



## 1.0 General Operating Guidelines and Policies-COVID-19 Safety Plan

### 1.1 General Principles

go2HR is committed to the health and safety of its employees and has established the following operating guidelines with respect to employees safely returning to work in our office:

- Safety protocols have been established, with input from staff and the health & safety committee.
- Employees and contractors will be trained on all applicable procedures and employees are expected to follow safe work procedures.
- Employee safety concerns can be addressed to the CFO. They will be addressed in a timely manner, and the Worker Representative will be involved in resolution.
- go2HR will follow all applicable Provincial Health Officer orders, guidelines and directives, and WorkSafeBC regulations, including the [protocol for offices](#).
- go2HR will review and update this plan as necessary, based on changing guidelines from authorities, needs of the business and feedback from staff
- These operating guidelines and policies supplement and do not replace the document “go2HR Employee Policies and Guidelines” and other posted policies
- Triovest, the building landlord’s “Tenant Reintegration Guide” has been provided to all employees
- This safety plan has been created to address the requirements for phase 3 of the provincial restart plan and will be adjusted as conditions change and new guidelines are issued by the provincial health officer and WorkSafeBC.

### 1.2 Employee Policies

#### 1.2.1 Workplace Wellness/Sick Leave Policy

go2HR’s policy is that employees must stay home if they are sick, or might be sick and employees may find the BC Ministry of Health tool for [self-assessment](#) useful. Employees are entitled to 10 paid sick days each calendar year as outlined in go2HR Employee Policies and Guidelines. Additionally, short and long term disability benefits are available to qualifying go2HR staff under go2HR’s group benefits plan administered by Pacific Blue Cross.

Specific to COVID-19, employees must not come to work (work from home, if able to) in in any of the following circumstances:

- Anyone with COVID-19-like symptoms such as a sore throat, fever, or coughing must self-isolate at home for a minimum of 10 days from onset of symptoms, until their symptoms are completely resolved. Anyone with these symptoms should call 811 and follow instructions
- Employees who have travelled internationally. In these cases, they must remain away from the workplace and self-isolate for at least 14 days.
- Employees who live in the same household as a confirmed COVID-19 case who is self-isolating must remain away from the workplace and self-isolate for 14 days.
- Employees directed by Public Health to self-isolate



- For employees who have travelled to other provinces or territories in Canada, it is recommended that employees stay away from the office (work from home) for 7 days after they return

If employees report having COVID-19-like symptoms while at work, they should immediately report to their supervisor who will take the following actions:

- Have the employee immediately wash their hands, provide them with a mask and send them home immediately or self-isolate in their office or the Boardroom if waiting for transportation home. After employees return home they must self-isolate for the prescribed period, and call 811 and follow instructions.
- If the employee is seriously ill (life threatening condition), call 911
- Clean and disinfect their work station and any areas or tools that they were using as part of their job, as well as any surfaces they contacted in the Boardroom while self-isolating.
- Follow any directions from public health with regard to detailed cleaning, temporary closure and
- Support public health with contact tracing; inform Trioinvest (by CFO)

### 1.2.2 Working from Home/Office Attendance Policy

At present, go2HR's policy is that employees are asked to work remotely where and when possible .

There are circumstances that require employees to work in the office:

- Some finance and administration functions
- Preparation and distribution of FoodSafe materials
- Ease of access to required technology and/or office equipment

Small group meetings (internal and external) if required

Employees are expected to use email, phone, video calls and other technology support to perform work and stay connected.

To mitigate risk for employees who must be present in the office, the following rules apply:

- Follow Trioinvest guidelines for public areas in the office building including elevators, stairwells and other common areas
- No more than 4 employees in the office concurrently; employees will schedule office attendance on the outlook calendar. Accurate recording of scheduled office attendance is required in the event that contact tracing becomes necessary
- 2 meter physical distance maintained at all times
- Space occupancy restricted to:
  - Only 1 person in the kitchen, copier room or sever room at any time
  - Only 1 person in the hallway at any time
  - Only 2 people in private offices at any time, one behind desk and one at conference table to maintain 2 meter distance
  - Only 4 people in the boardroom at any time
  - Only 1 person in the floor-shared washroom at any time
- Recommend employees keep their private office doors closed when there are other staff present in the office; common area doors to remain open



- Ensure physical distancing is maintained when another staff member comes to your office (only if unavoidable); ensure chair and any other contact points are wiped down after person leaves
- Employees must adhere to proper hand-washing protocols as described on the WorkSafeBC poster in the kitchen
- Employees must wash their hands when:
  - They enter the office from outside the building
  - Before opening or using any of the kitchen appliances or cabinets, or preparing food or beverages
  - After using the washroom; a tissue or paper towel should be used to open doors when returning from the washroom
  - Following any interaction with a visitor
- Employees must not share supplies, including pens, staplers, tape dispensers

### 1.2.3 Visitors in the Workplace Policy

go2HR's policy is that visitors to the office will be restricted to those necessary to ongoing operations and would include the following:

- Delivery persons
- Building and equipment maintenance persons
- Consultants
- Stakeholder/client meetings if needed

The following actions will be taken with regard to visitors:

- The office door will remain locked at all times with a sign advising visitors
  - to knock to gain entry
  - to not come in if they are unwell
- Hand sanitizer will be provided on the table in the reception area for visitors
- Request contactless delivery where possible
- If deliveries have to be accepted by staff, and if opening the door for a delivery person, staff must maintain the 2 meter physical distance after allowing access, and must not handle items, for example pens to sign for the delivery, that have been handled by the delivery person.
- Ask delivery person to leave the item at the entrance and pick up after they leave
- For consultants and any other visitors entering the office, the staff letting them will ask them if they are experiencing any symptoms related to COVID-19 (and not let them in if they are unwell)
- Following the departure of a visitor, any contact surfaces, including internal and external door handles, keyboards and counters must be disinfected.
- Maintain a record of visitors in the workplace- include name, organization and contact number. This will be maintained in the "visitor" calendar.

