



COVID-19 SAFETY PLAN

Amended August 26, 2020

Employers in BC are required to develop a COVID-19 Safety Plan and post the Plan at the worksite. WorkSafeBC recently prepared a six-step process for developing a safety plan and this memorandum presents a summary of our activities to specifically address the WorkSafeBC COVID-19 Safety Plan.

STEP 1: ASSESS THE RISKS AT YOUR WORKPLACE

Risks have been assessed on an ongoing basis, with key communication to our staff since March 13th, 2020. All Staff have been working remotely since March 16th, 2020 and returned to the office June 8th, 2020 following the protocols outlined in this Safety Plan, to be updated and amended on an ongoing basis as needed.

- Identified areas where people gather:

- Reception – Maintain 6ft (2m) distance from reception desk and any persons in the reception area, may consider a reception shield at a later date if needed; 3 persons maximum capacity
- Boardrooms - Maintain 6ft (2m) distance from any persons in room and sit every other chair; main boardroom –5 persons maximum capacity; small boardroom –3 persons maximum capacity
- Kitchen – 1 person maximum capacity
- Copy Room – 1 person maximum capacity
- Total office capacity is 38 persons based on:
 - The capacity maximums in the communal areas outlined above
 - 1 person maximum capacity per cubicle
 - 2 person maximum capacity per office, with the exception of the offices of Chris Batalha and Steven Dean which is 3 persons
- If the number of person exceeds the maximum capacity a mask should be worn

- Identified processes where workers are close to members of the public:

- Deliveries
 - Packages to be left at designated area by front door to minimize entrance by external persons and retrieved by reception after they have left the area and sprayed with disinfectant

- If a signature is required, the delivery person must provide their contact information for the sign-in sheet at reception
- **Identified shared tools/machinery:**
 - Boardroom – Chairs/Table; Phone; TV Remote/Computer
 - Advise meetings to be held via teleconference to minimize outside visitors; Limit to one meeting per day per boardroom when possible; disinfectant wipe/spray all touched items after use
 - Kitchen – Appliances, Dishware/Cutlery; Snacks; Sink
 - No appliances will be used until further notice; exception of the fridge for single use items, and the water cooler and the dishwasher
 - Shared dishware must be placed directly in the dishwasher after use; single use compostable cutlery will be use for the time being
 - Disinfectant wipe/spray all touched items after use (e.g. sink levers, water cooler levers, fridge door)
 - Single use drinks and packaged snacks may be available to staff; no communal snacks available (e.g. candy jar)
 - Copy Room – Printer/Copier; Cabinet; Safe; various other items
 - Use electronic options whenever possible to minimize paper use; disinfectant wipe/spray all touched items after use
- **Identified surfaces people often touch:**
 - Doorknobs – recommended that staff keep their office doors open as much as possible; kitchen and copy room doors to be propped open
 - Sink levers - disinfectant wipe/spray after use; use personal hand sanitizer
 - All high-touch areas as designated by Hudson Pacific (Bentall Building Manager) – additional cleaning of these areas (M/W/F) have been added to the regular daily cleaning regiment

STEP 2: IMPLEMENT PROTOCOLS TO REDUCE THE RISKS AND STEP 3: DEVELOP POLICIES

Clear and visible signs regarding new protocols and/or reminders of physical distancing and cleaning and hygiene have been posted throughout the office and at entrances. The steps taken were communicated to staff.

1. Elimination Protocols:

- **Building Access:**

- Follow Hudson Pacific protocols in place for Bentall Center.
- Automatic-sensors on doors and hand-sanitizer available at all entrances
- Recommended to avoid scheduling in-person meetings at high-traffic times when possible (8am–10am/4pm-6pm)
- Employees to monitor how busy the elevators are at their regular start/finish times and if it affects them getting up to the office due to high volume a different schedule may be proposed
- **Office Access:**
 - Posted signage indicating that employees, contractors, or visitors exhibiting COVID-like symptoms are not allowed to enter the office
 - Hand-sanitizer available at the office entrance
- **Workplace Operations:**
 - Staff are required to report to management and stay home if they are feeling sick. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache. No exceptions.
 - Staff must report to management and go home immediately if any of the above symptoms come on while they are at the office. Any employees they have interacted with must also go home.
 - If you find out you have been in contact with someone who tested positive for COVID-19, notify management, and call 811 for advice on the appropriate next steps.
- **Workstations:**
 - Work area density is 5m²/person and physical distancing of 6ft/2m will be practiced. Physical barriers can also be used.
 - Staff are also advised to speak with management regarding any concerns and can relocate to another unoccupied workstation/office if necessary.
 - Work from home option is also available for staff as needed.
 - Where possible, cancel in-person meetings and hold meetings by teleconference, video conference, or email instead.
- **Communal Spaces:**
 - Kitchen, boardrooms and copy room, etc. have limits to maximum occupancy to maintain physical distancing.
 - Staff are encouraged to eat at their desk or outside and stagger break times, and to avoid lineups or congregating.
 - Communal foods will not be provided at this time, unless individually packaged.

