



## **Regional office COVID-19 Safety Plan**

Effective September 8, the Pacific Mountain Regional office will be open for staff, but closed to visitors unless there is an appointment

The following safety plan is designed to ensure a safe space for all employees of the Pacific Mountain Region. These measures, as outlined in the following document, will ensure the safety of all staff members and the preservation of health for all people who interact with Pacific Mountain Region.

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 increase when many people contact the same surface and when those contacts happen over short periods of time



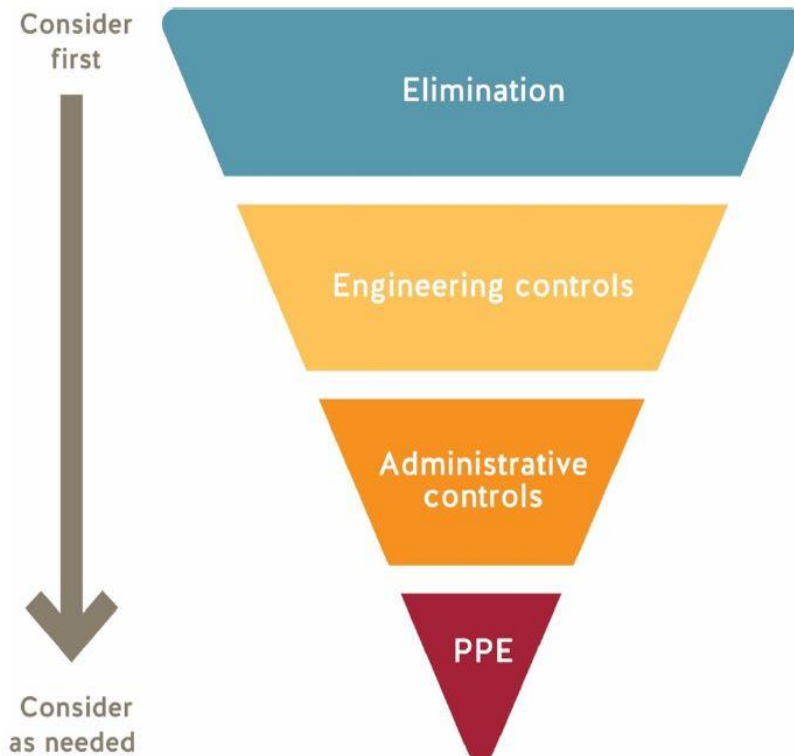
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Office: 1600 Cliff Avenue, Burnaby BC, V5A 2K2 Tel: 604-431-0434 or 1-800-934-0434 (BC)



## COVID-19 Safety Plan for: Pacific Mountain Regional Office

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 will likely need to incorporate controls from various levels to address the risk at your workplace.



First level protection (**elimination**) — Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

Second level protection (**engineering controls**) — If you can't always maintain physical distancing, install **barriers** such as plexiglass to separate people.

Third level protection (**administrative controls**) — Establish rules and guidelines, such as posted **occupancy limits** for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

Fourth level protection (**PPE**) — If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are **selected and cared for appropriately** and that workers **are using masks correctly**.

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### **Level 1 Protection - Elimination of Risk:**

Occupancy Limits:

- Office: 15
- Sanctuary 4-6
- Storage room 2
- Staff Lounge - 2

Staff will be allowed to work from home, as their positions allow, with permission of their direct supervisor.

### **Level 2 Protection – Engineering Controls:**

- Plexiglass barriers will be provided at workstations.
- Staff will be expected to wear masks when moving around the common spaces in the office, but not in offices or at desks with plexiglass protection.
- Each staff member will be responsible for cleaning of their desk and plexiglass area using cleaning products provided.
- Disposable masks will be made available for staff and visitors. Visitors will only come to the office with an appointment.

### **Level 3 Protection – Rules and guidelines:**

- No one will attend the workplace while experiencing symptoms of COVID 19, or under a quarantine order
- Provided hand sanitizer will be used prior to entering any room in the office.

#### Sanctuary/Narthex

- Occupancy 4-6 with physical distancing measures, 6 with masks
- high touch surfaces will be disinfected before and after use by the person using the room.

#### Staff Lounge/Photocopier Room

- occupancy 2 with physical distancing measures
- all surfaces touched will be disinfected using provided cleaning supplies before and after use.
- each staff member will wash their own dishes and put them away. Dishes must be carefully cleaned using dish soap.
- Masks will be worn at all times in this room except when eating.

#### Storage Room

- occupancy 2
- physical distance measures and masks must be worn.

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#### Common Areas

- Masks will always be worn, and physical distancing will be maintained at all times. One person in the hallway at a time, people can wait at either end of the hall for people to pass.

#### Downstairs Kitchen

- occupancy 2 with physical distancing measures
- all surfaces touched will be disinfected using provided cleaning supplies before and after use.
- each staff member will wash their own dishes and put them away. Dishes must be carefully cleaned using dish soap.
- if the dishwasher is used, it should be run on the high heat cycle. Hands must be washed and sanitized before putting clean dishes away.

#### Level 4 Protection: Masks

- Staff will be provided with the work safe document on proper use of masks.
- Disposable masks will be provided for staff and visitors, or people can use their own personal masks.
- Masks will be worn in common areas, and as indicated in other parts of this COVID safety plan.

#### Level 5 Protection: Cleaning and Hygiene:

- Cleaning products for high touch areas will be provided throughout the office, employees are expected to clean high touch areas before and after use.
- Custodian/Janitor will professionally clean the office using appropriate cleaning supplies twice per week.
- Individuals are asked to wipe down all high touch areas before and after use, including washrooms.
- Receptionist will clean high touch surfaces like door handles and light switches at the beginning of shift and after the lunch break (twice per day)
- all staff are asked to limit their contact with surfaces and to disinfect any surfaces touched after use.
- hand sanitizer will be available throughout the office, and staff should use it before touching any surface in the office.

Staff not comfortable using shared items (dishes etc) are free to bring them from home. Staff are invited to eat at their desks if they are in the office.



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