



COVID-19 Safety Plan

1.0 Safety Plan Overview

1.0.1 General Information

go2HR is committed to the health and safety of its employees. This COVID-19 Safety Plan has been developed to outline policies and procedures that have been put in place to protect the safety of our employees and others from the potential transmission of COVID-19. The plan follows the WorkSafeBC process for developing a COVID-19 Safety Plan and aligns with current Public Health Officer (PHO) orders and WorkSafeBC requirements.

1.0.2 Responsibilities

go2HR ownership and management are responsible for developing the plan including risk assessments, supporting policies, safe work procedures, communication, training, adapting the plan, and addressing worker concerns as the Public Health situation progresses.

All go2HR employees and contractors are responsible for following all aspects of this safety plan as a condition of employment. All have the right and privilege to voice their perspective or concern, and make suggestions on plan improvement.

The Safety Committee and its members are responsible for participating in the development, implementation and ongoing sustainment of the safety plan. If employees have concerns or comments regarding this plan, they are encouraged to bring them to the attention of the any member of the Safety Committee, their direct supervisor, or directly to the Chief Financial Officer (CFO).

1.0.3 Understanding the Risks

COVID-19 is an illness caused by coronavirus. The first sighting of this particular strain of coronavirus was identified in December 2019 and has mutated into different variants since then. Symptoms of this illness are similar to other respiratory illnesses including the common cold and influenza. In some cases, COVID-19 symptoms may appear to be mild but can worsen within a few days and potentially become fatal. With research from the various variants, the related symptoms listed below are most likely related to COVID-19 rather than any other respiratory illnesses.

Symptoms of COVID-19 include new or worsening:

- [Fever](#) or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing
- Sore throat
- Loss of appetite
- Runny nose
- Sneezing
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea



COVID-19 symptoms can range from mild to severe. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days.

The virus, among other respiratory infections, generally spreads from person to person through liquid droplets when a person speaks, coughs or sneezes. Droplets can either be larger and heavier, falling to the ground within two metres, or smaller aerosols which are more airborne and float in the air for longer periods of time and distance. Though COVID-19 can survive on different surfaces for hours or days, the transmission rates from contact with contaminated surfaces appears to be low yet should be mitigated anyway. The risk of transmission increases the closer you come to other people, the more people you come into contact with, and the length of time you spend with other people. This is why it is critical to control these interactions in the workplace, to help reduce the transmission of COVID-19.

We have identified the following areas and activities where there may be risks, either through close physical proximity or through contaminated surfaces. (The closer together workers are and the longer they are close to each other, the greater the risk).

- Accessing office building
 - In-person interaction with others entering and leaving the building, including the lobby, elevators, staircases and corridors
 - High-touch surfaces
- Working in the office (910-850 West Hastings Street, Vancouver BC V6C 1E1)
 - In-person interaction with others, including staff members and visitors
 - High-touch surfaces
- Attending industry events such as luncheons, conferences, or meetings
 - In-person interactions with others
 - High-touch surfaces
- Visiting employer worksites served by go2HR
 - In-person interactions with others
 - High-touch surfaces

Working from home, eliminating the risk all together, will be our primary operating style for most employees to ensure minimal exposure to contracting COVID-19. All other risk controls are explained in the following pages, and are geared towards protecting against COVID-19 transmission.

1.0.4 General Safety Principles

We have established the following general safety principles for all employees:

- 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 will be directed to the CFO through individual workers, supervisors, or Safety Committee members. They will be addressed in a timely manner, and Worker Representatives 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.
- This COVID-19 Safety Plan supersedes the previous versions of the COVID-19 Safety Plan as well as the Communicable Disease Prevention Plan previously published.



- 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 the most recent PHO order requiring all workplaces in BC to re-activate COVID-19 Safety Plans and will be adjusted as conditions change and new guidelines are issued by the provincial health officer and WorkSafeBC.