- Communal doors to remain open throughout the workday to reduce contact with door handles.
 - Accessible bins for staff to dispose of used sanitizing wipes and other personal protective equipment will be available in all communal areas.
 - Staff are advised to single use cutlery/dishware/glassware whenever possible. If reusable shared cups/dishware are used, they must be put directly in the dishwasher by the person who used them. All single use cutlery/dishware provided by the company is recyclable or compostable.
 - Coffee machine, kettle, and microwave are out of service at this time.
 - Fridge is available for single use items; water cooler (hot/cold) is available for use.
 - Disinfectant spray/wipe all touched items after use.
- **Outside Visitors:**
- Signage posted at the office entrance to inform everyone of the safety measures in place.
 - Staff are encouraged to continue to use video and teleconferencing to limit outside visitors to the office. If required, visits to the workplace should be prearranged and staggered.
 - Visitors will be required to provide contact information (name/phone number) for the sign-in sheet at the reception. This information will be kept by the Company for at least 14 days and then destroyed.
 - Non-essential communal items, such as candy and magazines will be removed at this time.
 - No beverages will be offered at this time.
 - Accessible bins for visitors to dispose of used sanitizing wipes and other personal protective equipment will be available in all communal areas.
- **Deliveries:**
- A contactless practice is in place for mail and deliveries; mail and parcels are to be left at designated area and reception will retrieve mail and packages after the delivery person has left the area.
 - Request contactless delivery to maintain physical distancing requirement.
 - If a signature is required, the delivery person must provide their contact information for the sign-in sheet at reception
- **Transportation/Travel:**
- Non-essential transportation or business travel should be limited.
 - International travel – Essential business travel must be assessed and approved on a case by case basis. International travel is discouraged at this time. International travelers must follow provincial self-isolation guidelines and stay away from the office for 14 days upon return.

- Domestic travel – Business/site travel must be assessed and approved on a case by case basis. Physical distancing is recommended and PPE such as masks and gloves are provided to staff for periods where distancing cannot be maintained.
- **Elevator Use:**
 - Follow Building safety measures outlined by Hudson Pacific and maintain social distancing.

2. Engineering Controls:

- Markings were placed on the floor to indicate “stand behind” line when approaching reception. Need for installation of a plexiglass screen at reception to be reassessed at a later date.

3. Administrative Controls:

The rules and protocols listed below have been put in place. Signs regarding new rules and protocols are posted in relevant locations as reminders. In addition, all staff are emailed this Safety Plan prior to returning to the office and given a “Welcome Back Kit” upon their return to the office.

- **No handshake policy** is in effect.
- **Cleaning and hygiene:**
 - Handwashing guidelines are posted in the kitchen and bathrooms.
 - Additional cleaning regiment has been added for high-touch surfaces and communal areas, in addition to the will conduct routine office cleaning.
 - Cleaners and disinfectants are provided in communal areas.
 - Hand sanitizers are available at the entrance and throughout the office.
- **Communal spaces** have new usage and cleaning protocols, with signs as reminders.

4. PPE:

- As directed by the BC CDC and WorkSafeBC, we recommend following personal hygiene practices such as thorough and frequent handwashing, physical distancing, avoiding (whenever possible) the use of shared office equipment and diligent cleaning/disinfecting as keys to fighting the spread of COVID-19. However, we understand there are situations where additional protocols may be required. Regarding PPE, the employer will provide cloth and disposable masks and disposable gloves to use.
- Disposable masks and gloves are available on request for staff and visitors at reception.

STEP 4: DEVELOP COMMUNICATION PLANS AND TRAINING

- Staff are asked to stay home if they are sick. Signs posted at the entrance also communicate the requirement to go/stay home when sick.
- Employer will continue to communicate through memoranda and emails, as required.

- Signs are posted around the office regarding occupancy limits, hygiene practices and usage protocols. These will continue to be updated as needed.
- This Safety Plan will be distributed to all staff and posted in a visible location accessible by all staff
- “Welcome Back Kit” – provided to staff upon return to the office that includes:
 - o Hand out summarizing and reminders of new protocols in place.
 - o Personal hand sanitizer.
 - o Personal reusable cloth mask.

STEP 5: MONITORING YOUR WORKPLACE AND UPDATE YOUR PLANS AS NECESSARY AND STEP 6: ASSESS AND ADDRESS RISKS FROM RESUMING OPERATIONS.

We recognize that things are changing due to COVID-19 and this affects the way we operate. To ensure a high level of communications, staff are encouraged use any avenue they feel most comfortable with to raise any concerns. Please feel free to speak with management.

Any new staff will be informed on our company safety plan and protocols prior to starting in the office and a “New Hire” version of the aforementioned “Welcome Back Kit” will be provided.

We will continue to keep staff informed of any developments and will share communications through email.

More information:

- WorkSafeBC’s publication [Preventing exposure to COVID-19 in the workplace: A guide for employers](#) provides general information for employers around assessing and controlling risk.
- For the latest guidance, visit the [British Columbia Centre for Disease Control](#).
- Review [Orders, Notices & Guidance](#) issued by provincial health officer frequently to ensure we are up to date on changes that apply to our work place.