

COVID-19 WORKPLACE ASSESSMENT TOOL

Fort Nelson Natural Resource District Office
6100 Alaska Hwy, Fort Nelson

OHSC Participants: Chris Cooper, Lisa Thompson, Mike Eastwood, Andrew Tofflemire

Date of Assessment:

Meeting: June 24, 2020

Walkthrough: June 25, 2020

Effective June 26, 2020

OHSC Participants: Lisa Thompson, Mike Eastwood, Andrew Tofflemire, Mike D'Aloia, Mary Viszlai-Beale

Additional Assessment: January 20, 2021

(found at the end of this document after page 27)

Effective January 25, 2021

Purpose:

The purpose of this assessment is to:

Determine the physical distancing capacity as required in Stage 1: Planning

- Determine the interaction protocols required for the workplace as required in Stage 1: Planning
- Record the actions required to implement the interaction protocols as required in Stage 1: Planning
- Record continuous improvement actions as required for Stage 3: Monitoring, Controlling and Adapting

Requirements:

The [PHO requires](#) employers to post their COVID-19 Workplace Safety Plan and WorkSafe BC is enforcing this order.

To fulfill this requirement, all items on the following checklist must be posted.

COVID WORKPLACE SAFETY PLAN CHECKLIST	
Have the following been posted?	Add comments if required.
This completed COVID-19 Workplace Assessment Tool	Posted to local SMS website and included in local copy of COVID-19 Safety Plan.
List of Safe Work Procedures (included in the COVID-19 Workplace Assessment Tool)	Links are identified on local SMS website and included in local copy of COVID-19 Safety Plan. Also see list of SWPs in this document.
First aid guide	Link identified on local SMS website and included in local copy of COVID-19 Safety Plan.
Reference to BC Provincial Government policies on MyHR including: HR Policy 4 BC Public Service COVID-19 Response Overview BC Public Service COVID-19 Response FAQs	Links identified on local SMS website and included in local copy of COVID-19 Safety Plan.
BC Public Service guidelines regarding sick leave (summarized in the BC Public Service COVID-19 Response FAQs .)	Link identified on local SMS website and included in local copy of COVID-19 Safety Plan.

Current completed COVID-19 Weekly Inspection Checklist	Link identified on local SMS website and included in local copy of COVID-19 Safety Plan.
COVID-19 Information for BC Public Service Employees COVID-19 Orientation Checklist	Link identified on local SMS website and included in local copy of COVID-19 Safety Plan.

Training:

Workers:

- o BC Public Service COVID-19 All Staff Orientation (webinar)
- o Workplace COVID-19 Orientation which includes a prework telephone meeting, onsite orientation and training on specific Safe Work Procedures.

Supervisors and Managers:

- o BC Public Service COVID-19 All Staff Orientation (webinar)
- o BC Public Service COVID-19 Training for Managers and Supervisors (webinar)

Records will be kept by each ministry.

References:

- [MyHR content](#)
- [WorkSafeBC](#) website on COVID-19 and [Preventing exposure to COVID-19 in the workplace: A guide for employers](#)
- [BC Centre for Disease Protocol](#)
- [CITZ Guide to Provincial Facilities COVID-19 Controls](#)

Method:

A walkthrough assessing the office's close spaces, protocols and work flow by direct observation of the workplace. The walkthrough must include all areas of the workplace including entrances, exits, changing room, and washrooms. The walkthrough requires a measuring tape or other two-metre object to show physical distancing is possible.

Ministry managers responsible for each worksite (or designates) are responsible for conducting the walkthrough and completing the COVID-19 Workplace Assessment Tool. A worker representative from the Joint Occupational Health and Safety Committee (or the committee consulted about

the findings) is welcome to participate in the walkthrough and must review the COVID-19 Workplace Assessment Tool. A representative from the workplace's Facilities Management team may also participate or be required for consultation.

Standard Precautions for COVID-19 in the Workplace

Standard precautions are a group of infection-prevention practices that apply to all workers. Standard precautions for COVID-19 or any flu-like illness include cough and sneeze etiquette, frequent hand washing or sanitization using alcohol-based hand rubs (ABHR), staying home when sick, physical distancing by maintaining a minimum two-metre space between yourself and others and [self-isolation if required or directed to do so.](#)

Standard precautions must be followed with any other protocols recommended in this document.

