



COVID-19 Safety Plan

INTRODUCTION

North Island Employment Foundation Society has created a COVID-19 Safety Plan that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of COVID-19 transmission. This plan follows the guidelines, recommendations and protocols administered by the BC Government, Provincial Health Officer, BC Centre for Disease Control, World Health Organization and WorkSafe BC on returning to safe operation. Please refer to our full COVID-19 Safety Plan to learn more about the measures and protocols we have established.

Our COVID-19 Safety Plan identifies protocols that everyone at the workplace must follow to keep staff and clients safe. These protocols are to be considered and implemented to the extent that they address the risks in our workplace. At any time we may need to identify and implement additional protocols if the protocols suggested here do not sufficiently address the risk to staff and clients. This will be monitored and actioned through daily conversations with staff as well as when recommendations are made by Public Health during daily Public Health briefings.

WORKPLACE OPERATIONS

- The physical NIEFS WorkBC offices in Campbell River, Port Hardy and Port McNeill will be closed to the public. Service delivery is still available virtually to our clients and employers.
- Where we cannot provide virtual services, an in-person appointment will be scheduled.
- We have implemented measures to keep staff/clients at least 2 metres apart, wherever possible. Measures included but are not limited to; revising work schedules and reorganizing work tasks, one way walking paths throughout the office, posting occupancy limits in gathering spaces. When social distancing measures cannot be met, staff and clients are guided to wear non-medical masks to help reduce the risk of transmission.
- Large staff meetings and gatherings have been cancelled in order to maintain physical distancing.
- At this time, there are no in-person workshops as these will be provided virtually to clients.
- We have posted occupancy limits for the building as well as common areas within the building such as the lunch room, meeting rooms, file room, mail room and elevators.
- When staff are working in the office, they are positioned in a location that allows them to put more distance between themselves and their co-workers or clients. Workstations at least 2 metres apart and away from communal pathways.
- Where possible, in-person meetings have been cancelled. Alternatively, meetings will be conducted by teleconference, video conference, or email instead.

HYGIENE PROTOCOLS

- In accordance with Public Health and WorkSafe BC we have implemented hand hygiene practices and avoiding face touching with unwashed hands can prevent infection transmission. This is particularly effective before and after breaks or meeting clients, even in the absence of physical contact.
- As non-surgical as well as disposable non-medical masks will be provided at this workplace, we have posted signage about the correct use of masks and removal of masks.
- Our staff ensure good respiratory etiquette by covering the mouth and nose with the crease of the elbow or with a disposable tissue when coughing or sneezing. We encourage clients to do the same.

OUTSIDE VISITORS

- Visits to the workplace will be prearranged, staggered, and safety protocols will be communicated before entry into the workplace (e.g., email and/or signage posted at entrance).
- Signage has been posted at this workplace to inform every one of the measures in place.
- When booking appointments, visitors will be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.