEMENT AND SHARING OF BEST PRACTICES

the team will observe up-to-date guidelines from the Health Authorities, WorkSafe BC, BC Centre for Disease Control, the Ministry of Social Development and Poverty Reduction, etc. to ensure a healthy and safe environment for clients and staff members.

Best practices and lessons learned will be shared when appropriate with other ODG service locations and WorkBC contractors. The e mutual support will continue and create a strong capacity for involved primes to adapt to any changing factors (uncertainties) along the pandemic crisis.

APPENDIX A: ODG Pandemic Response Team: Key Contact Information

Jessica Webb, Director of Human Resources

- Mobile Phone: 250 819 8259
- Email: jessica.webb@opendoorgroup.org

Tom Burnell, Chief Executive Officer

- Mobile Phone: 778-987-8757
- Email: tom.burnell@opendoorgroup.org

Alona Puehse, Chief Operating Officer

- Mobile Phone: 778 554 9600
- Email: alona.puehse@opendoorgroup.org

Cora David, Chief Financial Officer

- Mobile Phone: 604-358-7158
- Email: cora.david@opendoorgroup.org

Scott Harms, IT Manager

- Phone: (236) 427-4997
- Email: scott.harms@opendoorgroup.org

Elizabeth Vu, Manager of Communications

- Mobile Phone: 778-823-2888
- Email: elizabeth.vu@opendoorgroup.org

Christine Buchanan, Director of Employment Services and Training

- Mobile Phone: 778-385-8486
- Email: christine.buchanan@opendoorgroup.org

Jaime Clarkson, Director of Risk Management & Quality Assurance

- Mobile Phone: 250-574-5237
- Email: jaime.clarkson@opendoorgroup.org

COVID 19 RETURN TO OFFICE PROCEDURES



In consultation with WorkSafe BC and our provincial funders, Open Door Group has returned to in person services. All offices are providing services with certain restrictions and precautions in place.

COVID-19 Preventative Measures

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to and returning from the bathroom; and before eating or preparing food.
- If you have to cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue if used and wash your hands afterwards.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Clean and disinfect frequently touched objects and surfaces.
- If you have questions about whether or not you should have been tested for COVID-19, use the self-assessment tool at <https://bc.thrive.health/covid19>.

Entering/Leaving the Building

- Maintain safe physical distancing guidelines of six feet/two metres between people when entering and leaving the building.
- Do not enter or leave the building in groups!
- Use the designated entrance and exit.
- Wash your hands after you enter the building and disinfect your workspace as needed.

Daily Sanitizing Routines

- After arriving to the office, wash your hands right away.
- Use available disinfectant to disinfect your work space as needed.
- If you must meet in a shared space or meeting room, disinfect any surfaces, handles, equipment, furniture, etc. that have been used following the meeting.
- Disinfect any shared surfaces, handles, equipment, furniture, etc. after you use it. This includes any appliances in the kitchen.
- If you leave your office at any time during the day, follow the same guidelines

COVID-19 RETURN TO OFFICE PROCEDURES

Physical Distancing

- Do not enter or exit the building in a group. Enter and exit using safe physical distancing guidelines of six feet/two metres between people.
- Work in your office or space as much as possible.
- If you need to talk to someone, make sure you stay six feet or two metres away or use your phone.
- If you need to work in a group or meet with others, ensure that the workspace allows you to keep the six feet/two metre distance between people.
- Do not share food (candy jars are off limits and need to be put away!) All material such as magazines, pamphlets, etc. need to be put away.
- If there are visitors to the office, ensure we maintain six feet/two metres physical distancing guidelines and disinfect door handles, surfaces, furniture, etc. after the visitor leaves.

Staff Room/Kitchen

- Staff room may be closed for eating, or limited to 2 people at a time.
- Wash your hands before you go into the kitchen.
- Try to bring a lunch that doesn't require a lot of preparation (to limit microwave use, surface use, utensil use, etc). Clean thoroughly any utensil or equipment after each use.
- Use of fridge, microwave, coffee makers is permitted. Use caution.
- Use disinfect to clean any area or surface used.
- When you are finished wash your hands again before you go back to your office or work space

Illness

- If you are sick, stay home and log a sick leave.
- If you start to develop symptoms while at work, let your supervisor know via email or phone and go home.
- If you are not sure whether you should stay home use the self-assessment tool at <https://bc.thrive.health/covid19>

Photocopiers

- If you need to use the photocopier wash your hands before you begin.
- When you are done, disinfect the photocopier.
- Disinfect any shared surfaces or equipment at the photocopy area such as staplers, hole punches, etc that you used.
- Only one person allowed at the photocopier area at a time.
- When you are finished at the photocopier, wash your hands again before you go back to your office or work space.

Bathrooms

- Follow COVID-19 handwashing guidelines as posted in the bathrooms
- Make sure to wash your hands when you leave the bathroom



APPENDIX C: ODG Return to Operations Phase 1 Team Orientation Part 1 & 2
FOR INTERNAL USE ONLY

Appendix D: OFAA Protocols COVID-19



OFAA Protocols
COVID19.pdf

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en&direct>

Appendix E: ODG Work from Home Guidelines March 2020
FOR INTERNAL USE ONLY