Step 1: Determining Physical Distancing Workplace Capacity

The goal of Step 1 is to maximize the number of physically distanced workstations available for the required employees. All offices, cubicles, and workstations must be available to use. There should be few exceptions to this rule and should be made based on operational needs. Use the COVID-19 Protocols Action Log to record any changes to the workplace that cannot be done immediately.

Staff Physical Distancing Workplace Capacity Table

Step 1 A: Determine the number of physically distanced workstations with no modification and compare the number of required employees. Note: this table addresses maximum staff capacity only. Clients/visitors do not affect the overall Physical Distancing Workplace capacity.	Number	Notes
Count the number of workstations as follows: <ul style="list-style-type: none"> • Enclosed offices • Cubicles enclosed by three sides* • Workstations that can be separated by two metres in every direction or has a wall or cubicle* blocking a direction with less than two metres. Verify by measuring where the employee's head would be to two metres. 	24	First Floor: <ul style="list-style-type: none"> • Enclosed offices 3 • Cubicles 7 • Reception 2 Second Floor: <ul style="list-style-type: none"> • Enclosed offices 7 • Cubicles 5
Number of required employees:	11	
Are there enough workstations for all required employees?	Yes or No	Notes
<ul style="list-style-type: none"> • If yes, the number workstations is the Physically Distanced Capacity in Step 1 D. • If no, proceed to Step 1 B. 	Yes	We have enough space for our required employees.

**cubicle walls, dividers, bookcases, hutches or plexiglass barriers must extend a minimum of 30 inches above the desk surface*

Step 1 D: New Workplace Capacity.

Step 2: Determining Interaction Protocols for Shared Spaces

The goal of Step 2 is to limit less than two-metre interactions to short (walk past) and infrequent occurrences in close spaces by using interaction protocols.

Workplaces may have more than one stairway, lobby, meeting room and other areas where people gather. If this is the case, use blank space to write in the detail or add to the table by copying and pasting a similar location.

Location Type	LWS or other worker area with open workstations less than two metres apart		
Review the Work Area by Measuring the Distance Between Work Points. Measure from Where A Worker's Head Would Be While Seated.			
List the locations in the workplace that the protocols apply to	Reception area workstations (3)		
Suggested Protocol	Recommended?	Notes	Date implemented
Place signs on workstations not used.	Yes	Reception area has 3 workstations that are closer than 2 meters and do not have barriers greater than 30 inches between them. The middle cubicle will be marked as “do not use”.	See Step 4
Remove chairs to workstations not to be used.	Yes	Reception: middle workstation; removal of chair, computer and communal items	See Step 4
Mark two metres on the floor if the work requires in person discussion between colleagues (or encourage using technology to communicate).	n/a		
Create physically distanced workstations by providing physical barriers like cubicle walls or plexiglass. This is only done when there are not enough physically distanced workstations for required employees. Contact your Ministry Facilities Management Unit for assistance.	No	Use of middle workstation is not required at this time based on number of staff.	
Identify high touch areas that will require more frequent cleaning practices.	Yes	Enhanced cleaning is being undertaken by contractor cleaners using disinfectant	

		<p>solution for the following areas (email Bee Clean June 24, 2020): telephones, desks, tabletops (meeting rooms), counters, chairs (arms only), touchpoints on doors (knobs), light switches, stairwell handrails, lobby furniture and surfaces.</p> <p>The COVID-19 Safe Work Procedure: <i>General Procedures for the Office Environment</i> recommends that client-facing offices clean the following surfaces frequently: service counters and point of sale terminals, door handles, railings and public workstations.</p> <p>Other relevant SWP: <i>General Cleaning Procedures</i>.</p>	See Step 4
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Location Type	Hallways with high traffic		
List the locations in the workplace that the protocols apply to	All hallways on upper and lower floors.		
Review the Overall Office Layout and Travel Patterns in the Workplace – e.g. Routes to Photocopy Areas, Lunch Rooms, Exits.			
Suggested Protocol	Recommended?	Notes	Date implemented
Direction arrows designating direction of travel in heavily travelled hallways. <i>In the event of an emergency, direction of travel is to the nearest exit.</i>	No	Based on number of staff currently in the office. Signage will be posted in hallways and best practices will be communicated with staff (wait before entering hallways, one person at a time, maintain 2m physical distancing).	See Step 4

Designate pull out areas for pass directions. Signs say “stay in your location until hallway is clear” for hallways that must have frequent two-way traffic.	Yes	Signs to be posted on first and second floors; to be communicated with staff.	See Step 4
Right of way signs where aisle or hallways meet.	No	Current occupancy levels do not warrant this signage.	
Prop open doors that are not fire doors or that protocol access. Contact your building manager or Facilities Management Unit.	n/a	Doors at west end of first and second floors are fire doors; no other doors associated with corridors exist.	

