



Worksafe COVID-19 Safety Plan

Applies to locations:

#24 & 23 Front Street, Nanaimo
#1A-2440 Rosewall Crescent, Courtenay
#1116-1720 14th Avenue, Campbell River

First Level (Elimination of risks) Protection Measures In Place

- Kardel has established the maximum occupancy of this office as **2 people** at any one time. A poster stating the limit is placed in a visible location at the front door. Occupancy includes both workers and visitors.
- All workers have been given remote access to their workstations from their homes. Workers are encouraged to work remotely whenever possible, and may be required to so if maximum occupancy is reached for a given day. Each worker's office phone line can be forwarded/unforwarded whenever required, and workers are encouraged to use their company cell phones (if applicable) when working remotely.
- Workers must book in advance when they and any visitors will be in the office.
- Workers may (in consultation with their supervisors) adjust their work schedules in order to keep numbers low in the office during peak times.
- Kardel has developed Work from Home guidance for staff that work remotely.
- Kardel has a Zoom account that can be accessed to host virtual meetings. Shaw Smartvoice allows various forms of communication between office workers. Workers are asked to have meetings virtually whenever practicable, and when in person meetings are needed physical distancing must be used. Meetings requiring more than two people or a worker going into a contractor's home must be planned with and approved by the worker's supervisor.

Second Level (Engineering) Protection Measures In Place

- At this time no physical barriers have been identified as useful, but workers who identify any locations in the office that they think could be made safer this way are asked to communicate this information to the CEO.

Third Level (Administrative) Protection Measures In Place

- **Workers and visitors must not come into the work site if they have symptoms of COVID-19, have had close exposure with a confirmed case or have been travelling internationally in the past 14 days.** Signage at the front door states this policy and lists the relevant symptoms. Workers, whether working on-site or remotely, must complete a form on Sharevision each work day affirming whether they meet the screening criteria determined by Worksafe. Workers with symptoms should phone 811 for guidance, and notify their supervisor.
- The office is locked at all times to allow the monitoring of occupancy and limiting of visitors on site.



- Office staff will greet visitors arriving at the door. Unexpected visitors will be asked to step back 2 meters so that the staff person can enquire with them outside the office as to the nature of their visit. Visitors admitted to the office will be:
 - asked if they have symptoms of COVID-19, have had close exposure with a confirmed case or have been travelling internationally in the past 14 days.
 - asked for their name and phone number for our record of who has entered the building.
 - Informed where the safety plan is located
 - informed as to the location of handwashing stations and masks.
 - asked to wash or sanitize their hands, following posted guidelines
 - requested to maintain at 2 meters distance at all times from other people while in the office.
- All visitors must provide to staff their name and at least one phone number should they need to be contacted. This information will be provided to the Public Health office if they request it. This information will be kept for 30 days and then shredded.
- Staff are responsible for ensuring that the occupancy is within the posted limit.
- It is the responsibility of each worker to review the COVID-19 binder if there is a change to the information contained, and to initial that they have read and understand the information. The Office Administrator will notify all office staff by email when a change occurs and include an emailed version of the new document.
- A daily cleaning/sanitizing schedule is followed each week for workers. Workers coming to the office are expected to regularly perform daily tasks to ensure that the office is sanitized and cleaned. Workers are responsible for cleaning/sanitizing their own workspace.
- Reusable towels and cloths should not be used in the office, single use one only.
- All workers and visitors must carry out hand hygiene upon entering the work site. Container sanitizer is available by the entrance to the office.
- **All workers and visitors in the office must maintain 2 meters physical distance from each other person whenever possible.**
- Occupancy limits for common areas and multiple-person offices have been posted at the entrance to each room, and must be followed.
- The worker hosting meetings on site is responsible to ensure that proper physically distanced meeting space is provided to both workers and visitors. When in-person meetings are held, position people at least two meters apart. The host is also responsible for ensuring that the space is sanitized following the meeting.
- Weather permitting, people may gather outside more safely, provided physical distancing and confidentiality requirements can be maintained.
- Break times should be staggered to more easily allow common spaces not to exceed occupancy limits. Workers should take only as much time as needed in a common space, to allow others to use the space.
- Workers should limit the use of shared work stations and sanitize equipment following use.
- Workers should consider a visitor's ability to understand or comply with guidance, and any other support needs, when implementing protocols for COVID-19.
- Kardel workers are to adhere to the Work From Home guidance when working remotely.
- Workers should use the OHS Concern Form to report any health and safety concerns.

Fourth Level (Masks) Protection Measures In Place

- All Kardel staff must wear either a reusable cloth mask, or a disposable mask, at all times when working in any indoor environment. This also applies while transporting individuals in vehicles or



when in an indoor space elsewhere in the community. This applies to all Kardel programs, to the administrative office and to any visitors to Kardel locations.

Some exceptions to the general rule apply:

- If you are in a room or vehicle by yourself, or while you are eating/drinking, no face covering is required.
 - If you have been told by a doctor that wearing a mask is medically inadvisable, a face-shield must be worn.
 - If you are supporting an individual that Kardel has determined requires access to lip reading, a face shield may be worn instead of a mask. Note: A face-shield is not considered equivalent to a mask, but at least some minimal protection is provided.
- Kardel has provided masks for visitors and workers to use if they do not have their own.
 - Posted on the wall above the masks is a clear guideline for the proper use of masks. This guide is also available in the COVID-19 binder.
 - Upon entering the work site, staff will point out to visitors the location of the masks, the location of handwashing stations, and if they choose to use a mask supplied, request that they review the guide for proper mask use prior to taking a mask.