

Wit'suwit'en Child and Family Center

COVID -19 HEALTH AND SAFETY POLICY

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1.0 Purpose

- a. The purpose of this policy is to communicate the measures taken to mitigate the spread of COVID-19 in the workplace the pandemic.
- b. As provincial health authorities continue to provide updated guidance regarding health and safety requirements and the easing or lifting of restrictions, this policy will be reviewed and updated to remain in accordance with evolving governmental guidelines.

2.0 Scope

- a. The policy describes protocols and policies for KWES regarding work operations the COVID - 19 pandemic.
- b. This policy applies to all KWES employees working at the Wit'suwit'en Child and Family Center, Substitute staff, janitor and visitors to the center at Suite 2-205 Beaver Road
- c. KWES – WCFC is the owner of this policy

3.0 Responsibilities

3.1 Employer

- a. Ensure the health and safety of their workers, and all other workers at their workplace
- b. Develop a system to identify the hazards of Covid-19, control the risk, and monitor the effectiveness of the control.
- c. Train and provide education on the contents of this policy
- d. Review and update this policy at a minimum of every 2 weeks
- e. Ensure that employees are provided with the information and resources necessary to follow the requirements outlined in this policy.

3.2 Managers/Supervisors

- a. Review health and safety policy with each employee and consultant/visitors (where appropriate) whether they work at the school, band, health, icount, adult ed or home office.
- b. Will check in with each staff daily
- c. Ensure that this policy is followed – it is all managements responsibility
- d. Review this policy and make recommendations, as necessary for considerations at the monthly managers meetings
- e. Report and address any unsafe conditions directly to the Executive Director

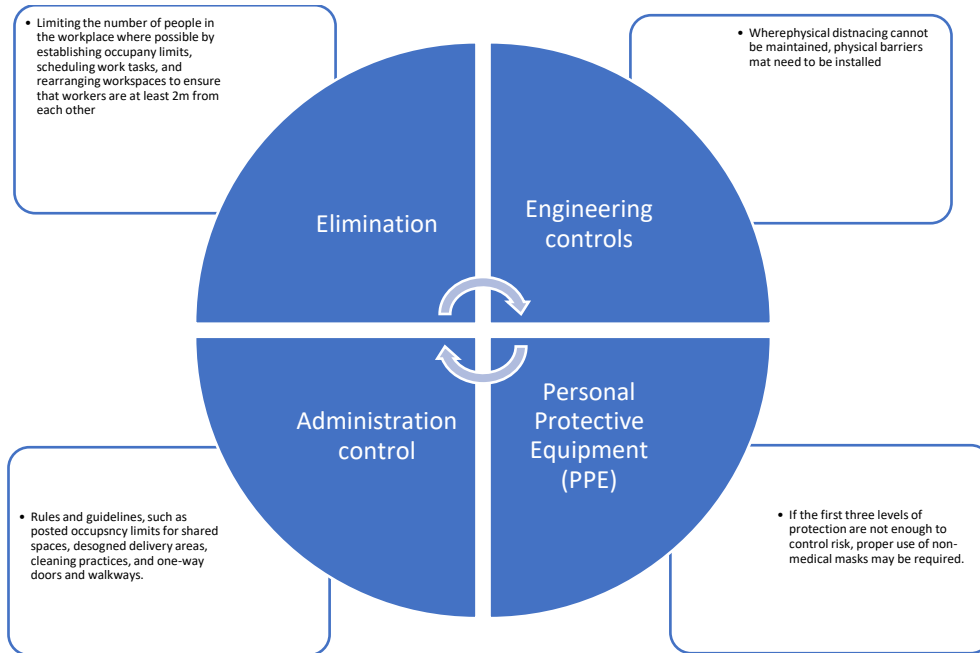
3.3

Employees

- a. Take reasonable care to protect their own health and safety and the health and safety of others in the work place.
- b. Follow the procedures put in place by the employer to control the risks associated with Covid-19
- c. Report any unsafe conditions to the Manager/Supervisor

4.0 Policies

- a. The policies and protocols described in this section are based on levels of protection outlined by public health and WorkSafeBC; organized following the graphic below.