Location Type	Common equipment or stores areas (photo copiers, file room)		
List the locations in the workplace that the protocols apply to	First floor file room and second copier room (lunchroom) and equipment lock up room (second floor)		
Review Common Equipment and Stores Areas for Physical distance and Workflow. What Is the Volume of Use? The More Use and Users, the More Protocols or More Restrictive the Protocols that May Have to be Implemented.			
Suggested Protocol	Recommended?	Notes	Date implemented
Post maximum capacity sign for area.	Mandatory	Signage posted on both entrances accessing the file room and lunchroom (upstairs printer location)	See Step 4
Tape on the floor marking two metres distance.	No	Not required; continue to promote requirement for physical distancing.	
Make collating, filling, area with physical distancing from the photo copier or equipment, use another room/office.	No		
Schedule for access in busy areas.	No	Not required based on current occupancy.	
If practical, move equipment to create another area to allow for physical distancing.	Monitor	Monitor use of the printer and traffic flow in the lunchroom; may require relocation of printer.	See Step 4
Rules for use, including cleaning responsibilities (clean in clean out), areas/items cleaned and cleaning supplies.	Yes	Signage to be posted “clean after use” at both photocopier locations. Removal of communal items in proximity to copiers (staplers, hole punches, etc.)	See Step 4

Location Type	Lunchrooms		
List the locations in the workplace that the protocols apply to	Lunchroom (2 nd floor)		
Suggested Protocol	Recommended?	Notes	Date implemented
Maximum capacity sign posted.	Mandatory	Posted on both entrances	See Step 4
Moving commonly used appliances away from each other such as microwaves or removing one if there is not room to create physical distancing.	No	Current occupancy levels and use of the lunchroom does not warrant moving the fridge away from the microwave. Physical distancing signage has been posted in the lunchroom and staff will be encouraged to continue to implement best practices.	See Step 4
Removing common cutlery.	Yes	Cutlery to be removed; staff were advised via email on June 25, 2020.	See Step 4
Removing or making signage designating tables and chairs to be used or not.	Yes	Removal of excess seating	See Step 4
Rules for use, including cleaning responsibilities (you use it, you clean it) and cleaning supplies.	Yes	Signage to be posted to clean appliances after use. Email sent to staff June 25, 2020 indicating that fridges, microwave and kettle would remain available for use but must be wiped down after each use.	See Step 4
Allowing employee to eat at their desk.	Yes		
Staggering lunch and break times.	No	Not required based on number of staff and limited use of the lunchroom.	
Tape marking two metres on the counter tops for food preparation.	No		
Identify high touch areas that will require more frequent cleaning practices.	Yes	Signage to be posted regarding cleaning of appliances	See Step 4

Staggering Lunch Times

Consideration must be given to lunch/breakroom capacity during peak times. Staggering lunches cannot begin at 9:30 a.m. and end at 3:00 p.m. for a regular office, however flexibility will be required as to where staff should take their breaks (e.g. in the lunchroom, at their workstation, in overflow areas

such as boardrooms, outside in the park, etc.) and when. As the workplace gradually repopulates, the effectiveness of how breaks have been staggered can be reviewed. The following is an example to help ensure timely access for all staff:

Physical Distancing capacity in lunchroom	4
Lunch break time limit (in lunchroom) during peak times (e.g. 11:30 to 1:30)	20 min
This would allow for 12 people per hour to use the lunchroom	

***This does not consider staff who do not need lunch room access, eat out or eat at their desk.*

*Workplaces should adjust the expected number of staff uses based on office norms***

If the maximum number of staff who can access the lunch room in peak time is less than the physical distancing workplace capacity, more lunch room space will be needed. Consider the use of meeting rooms as overflow break/lunch rooms, and if necessary, request a microwave for the overflow area. Check with your ministry Facilities Management Unit about using other spaces as a lunch room overflow and adding microwaves.

