

# ENCOMPASS SUPPORT SERVICES COVID-19 SAFETY PLAN

## Bridges to Employment Space

### STEP 1: RISK ASSESSMENT OF WORKPLACE

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

- **The Bridges to Employment program has identified areas of risk within the program space (such as desks, tables, office supplies, bathroom, etc.) and within their work (such as meeting with youth in person).**

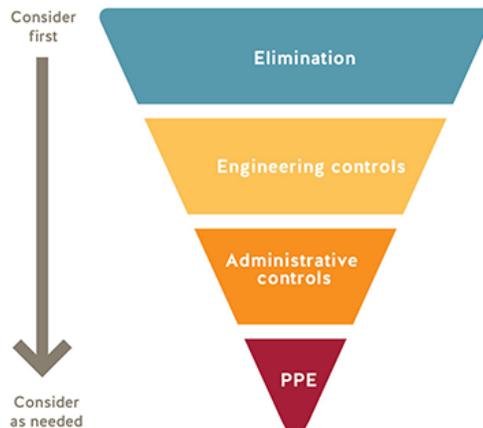
### STEP 2: PROTOCOL IMPLEMENTATION TO REDUCE RISK

As an organization, Encompass has selected and implemented protocols to minimize the risks of transmission. Look to appendices for further information, and on site-specific posted information.

Encompass also follows feedback from the Provincial Health Office, and Fraser Health. Updates are routinely emailed out to staff from Leadership with up-to-date practices and guidelines.

#### Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, Encompass has implemented protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You might likely need to incorporate controls from various levels to address the risk at your worksite or program.



## First Level Protection (Elimination):

These policies and procedures are to keep people at a safe physical distance from one another. The number of people at our worksite will be limited to 5 at any one time, and protocols will be implemented to keep workers at least 2 metres from other workers, participants, and members of the public.

- **There is an occupancy limit of 5 people at the Bridges to Employment Program site.** Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. [Public Health has developed guidance for the retail food and grocery store sector that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]
- **In order to reduce the number of people at the worksite,** we have established work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of participants and visitors at each work site.

## SOCIAL DISTANCING

Please maintain a minimum of 6 feet of space  
between yourself and others.



### How Can I Protect Myself and Others??

- Wash your hands often with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Avoid close contact with people who are sick.

This area: \_\_\_\_\_

Maximum amount of people: \_\_\_\_\_

Date: \_\_\_\_\_

We have implemented measures to keep workers and others at least 2 metres apart, wherever possible.

- **The Bridges to Employment program staff will continue working mainly from home. We will minimize contact with clients by continuing to conduct meetings via Zoom or phone calls.**
- **When meeting clients in person, safety precautions will be practiced by the staff and clients, including meeting by appointment only, regular cleaning practices, and reviewing safety precautions with clients. Clients will also go over an Informed Consent In-Person Services Form with their outreach worker; and clients will be required to sign this form when meeting with workers for prolonged amounts of time.**

#### **Second Level Protection (Engineering Controls):**

- **Bridges have put up signage in the space to ensure proper social distancing, hygiene and precautions are maintained.**
- **No barriers will be needed at this time.**

#### **Third Level Protection (Administrative):**

- **The employment program has identified rules and guidelines for how workers should conduct themselves. These rules and guidelines have been clearly communicated to workers through a combination of training and signage.**

#### **Fourth Level Protection (PPE)**

- **We have reviewed the information on selecting and using masks and instructions on how to use a mask.**
- **We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.**
- **We have trained workers in the proper use of masks.**

#### **Reduce the risk of surface transmission through effective cleaning and hygiene practices**

- We have reviewed the information on cleaning and disinfecting surfaces, setting up on site procedures that are **posted in common areas.**
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations and access to hand sanitizer are visible and easily accessed.
- We have policies that specify when workers must wash their hands (regularly, between visits, and on entrance and exit of work sites) and we have communicated good hygiene (posted in the washroom, in common area, and at the entrance to work site)

practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. Handwashing and Cover coughs and sneezes posters are posted onsite.

- We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (3 times per day and between visits) as well as the timing (before and after shift, after lunch, after use).
- Workers who are cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers, microwave, shared utensils and plates

### Step 3: Develop policies

This includes policies to manage our work sites, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- Visitors are prohibited or limited in the workplace.
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
- We have a **working alone policy** in place.
- We have a **working from home policy** in place.
- Ensure workers have the training and strategies required to address the risk of violence that may arise as participants and members of the public adapt to restrictions or modifications to the workplace.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- Sick workers will report to their supervisors, even with mild symptoms.
- Sick workers will be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the BC COVID-19 Self-Assessment Tool, or call their doctor/811 for further guidance related to testing and self-isolation.]
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

## Step 4: Develop communication plans and training

Everyone entering our programs and spaces, including workers from other employers, knows how to keep themselves safe while at our workplace.

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick.
- We have communicated our illness policy, safety protocols and service delivery changes with participants through emails, phone and/or website before entry into the workplace.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

## Step 5: Monitoring our workplaces and updating plans

Things may change as we operate. If we identify a new area of concern, or if it seems like something isn't working, we will take steps to report it to the leadership team or the Health & Safety Committee so we can update our policies and procedures. Program teams will be involved in this process.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Workers know who to go to with health and safety concerns.
- When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives

## Step 6: Assess and address risks from resuming operations

If your work site has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting.

- Have a training plan for new staff, include this safety plan with orientation.
- Have a training plan for staff taking on new roles or responsibilities.

**Staff of the Bridges to Employment program were trained on this safety plan on:**

Friday, June 5, 2020