4.1 Elimination

Workplace access

- a. Employee schedules may vary for arrival and departure times to limit contact with parents and or other staff.
- b. Currently the over occupancy limits will be:
 - i. WCFC building – 3 staff: 12 children Daycare
 - ii. WCFC building – 2 staff: 8 children Infant/toddler
 - iii. WCFC Office – 2 staff occupancy
- c. Managers/Supervisors ensure that that occupancy limit is not EXCEEDED at any time in the WCFC building.
- d. WCFC will be closed to all visitors at this time until further notice.
- e. Deliveries and parcel drop off should be pre scheduled in advance when possible.

Physical Distancing

- f. Employees are expected to follow public health directions specific to social distancing and social gatherings.
- g. Staff will do their best to maintain the 2 meters distance with adults at all times.
- h. Staff will support children to learn about physical distancing and encourage it between peers and adults when possible and appropriate.
- i. Employees are encouraged to limit contact with people at high risk, like elders with underlying medical conditions.
- j. Workspaces must be arranged to maintain the 2 meter space
- k. Rest and lunch breaks should be staggered to ensure employees are not congregating closely together.

Transportation to/from work

- l. Employees needing to carpool or take transit must wear a face mask while commuting.

Work from Home

- m. Employees who have the ability to work remotely from their home should, if it is practical and feasible.

Sick Employees

- n. Employees must inform their Manager/Supervisor immediately if they are displaying any symptoms associated with Covid-19. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headaches.
- o. Employees displaying symptoms associated with Covid-19 must remain home from work and immediately contact their doctor or 8-1-1 to obtain a Covid-19 test and follow directions for self-isolation.
- p. Employees who develop other symptoms while at work, must wear a face mask. All areas must be cleaned and sanitized immediately.
- q. Employees who are well but have as sick family member at home with suspected confirmed Covid-19 should notify their supervisor immediately and may be advised to stay home from work.

Travel

- r. ALL travel for work purposes is cancelled/postponed until further notice.
- s. Employees are advised to avoid all non-essential travel outside of Canada until further notice.

- t. Employees must notify their supervisor if they plan to travel outside of the province.
- u. Employees who voluntarily travel outside of Canada MUST advise their employer and self-isolate for 2 weeks (14 days) beginning the first day of their return.
- v. If employees voluntarily choose to travel outside of Canada, these 2 weeks (14 days) self-isolation period will be done at the expense of the employees unpaid, lieu time or vacation time.

4.2 Engineering Controls

- a. A partial physical barrier will be installed at the school reception. No other barriers required.
- b. Where possible, open windows/doors regularly to ensure open ventilation.

4.3 Administrative Controls

Common are occupancy limits

- a. Employees will adhere to the occupancy limits posted at each common are
 - i. Boot room 2 people limit
 - ii. Office 2 people limit
 - iii. Kitchen 2 people limit
 - iv. Staff washroom 1 person limit
 - v. Children's washroom 2 child plus 1 staff limit
 - vi. Daycare 3-5 yr olds 3 staff: 12 children. Daycare 0-3 yr olds 2 staff: 8 children

Cleaning Practices

- b. It is the responsibility of all employees to help maintain workplace cleanliness throughout the day by following center specific cleaning schedules. Employees must adhere to the posted cleaning schedules and follow WorkSafeBC cleaning and disinfecting guidelines found in section 7.0
- c. Unnecessary tools and equipment will be removed or stored to simplify cleaning process.
- d. Employees, contractors must have access to places where they wash their hands with soap and water.
- e. Ample supplies of tissues, hand sanitizers and no touch waste disposal bins must be placed throughout the building.
- f. Precept cleaning wipes must be placed near shared equipment, such as copiers, appliances, telephone and high touch surfaces like entry ways and office doors, light switches etc.

- g. Employees must clean and disinfect their personal workspaces at the end of each day; while sanitizing common work areas throughout the day – chairs, keyboard, faucets, handles, toilet seats, door handles.

Personal Hygiene

- h. Employees and children must wash their hands on a regular basis throughout the day with soap and water for a minimum of 20 seconds. This includes:
 - i. when arriving to the center
 - ii. Prior to eating
 - iv. Immediately after eating
 - v. After using bathroom
 - vi. After sneezing/coughing/blowing your nose
 - vii. Prior to leaving center for home or bus
 - viii. Encouraged not to touch eyes, mouth and nose
 - ix. Handwashing instructions will be posted at each sink area.