If an overflow lunch area is necessary to meet peak time access, but there are no options to create an overflow lunch area, the physical distancing workplace capacity may have to be reduced. If you require assistance, submit an [AskMyHR](#) service request using the category Myself (or) My Team or Organization > COVID-19.

Location Type	Staff Use-Only Meeting Rooms		
List the locations in the workplace that the protocols apply to	Aspen Room (2 nd floor conference room)		
Meeting Rooms not Re-designated as Workstations Require their Physical Distance Capacity to be Determined. Staff Should Consider Virtual Meetings and Using the Largest Room Possible for Face to Face Meetings			
Suggested Protocol	Recommended?	Notes	Date implemented
Maximum Capacity of meets rooms posted	Mandatory	To be posted at both entrances	See Step 4
Review power and data outlets or wi-fi for spacing as part of determining capacity	Yes	Considered	
Meeting rules and etiquette posted e.g. no eating, closed/lidded beverage containers, users wipe down surfaces upon arrival and departure.	Yes	Signage to be posted – no eating, clean after use, maintain distance, remove items. RED email July 2, 2020: “We are not opening buildings for large gatherings and	See Step 4

		<i>virtual meetings are still expected to be the norm”.</i>	
Place signs on table space not to be used.	n/a		
Remove chairs to encourage physical distancing.	Yes	Remove chairs based on determined room capacity.	See Step 4
If the room is a dedicated meeting space it will not be repurposed to use create more physically distanced workstations.	n/a		
Identify high touch areas that will require more frequent cleaning practices.	Yes	<p>Staff are required to clean table and chairs after use. Cleaning supplies are located on the table and signage has been posted.</p> <p>Enhanced cleaning is being undertaken by contractor cleaners using disinfectant solution for tabletops (meeting rooms), counters, chairs (arms only), touchpoints on doors (knobs) and light switches.</p>	See Step 4

Lobbies, Building Access and Shared Common Areas

Generally, in a shared owned or leased facility, the Ministry with the most space in a workplace will lead the assessment and implementation of COVID-19 protocols. If multiple ministries sharing one office facility are not able to agree on COVID-19 protocols for their shared space or for common areas and building access, they should bring the issue to the attention of the Head of the BCPSA. Should the Head of the BCPSA not be able to facilitate a resolution, the issue will be brought to the attention of the Head of the BC Public Service. For more information on working with landlords and building owners on common areas see the COVID Workplace Assessment and the [CITZ Guide to Provincial Facilities COVID-19 Controls](#).

Where the Ministry is a tenant of a leased building along with other non-public service tenants, the owner/landlord will have more protocol over how common areas (e.g. stairwells, elevators, lobbies, front entrance, etc.) are managed. If there is disagreement between the Ministry and the landlord about what COVID-19 protocols should be put into place and efforts to resolve the disagreement are unsuccessful, including those initiated by the FMU, they should contact CBRE via the Operations Centre (1-877-222-3112), the [SIRequest web portal](#), or the [SIRequest mobile application](#) in a timely manner.

Location Type	Entrance, exit, lobbies		
List the locations in the workplace that the protocols apply to	Front (south) entrance (including lobby with pamphlets) and side (west) entrance.		
Workplaces May Have to Work with the Landlord, Building Owner or with Other Ministry Tenants. Contact your Facilities Management Unit or CBRE for Assistance.			
Suggested Protocol	Recommended?	Notes	Date implemented
Signs to keep foot traffic moving - do not chat in lobby and maintain physical distance.	Yes	Signage to be posted to maintain physical distance.	See Step 4
Limit the number of people in the lobby.	Yes - Monitor	Not required as size is not conducive to large gatherings. Monitor use of pamphlet racks by the public. May require removal or modification.	See Step 4
Designate an entrances/exits.	Yes	Staff will be required to use the side (west) entrance only and the public will use the front (south) entrance. Hand sanitizer dispenser to be installed.	See Step 4

		Signage to be posted at entrance “please do not enter...”	
Stagger arrival times and end of shift times. If you need assistance with hours of work agreements, submit an AskMyHR service request using the category Myself (or) My Team or Organization > COVID-19.	No	Not required due to the number of staff working in the office. Arrival times are generally staggered between 8:00-8:30am and departure times are generally 4:00-5:00pm.	
Designate visitor waiting areas, do not allow visitors or tell visitors to wait outside.	n/a	Visitors wait in the reception area and not in the lobby.	
Identify high touch areas that will require more frequent cleaning practices.	Yes	Enhanced cleaning is being undertaken by contractor cleaners using disinfectant solution on touchpoints such as doorknobs/handles.	