1.1 Policies & Procedures

1.1.1 Workplace Wellness/Sick Leave Policy

go2HR's policy is that employees must stay home if they are sick, or might be sick. 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.

All individuals must follow the [guidance of the BC CDC](#) around COVID-19 illness, isolation, and symptom management.

A worker must self-monitor for symptoms of illness and must not come into the workplace if the worker has new or worsening of pre-existing symptoms of COVID-19 described [here](#).

There is special guidance for people who have been travelling as well. Any staff returning to work from travel must follow the government guidelines as explained [here](#).

If you test positive for COVID-19, we ask that you follow the guidance of the BC CDC as found [here](#).

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, ensure they wear 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 are encouraged to partake in the BC Ministry of Health tool for [self-assessment](#).
- 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 while self-isolating.
- Follow any directions from public health with regard to detailed cleaning, temporary closure and
- If the employee is seriously ill (life threatening condition), the most senior employee in the office is responsible for calling 9-1-1.

1.1.2 Vaccinations and Testing in the Workplace Policy

We have policies in place to support workers in receiving COVID-19 vaccinations. We have also implemented a vaccination policy at the workplace and this policy has been clearly communicated to workers. View the policy [here](#).



1.1.3 Working from Home/Office Attendance Policy

At present, go2HR's policy is that employees are asked to work remotely unless there is a specific reason to come in to the office. Refer to working alone policy [here](#), if you're working alone.

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

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

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

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

- Follow Triovest 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.
- All employees must wear a face mask before entering the office building; they can remove their mask when in their office but need to have them on while in any common area in the office (including kitchen, hallways, copier room etc.).
- 2 meters physical distance maintained at all times.
- Space occupancy restricted to:
 - Only 1 person in the kitchen,
 - Only 1 person in the hallway, copier room or server room at any time
 - Only 2 people in private offices at any time (in offices where there is space for distancing),
 - 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; 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. If communal supplies or equipment are used (such as the printer), please use hand sanitizer before and after touching communal supplies and equipment.

1.1.4 Visitors in the Workplace Policy

go2HR's policy is that visitors to the office will be restricted to those necessary to ongoing operations and are expected, including 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 and delivery personnel:

- The office door will remain locked at all times with a sign advising visitors:
 - to ring bell to gain entry,
 - to not come in if they are unwell,
 - to wear a mask while in the office.
- Visitors must wear face masks for the entire time they are in the office.
- Hand sanitizer is provided on the table in the reception area for visitors.
- Request contactless delivery where possible.
- Ask delivery person to leave the item at the entrance and pick up after they leave.
- Following the departure of a visitor, any contact surfaces, including internal and external door handles, keyboards and counters must be disinfected.

1.1.5 Workplace Cleaning, Ventilation and Personal Hygiene Policy

The office is cleaned by Triovest as per established cleaning schedule. Click [here](#) for the Triovest Reintegration Guide. This includes the ventilation information for the building.

Disinfectant wipes/spray and paper towels are provided and located both in the kitchen and copier room. Workers are required to sanitize their work station at the beginning of every day before they commence work tasks. Please inform the admin assistant if supplies need to be replenished.

The following applies to communal spaces:

- Kitchen and Food Preparation/Consumption
 - Take turns prepping your food.
 - 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.
 - Limit use of go2HR dishes by bringing and consuming food in personal containers; using personal utensils is 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 must be wiped down after each use.
 - Use a tissue or paper towel to open cabinets, and dispose after use; or wipe down after each use.
 - Disinfect copier console and Moneris machine before and after use.
 - Wash or sanitize hands after using shared equipment.
- Boardroom
 - It is recommended that the boardroom only be used for face to face meetings if they are really needed.

- If it has to be used, no more than four people in the boardroom at any time, maintaining 2m physical distance.
- Disinfect all contact surfaces after use.