First Aid

- j. Each program must identify one main employees as site First aid attendant, First aid attendant must hold a valid child safe level one first aid.

4.4 Personal Protective Equipment (PPE)

- a. Employees who are well will not be required to wear PPE or non medical face masks unless otherwise instructed from licensing, FHNA, or CDC.
- b. Staff / Janitors when using cleaning supplies should read label in the case it instructs to use a face mask or other precautions.

5.0 Communications and Training

- a. Managers / Supervisors will review this policy on the measures that have been put in place with employees upon the return of all WCFC staff.
- b. Managers / Supervisors will keep employees updated on revised or amended policy changes every two weeks either at a staff meeting or via emails.
- c. Signage must be posted in all common areas indicating occupancy, handwashing procedures, reminders of 2 meter distances, restricting occupancy and limit at all door entrances.
- d. All staff will have been given a hard copy of the Covid-19 Health and Safety policy for their records and reference as needed.

6.0 Monitoring and Review

- a. This policy will be reviewed by the KWES board and Managers at each monthly meeting to ensure that:
 - i. This policy continues to be in line with the most recent guidance from public health/FNHA and WorkSafeBC.

ii. This policy is being monitored to ensure that it is effective in reducing risk to staff and children.

iii. To ensure that changes to KWES policies and procedures are communicated effectively to staff and parents on a regular basis through written form.

7.0 Appendices

Covid – 19 Reference and support information.

The following information may be found at the BC Center for Disease Control (BCCDC) website.

What is Covid-19?

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19.

What is the current situation?

COVID-19 has been declared a global pandemic. BC has declared a state of emergency to support the province-wide response to the COVID-19 outbreak. BC, Canada and many other countries continue to be in active containment mode through a series of public health measures including physical distancing, travel restrictions, and business and school closures to prevent the virus from spreading.

What are the symptoms of COVID-19?

COVID-19 symptoms can appear up to 14 days after being exposed to the virus. Symptoms are similar to other respiratory illnesses including the flu and common cold.

The most common symptoms of COVID-19 include:

- Fever
- Chills
- Cough or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste

- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches

While less common symptoms can also include:

- Stuffy nose
- Conjunctivitis (pink eye)
- Dizziness, Confusion
- Abdominal pain
- Skin rashes or discoloration of fingers or toes

What to do if you have symptoms of COVID-19

Testing is recommended for anyone with cold, influenza or COVID-19-like symptoms, even mild ones. For more information on testing and where to go for testing, visit the [Testing page](#).

The B.C. COVID-19 Self-Assessment Tool is also available for anyone that develops symptoms and can be used to help determine if you need further assessment or testing for COVID-19. Testing is especially important for groups that are more vulnerable to complications from COVID-19, or people who care for these individuals.

Some symptoms can also be signs of other conditions. If you are unsure, contact your health care provider or call 8-1-1. If someone is having severe difficulty breathing, severe chest pain, having a hard time waking up, feeling confused or losing consciousness, you should seek emergency medical care by calling 9-1-1 or going to your nearest emergency department.

If you develop symptoms, you will need to [self-isolate](#) while you wait for your test results so you do not potentially spread illness to others. Those who get diagnosed with COVID-19 will need to self-isolate for at least 10 days from when their symptoms started. For more information on what to do if you have COVID-19, if you think you may have it, or believe you may require medical care, visit [the If you are Sick page](#).

Older people and people with a weakened immune system or underlying medical conditions are considered at higher risk of severe disease. For more, see information for [priority populations](#).

Can you become sick from someone before they show symptoms?

There have been instances of transmissions before the person became sick or the symptoms were so mild that the person did not know they were sick. However, it is unclear if this contributes to significant spread of the virus in the population. Most people become ill from being in close contact with someone who shows symptoms such as coughing and sneezing, therefore transmitting the virus through droplets. We continuously review the evidence and update information regularly.

How to stop the spread of germs?