Location Type	Stairways with high traffic		
List the locations in the workplace that the protocols apply to	Front (south) and side (west) stairwells		
Workplaces May Have to Work with the Landlord, Building Owner or with Other Ministry Tenants. Contact your Facilities Management Unit or CBRE for Assistance.			
Suggested Protocol	Recommended?	Notes	Date implemented
Designate one way up and one way down stairwells. Post direction signs**	Yes	Based on usage and visibility, one-way stairwells were deemed as unnecessary however this will be monitored. Signage to be posted indicating one person at a time on the stairwells In case of an emergency, restriction does not apply. Communicate best practices with staff (look before entering, 1 person at a time, maintain 2m physical distancing).	See Step 4

Designate pull out areas for pass directions. Signs say “stay in your location until hallway is clear” for stairwells that must be two-way.	No		
Designate one stairwell up and one down.	No		

*****In case of emergency all stairs are exit stairs***

Location Type	Washrooms and changing rooms, gyms		
List the locations in the workplace that the protocols apply to	Washrooms (2 first floor and 2 second floor)		
Suggested Protocol	Recommended?	Notes	Date implemented
Designated washrooms for groups of employees to reduce one washroom only being used e.g. third floor employees use third floor washroom only.	Yes	Staff generally use washrooms on their own floors already; staff will be encouraged to continue doing the same.	See Step 4
Signs limiting number of employees in the washroom.	n/a	Office only has single occupancy washrooms.	
Consider limiting washroom use to employees only***	Yes	Public is to be advised that washrooms are not available for public use.	See Step 4
Propping open the washroom door if privacy allows.	No	Discussed - determined not to be required	
Providing a wastepaper basket to dispose of paper towels at the entrance/exits of the washroom.	Yes	Already exist within washrooms	
Place physical distancing marks for change rooms. Review aisle width - make aisles one-way where necessary.	Mandatory	Not applicable	
No personal effects left in sink area.	Mandatory	Not a common practice however will be communicated with staff	See Step 4
Each user cleans sink area in change rooms after use.	Mandatory	Not applicable	
Showers closed.	Mandatory	Closed until a detailed cleaning, hygiene and user plan can put in place to stop droplet spread	See Step 4
Gym/exercise areas closed.	Mandatory		

******check with your ministry if this is permissible***

Step 3 Client Interaction Protocols Assessment *(if required)*

Complete this part only if your workplace services clients or public face to face.

It does not apply to visiting staff unless you have a waiting area. A waiting area could be eliminated for visiting staff if meetings require an appointment and a phone call to admit the visiting employee to your workplace.

The tables below are used to determine client interaction protocols. Complete this if the workplace serves client onsite.

Location Type	Outside/entrance to office. Note: Clients/visitors do not affect the overall Physical Distancing Workplace capacity. However, clients/visitors must be factored in when determining allowable entrance capacity (indicated by signage) and whether the visit is expected to be short or long term should be considered.		
List the locations in the workplace that the protocols apply to	Public entrance front (south) side of building		
Suggested Protocol	Recommended?	Notes	Date implemented
Tape on ground marking two metres distance.	No	To be placed at front counter	
Signage asking clients to refrain from entering if they: <ul style="list-style-type: none">- Have cough or fever- Have returned from international travel within the past 14 days Signage should advise of alternate service delivery options (e.g. phone, online) including contact details.	Yes	Temporary signage to be posted. Free standing sign that can be placed outside of the entrance has been ordered through FCBC.	See Step 4
Signage that advises the client of the current outbreak and provides contact information for 8-1-1.	No	Should be well known at this point; risk of too many notices.	See Step 4
Designate different entrance and exits doors.	No	One entrance/exit for public only.	
Identify high touch areas that will require more frequent cleaning practices.	Yes	Enhanced cleaning is being undertaken by contractor cleaners using disinfectant solution for the following areas (email Bee Clean June 24, 2020): telephones, desks, tabletops (meeting rooms), counters, chairs (arms only), touchpoints on doors (knobs), light switches, stairwell handrails, lobby furniture and surfaces.	See Step 4