### 1.2.4 Workplace Cleaning and Personal Hygiene Policy

Disinfectant wipes/spray and paper towels will be provided. These will be located in the kitchen and the mail/copier room. Please inform the admin assistant if we're running short of supplies

The following applies to communal spaces:

- Kitchen and food preparation and consumption



- Only one person in the kitchen at any time
- Wash hands prior to preparing food or beverage
- Use a tissue or paper towel to handle any appliances, or to open cabinets, and dispose after use. If it is not practical to use a tissue or paper towel, any contact surfaces must be disinfected before and after use
- Employees must eat in private offices or cubicles or outside, weather permitting
- Limit use of go2HR dishes by bringing and consuming food in personal containers; using personal utensils recommended
- Any go2HR dishes used should be placed in the dishwasher for cleaning
- Employees must not provide nor consume communal food
  
- Mail/Copier Room and Server Room
  - Only one person in the mail/copier room or server room at anytime
  - Shared equipment including staplers, pens and paper clips removed from the counter
  - Use a tissue or paper towel to open cabinets, and dispose after use
  - Disinfect copier console and Moneris machine before and after use
  - Wash hands after using shared equipment
  
- Boardroom
  - It is recommended that the board room only be used for face to face meetings if they are really needed; recommend keeping windows open, weather permitting and all contact surfaces should be wiped down
  - If it has to be used, no more than four people in the Boardroom at any time, maintaining 2 meter physical distance
  - Disinfect all contact surfaces after use

The following applies to personal hygiene:

- Wash hands as required
- Cough or sneeze into your arm or a tissue, dispose of tissue if used and wash hands
- Respect room occupancy limits

### 1.2.5 Workplace Personal Protective Equipment and Barriers Policy

The following applies with respect to masks:

- Masks are generally not required in go2HR's office, and wearing a mask is left to the discretion of the employee.
- Single use disposable masks are available in the office if requested by an employee.
- Each employee has received a fabric mask that they may wear at their discretion. Each employee is responsible for the care and cleaning of their fabric mask.
- Employees have been trained on the use and disposal of single-use masks, and the use and cleaning of fabric masks.
- An employee who reports having COVID-19-like symptoms is required to wear a mask while awaiting transportation home.



The following applies with respect to protective barriers:

- Barriers are not considered necessary as go2HR staff are generally able to maintain the required 2 meter physical distance using other methods, including occupancy restrictions and coordinated office attendance schedules.

#### 1.2.6 Business Travel

- No non-essential travel will be undertaken at this time
- If travel is needed, staff will do so only after obtaining authorization from their supervisor
- If using private transport, staff must travel in separate vehicles
- If using public transport, it is recommended such travel happen during non-peak periods



## Risk assessment for pandemic influenza

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. go2HR has used this guideline as a reference to determine the risk level to workers, depending on their potential exposure in the workplace.

<b>Controls</b>	<b>Low Risk</b> Workers who typically have no contact with people infected.	<b>Moderate risk</b> Workers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	<b>High risk</b> Workers who may have contact with infected patients or with infected people in small, poorly ventilated workspaces
<b>Hand Hygiene</b>	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
<b>Disposable gloves</b>	Not required	Not required, unless handling contaminated objects on a regular basis	<b>Yes</b> , in some cases, such as when working directly with infected patients.
<b>Aprons, gowns, or similar body protection</b>	Not required	Not required	<b>Yes</b> , in some cases, such as when working directly with infected patients.
<b>Eye protection – goggles or face shield</b>	Not required	Not required	<b>Yes</b> , in some cases, such as when working directly infected patients.
<b>Airway protection – respirators, Masks</b>	Not required; non-medical masks optional	Not required; non-medical masks optional	<b>Yes</b> (minimum N95 respirator or equivalent).

## Risk Assessment for Specific Positions

POSITION	LEVEL OF RISK	CONTROL PROCEDURES
CEO, CFO, Directors, Digital Experience Specialist, Industry Health & Safety Specialist, Regional HR Specialist	Low	Work from home when possible, maintain physical distance, regular and effective hand hygiene, adherence to cleaning protocols
Program Assistant-Health & Safety Program Assistant-SuperHost Accounting/Administrative Assistant	Low to Moderate based on physical proximity	Work from home when possible, (both should not be in the office at the same time) maintain physical distance, regular and effective hand hygiene, adherence to cleaning protocols

### OFFICE STAFF

Risk levels posed to office staff are dependent on the level of community transmission, where the workers are located (office or home), whether it is a front facing customer service office usually open to the public or a private office, and the size of staff in the office area. Figure 1 below identified risk levels based on different work type, location and capacity to allow for minimum of 2 meters distance apart.