Self-isolate. Stay home and do not go to work, school or public places and do not use public transit, taxis or ride shares. Do not have visitors to your home. If you live with other people, avoid contact with others at home by staying and sleeping in a separate room and using a separate bathroom if possible. See these guides about isolation:

- Isolation if you are ill
- Guide for caregivers and household members

Cover your coughs and sneezes. When you feel a cough or sneeze coming on, cover your mouth and nose with a tissue. Don't have a tissue? Cough or sneeze into your upper sleeve or elbow, not your hands. Wash your hands right away after you sneeze, cough or touch used tissues or masks. Throw used tissues into a lined trash can in your room and tie up that trash bag before adding it with other household waste.

Wash your hands. Wash your hands often with soap and water for at least 20 seconds. It is best to dry your hands with a paper towel and throw it away after use. If you can't wash your hands, use an alcohol-based hand sanitizer. Avoid touching your eyes, nose, and mouth with unwashed hands.

Do not share household items. Do not share dishes, cups, eating utensils, towels, bedding, or other shared belongings. After using these items, wash them with soap and water.

Flush the toilet with the lid down. The COVID-19 virus may also be present in poop (stool or feces). Always wash your hands with soap and water after using the toilet.

General cleaning. Water and detergent (e.g., liquid dishwashing soap) or common household cleaning wipes should be used. Apply firm pressure while cleaning. Surfaces should be cleaned at least once a day. Next, use a store bought disinfectant or diluted bleach solution, one- part bleach to 50 parts water (20ml of bleach to 1 litre of water), and allow the surface to remain wet for one minute. Clean surfaces that are touched often (e.g., counters, table tops, doorknobs, toilets, sinks, taps, etc.) at least twice a day.

Wear a face mask. When you are sick, wearing a face mask (surgical or procedure mask) helps to stop the spread of germs from you to others. Wear a face mask when you are in the same room with other people and when you get medical care. If your mask gets wet or dirty, change it and wash your hands right away. You and those you live with do not need to buy and wear other types of masks, such as an N-95 respirator mask.

Reference II - Additional Links and Resources

- COVID-19 BC Support App: Download the app to get information on your phone or mobile device.
- WHO FAQ: For more commonly asked questions and answers on COVID-19, visit the WHO website.
- Health Canada: For more information on the Government of Canada's precautions at international airports and borders, visit Health Canada's website.
- Provincial Health Officer Orders and Guidance: In a Provincial State of Emergency, the Provincial Health Officer can make orders as needed. Follow the orders outlined on this website.

Reference III – Cleaning and Disinfecting Guidelines

- Cleaning and disinfecting for the Provincial office will be conducted following the guidelines provided by WorkSafeBC: <https://www.worksafebc.com/en/resources/healthsafety/information-sheets/covid-19-health-safety-cleaning-disinfecting?lang=en>

Reference IV – Working from Home Guidelines from WorkSafeBC

- This information sheet provides practical suggestions on setting up your workspace, organizing the area, and working comfortably at home. <https://www.worksafebc.com/en/resources/health-safety/information-sheets/setting-up-homeworkspace?lang=en>

Reference V – Signage

- About Coronavirus disease: <https://www.canada.ca/en/publichealth/services/publications/diseases-conditions/about-coronavirus-disease-covid-19.html>
- Handwashing: <https://www.worksafebc.com/en/resources/health-safety/posters/help-preventspread-covid-19-handwashing?lang=en>
- Hand hygiene: http://www.bccdc.ca/Health-ProfessionalsSite/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf
- Covering coughs and sneezes: <https://www.worksafebc.com/en/resources/healthsafety/posters/help-prevent-spread-covid-19-cover-coughs-sneezes?lang=en>
- Physical distancing: http://www.bccdc.ca/Health-ProfessionalsSite/Documents/COVID19_PhysicalDistancingPoster.pdf
- Occupancy limit: <https://www.worksafebc.com/en/resources/health-safety/posters/helpprevent-spread-covid-19-occupancy-limit?lang=en>
- Entry check for visitors: <https://www.worksafebc.com/en/resources/health-safety/posters/helpprevent-spread-covid-19-entry-check-visitors?lang=en>
- Child focused handwashing signage <https://www.cdc.gov/handwashing/pdf/wash-your-handssteps-8x11.pdf>