		<p>The COVID-19 Safe Work Procedure: <i>General Procedures for the Office Environment</i> recommends that client-facing offices clean the following surfaces frequently: service counters and point of sale terminals, door handles, railings and public workstations.</p> <p>Other relevant SWP: <i>General Cleaning Procedures</i>.</p>	
Implement outdoor mail delivery	Yes	Continue to use outdoor mail depository	See Step 4
Establish document drop off in lobby	Yes	Locate document drop off basket in lobby	See Step 4
Limit number of visitors (designated by signage).	Mandatory	Signage to be posted.	See Step 4

Location type	Client waiting area Note: maximum client/visitor capacity will be indicated by signage.		
List the locations in the workplace that the protocols apply to	Client waiting area at Front Counter		
Suggested Protocol	Recommended?	Notes	Date implemented
Remove or tag out excess seating with tape and signs.	Yes	Chairs to be removed	See Step 4
Post signs encouraging hand hygiene and physical distancing practices.	Yes	Signage to be posted in lobby and 2m physical distancing reminder will be on floor graphics in waiting area.	See Step 4
Paper bag to be used as a waste receptacle.	No		
Hand sanitizer for client use.	Yes	In lobby	See Step 4
Direction arrow designating direction of travel.	Yes	Floor graphics ordered from FCBC indicating where to stand and which direction to face.	See Step 4
Identify high touch areas that will require more frequent cleaning practices.	Yes	Enhanced cleaning is being undertaken by contractor cleaners using disinfectant	See Step 4

		<p>solution for the following areas (email Bee Clean June 24, 2020): telephones, desks, tabletops (meeting rooms), counters, chairs (arms only), touchpoints on doors (knobs), light switches, stairwell handrails, lobby furniture and surfaces.</p> <p>The COVID-19 Safe Work Procedure: <i>General Procedures for the Office Environment</i> recommends that client-facing offices clean the following surfaces frequently: service counters and point of sale terminals, door handles, railings and public workstations.</p> <p>Other relevant SWP: <i>General Cleaning Procedures</i>.</p>	
Limit number of visitors (designated by signage).	Mandatory	Signage to be posted	See Step 4

Location type	Reception desk/front counter		
List the locations in the workplace that the protocols apply to	Front Counter		
Suggested Protocol	Recommended?	Notes	Date implemented
Two-metre distance between client and staff.	Mandatory	If cannot be achieved use a barrier or other controls, unless the interaction is short duration (less than 15 mins, or 15 minutes cumulative in 24hr period) ¹ .	See Step 4

¹ A high-risk close contact is defined as a person who “lived with or otherwise had close face to face contact (within 2 metres) with a probable or confirmed case for more than 15 minutes (may be cumulative, i.e., multiple interactions)” Retrieved from BC Center for Disease Protocols May 11, 2020
http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Epid/CD%20Manual/Chapter%201%20-%20CDC/2019-nCoV-Interim_Guidelines.pdf

		<p>Mobile plexiglass barrier installed. Exploring option of permanent guard.</p> <p>Best practice to be communicated with staff regarding remaining at workstation and only approaching counter to serve a client when necessary.</p>	
Tape on floor marking two metres distance for staff and client.	Yes	<p>Tape installed on the floor.</p> <p>Floor graphics ordered from FCBC indicating where to stand and which direction to face.</p>	See Step 4
Use document handling safe work procedure.	Yes	To be reviewed with all staff	See Step 4
Where pens are needed for signatures, have two containers for clean and 'used' pens. Avoid public self-serving from buckets and have staff hand out pens which can then be disposed in the 'used' bucket. Disinfect pens prior to re-use.	Yes	<p>Remove pens and other items from the front counter (staplers, hole punches, etc.).</p> <p>Remove visitor log from front counter – to be completed by reception.</p> <p>Communicate best practices with staff (hand out pens and dispose of after use).</p>	See Step 4
Identify high touch areas that will require more frequent cleaning practices.	Yes	<p>Enhanced cleaning is being undertaken by contractor cleaners using disinfectant solution for the following areas (email Bee Clean June 24, 2020): telephones, desks, tabletops (meeting rooms), counters, chairs (arms only), touchpoints on doors (knobs), light switches, stairwell handrails, lobby furniture and surfaces.</p>	