The following applies to personal hygiene:

- Wash your hands:
 - When you arrive to work,
 - Before and after nutritional breaks,
 - After you use the washroom, and
 - Before you leave to go home at the end of the day.
- Cough or sneeze into your arm or a tissue, dispose of tissue if used and then wash your hands.
- Respect room occupancy limits.
- Respect other co-worker's comfortability thresholds when moving about the office and interacting with them.
- It is recommended to keep windows open, weather permitting during face to face meetings.
- We have reviewed available information on ventilation and air circulation and have ensured, to the extent that we are able, that these systems are properly maintained and functioning as designed.

1.1.6 Personal Protective Equipment and Barriers Policy

The following applies with respect to masks:

- Masks are required when entering the office and while in any common areas (including kitchen, boardroom, hallways).
- Single use disposable masks are available in the office.
- Personal fabric masks are encouraged to be worn, but single use disposable masks are available in the office for employee use as well.
- Employees are 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 2m physical distance using other methods, including occupancy restrictions and coordinated office attendance schedules.

1.1.7 Business Travel

- No non-essential travel will be undertaken at this time.
- Approval for business travel will be decided on a case by case basis. Employees must consult with their supervisor before undertaking any business travel.
- If using private transport, staff must travel in separate vehicles.
- If using public transport, it is recommended such travel happen during non-peak periods.



1.1.8 Additional Measures

During periods of elevated risk, the Provincial Health Officer may provide additional information and guidance about the risk and how workplaces can reduce it. The CFO is responsible for maintaining knowledge of the current risk levels in our communities and enforcing any of the following measures:

- Closing the office and mandating working from home only
- Elimination of communal use of appliances, equipment and/or desks
- Suspension of in-person meetings
- Suspension of in-person go2HR social events
- Increase in workplace cleaning frequencies

1.2 Risk Assessment

1.2.1 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.

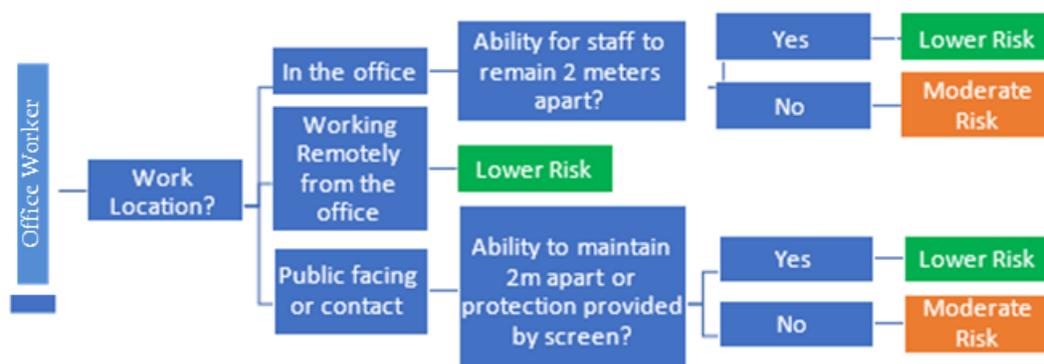
Controls	Low Risk Workers who typically have no contact with people infected.	Moderate risk Workers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	High risk Workers who may have contact with infected patients or with infected people in small, poorly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

1.2.2 Risk Assessment for Specific Positions

POSITION	LEVEL OF RISK	CONTROL PROCEDURES
CEO, CFO, VP, Directors, Managers, Senior HR Specialist, HR Consultant, Health & Safety Specialist, Digital Marketing Lead, Learning Specialists	Low	Work from home when possible, maintain physical distance, wear masks in common areas, regular and effective hand hygiene, adherence to cleaning protocols
Coordinator- Industry Health & Safety Program Coordinator-SuperHost Accounting/Administrative Assistant	Low to Moderate based on physical proximity	Work from home when possible, (both program coordinators should not be in the office at the same time) maintain physical distance, wear masks in common areas, 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.



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