



# Safe Operations and COVID-19

Implemented: June 8, 2020

*Revised: November 7, 2020*

*Effective November 7, 2020: The Co-op office is closed to staff and public until further notice.*

BC Libraries Cooperative (BCLC) recognizes the importance of worker safety as we plan to re-open our Vancouver office at 268 Keefer Street, Suite330 for a limited number of staff. The majority of Co-op staff will continue to work from their home offices, as was past practice prior to Covid-19. In order to meet social distancing guidelines, only the four staff who have regular desks at the Vancouver office will be permitted to work from the office and no in-person meetings beyond the 4 regular office staff will be permitted, i.e. the rest of staff will continue to work remotely and to meet virtually via video or conference calls.

The following return to safe operation guidelines will provide employees with information and resources to assist them in ensuring the risk of exposure to COVID-19 is minimized at the Vancouver office. For the purpose of this COVID-19 specific exposure plan, BCLC considers the following symptoms, as defined by BC Centre for Disease Control, applicable for the workplace:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat
- Stuffy or runny nose
- Loss of sense of smell
- Headaches
- Muscle aches
- Fatigue
- Loss of appetite

## Assessment

Assessment and identification associated with the risk of Covid-19 transmission encompasses limited access to the Vancouver office. Limited access is defined as:

- Maximum office capacity: 4 persons, to include only those 3 BCLC staff and 1 sub-lease, who have regular desks at the Vancouver office.
- No members of the public, BCLC members, guests or other BCLC staff will be permitted to access the Vancouver office during Phase One.

# Risk Reduction Measures

COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching the face.

BCLC has implemented the following risk reduction measures:

- Remote work from home offices will continue for the majority of staff and working from the office is optional for the 3 staff and 1 sub-lease
- Prohibit staff with Covid-19 symptoms from reporting to work at the Vancouver office
- Prohibit staff exposed to a confirmed Covid-19 from reporting to work at the Vancouver office
- Physical distancing measures, i.e. maintain a 2- meter distance from others
- Covid-19 specific signage and instruction that supports safe work practices
- Mandate frequent and thorough hand washing
- Hygiene etiquette
- Additional cleaning and disinfecting of workplace

## Policy

BCLC has made amendments to the Worksafe policy as follows:

### **Procedures**

*Ensuring a safe and healthy workplace is a shared responsibility between employers and employees. All staff are required to follow safe work procedures, specific to Covid-19, instituted by BCLC. BCLC has developed Covid-19 safe work practices designed to protect workers who choose to work from the Vancouver office.*

*Protective measures and procedures specific to Covid-19 in the workplace include:*

- *Remote work assignments for the majority of staff*
- *Staff with Covid-19 or Covid-19 like symptoms must not report to the Vancouver office*
- *Workers who share a household with or have been exposed to a confirmed Covid-19 case as advised by public health must not report to work at the Vancouver office*
- *Workers must report to their manager absences related to Covid-19 in an effort to determine if alternate tasks or duties can be assigned*
- *Adhere to social/physical distancing measures, this means maintaining a 2-meter distance from others*
- *Follow signage or other posted instruction that supports safe work practices*
- *Frequent and thorough hand washing*
- *Practice hygiene etiquette (Sneezing into your elbow, disposing of tissue)*
- *Perform additional cleaning and disinfecting of workplace surfaces deemed appropriate by Management*
- *Participate in education and training associated with Covid-19 safe work practices, as required*

*In the event of an accidental Covid-19 workplace exposure, BCLC will immediately institute closure procedures and perform the following actions:*

- *Initiate office closure procedures*
- *Instruct staff to be tested for Covid-19*
- *Have appropriate additional cleaning measures undertaken before the office re-opens*

## **Training**

BCLC is committed to ensuring that everyone entering the workplace knows how to keep themselves safe while working with Covid-19 risk mitigating measures in place. BCLC will train employees on the measures and the policies around staying home when sick, reporting to work, posted signage, occupancy limits, effective hygiene practice, physical distancing, and other safe work procedures.

## **Evaluation**

As provincial guidelines for COVID-19 evolve, BCLC will continue to monitor the workplace and update plans as required. BCLC will continue to evaluate and assess risks associated with re-establishing regular workplace operations.