		<p>The COVID-19 Safe Work Procedure: <i>General Procedures for the Office Environment</i> recommends that client-facing offices clean the following surfaces frequently: service counters and point of sale terminals, door handles, railings and public workstations.</p> <p>Other relevant SWP: <i>General Cleaning Procedures</i>.</p>	
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Location type	Client computer/workstation		
List the locations in the workplace that the protocols apply to	Not applicable		
Suggested Protocol	Recommended?	Notes	Date implemented
Limit amount of shared equipment (e.g. pens, paper).			
Where pens are needed for signatures, have two containers for clean and 'used' pens disposed in the 'used' bucket. Disinfect pens prior to re-use.			
Hand sanitizer for client use.			
Signage requesting clients refrain from using workstation if sick.			
Identify high touch areas that will require more frequent cleaning practices.			
Signage indicating cleaning frequency of workstation.			

Location type	Client interview/meeting rooms		
List the locations in the workplace that the protocols apply to	Birch Room (first floor)		
Suggested Protocol	Recommended?	Notes	Date implemented

Set up rooms with reduced capacity and use the table or chairs to create two metres distance. Review power and data outlets or wifi for spacing/availability in meeting rooms.	Mandatory	If 2m cannot be achieved use a barrier or other controls, unless the interaction is short duration (less than 15 mins, or 15 minutes cumulative ² in 24hr period). Post signage regarding room capacity and etiquette.	See Step 4
Remove any extra chairs.	Yes	Remove excess chairs.	See Step 4
Have client-only supplies available if required. Where possible, have two containers for clean and 'used' supplies. Client disposes in the 'used' bucket. Where reused, disinfect or dispose.	No		
Identify high touch areas that will require more frequent cleaning practices.	Yes	Staff and clients are required to clean table and chairs after use. Cleaning supplies are located on the table and signage has been posted. Enhanced cleaning is being undertaken by contractor cleaners using disinfectant solution for tabletops (meeting rooms), counters, chairs (arms only), touchpoints on doors (knobs) and light switches.	See Step 4
Wipe down surfaces upon arrival and departure ("Clean in Clean out").	Yes	See above	See Step 4
If multiple client meeting rooms are available, use the largest one to encourage physical distancing.	No	Use of the client room is expected to limit exposure to fewer staff (as opposed to bringing client upstairs to larger conference room).	

² A high-risk close contact is defined as a person who "lived with or otherwise had close face to face contact (within 2 metres) with a probable or confirmed case for more than 15 minutes (may be cumulative, i.e., multiple interactions)" Retrieved from BC Center for Disease Protocols May 11, 2020

http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Epid/CD%20Manual/Chapter%201%20-%20CDC/2019-nCoV-Interim_Guidelines.pdf

**A review of violence prevention procedures is recommended prior to installing a barrier*

Location type	Client washroom		
List the locations in the workplace that the protocols apply to	Staff Washrooms		
Suggested Protocol	Recommended?	Notes	Date implemented
Signage limiting number of people in the washroom.		Staff washrooms will generally not be available for use by the public however, in the event a client requires use of a washroom, they will require a safety orientation prior to entering the secured area of the office. Visitor safety orientation to be updated to include screening questions for COVID-19.	
Propping open the washroom door as privacy allows.			
Providing a waste paper basket to dispose of paper towels at the entrance/exist of the washroom.			
Soap dispenser and adequate supply of soap.			See Step 4

Step 4 Determine Safe Work Procedures that Apply to the Workplace

Offices that are not public facing and only have office-based tasks require one Safe Work Procedure that includes:

- Discussion of transmission and symptoms of COVID-19.
- Standard precautions that must be practiced by all workers.
- Cleaning responsibility for employees – cleaning of their work area or shared workstations.
- Office specific details that may include:
 - Stairway direction.
 - Lunch room rules.
 - Elevator rules.
 - Orientation and training requirements.

Please refer to the COVID-19 General Office Safe Work Procedures on MyHR and modify for your workplace.

Offices that serve clients, the public or have other activities that have increased risk of COVID-19 exposure must have Safe Work Procedures for those tasks, such as:

- Air travel.
- Client service counters (including public computer/workstations).
- Handling client-provided documents.
- Hotel stays.
- Vehicle use.

Please review the full list of [COVID-19 Safe Work Procedures](#) on MyHR. For assistance with additional procedures, submit an [AskMyHR](#) service request using the category Myself (or) My Team or Organization > COVID-19.

List of Safe Work Procedures			
Location of Safe Work Procedures			
Safe Work Procedure	List the tasks the Safe Work Procedure applies to	List the Work Groups the Safe Work Procedure applies to	Date Reviewed by JOSH (or Worker Representative)
Air Travel (includes Safety Bulletin: MFLNRORD Flying and COVID-19)	Air travel required for field activities (helicopter or fixed wing) and for business travel (commercial flights).	All field and office staff	June 30, 2020
Field Work: Residential & Community Settings	Attending meetings outside of the office with clients/stakeholders.	All office staff	June 30, 2020
General Cleaning Procedures	All common use areas of the office and client interaction areas including: front counter, POS terminal, lunchroom appliances, photocopiers and meeting room table and chairs. Personal work areas including workstations and offices.	All office staff	June 30, 2020
General Fieldwork	Fieldwork and use of vehicles and equipment.	Field staff	June 30, 2020
General Procedures for the Office Environment (required for all offices)	All general office activities conducted within the office (client interactions, meeting rooms, use of the lunchroom, corridors, stairways and washrooms, workstations).	All office staff	June 30, 2020
Handling Documents in the Office & Field	Client interaction protocols in the office and in the field where the physical transfer of a document is required between individuals.	All office and field staff	June 30, 2020

Non-Medical (Cloth) Masks	Any situation where physical distancing (greater than 2 meters) cannot be achieved (e.g. traveling in aircraft or vehicles, providing First Aid).	All office and field staff	June 30, 2020
Non-Surgical Procedural Masks	Any situation where physical distancing (greater than 2 meters) cannot be achieved (e.g. traveling in aircraft or vehicles, providing First Aid).	All office and field staff	June 30, 2020
Staying in Accommodations for Work Travel	Staying in accommodations for work travel.	All office and field staff	June 30, 2020
Vehicle Use (includes Safety Bulletin: FLNRORD Vehicle Use and COVID-19 and Cleaning for COVID-19 Fleet Units)	All use of fleet vehicles and off-road equipment.	All office and field staff	June 30, 2020

Implementing Protocols, Improving Protocols and Responses

The log is used to recording actions that occur after the initial COVID-19 Workplace Assessment Walkthrough such as:

- Training.
- Communications.
- Interim solutions replace by long term solutions.
- Updates to the SWP.

Fort Nelson Natural Resource District Office:

COVID-19 Protocols Action Log			
Recommendation	Person assigned	Due date	Date completed
Open workspaces/Reception area: “do not use” signage to be posted on middle workstation; chair, computer and communal items to be removed (staplers, hole punches, etc.).	Reception	July 6, 2020	July 6, 2020
Open workspaces/Reception area: frequent cleaning of high touch surfaces such as service counter and point of sale terminal.	Reception	Daily	
Corridors: Post signage at key entry locations on first and second floors.	Resource Manager	July 10, 2020	July 7, 2020
Corridors: Communicate best practices with staff (wait before entering hallways, one person at a time, maintain 2m physical distancing).	Resource Manager	July 8, 2020	July 8, 2020
Stairwells (south and west): Post signage indicating 1 person at a time on the stairs. In case of an emergency, restriction does not apply.	Resource Manager	July 9, 2020	July 7, 2020
Stairwells (south and west): Monitor for use to determine whether implementation of one-way traffic is required.	Resource Manager	Ongoing	
Corridors: Communicate best practices with staff (look before entering, 1 person at a time, maintain 2m physical distancing).	Resource Manager	July 8, 2020	July 8, 2020
Common Spaces: File room (first floor) and photocopy room (second floor lunchroom): Post signage of room capacity (2 entrances)	Reception/ Resource Manager	July 6, 2020	July 6, 2020
Common Spaces: File room (first floor) and photocopy room (second floor lunchroom): Removal of communal items (staplers, hole punches, etc.).	Reception/ Resource Manager	July 6, 2020	July 6, 2020
Common Spaces: Equipment lock up room (2 nd floor): post physical distancing reminder on door.	Resource Manager	July 9, 2020	July 7, 2020
Common Spaces: Photocopier location (2 nd floor lunchroom): monitor if current location creates congestion and move to an alternate location if required.	All staff	Ongoing	

Lunchroom: Post room capacity signage.	Resource Manager	June 12, 2020	June 12, 2020
Lunchroom: Post physical distancing signage (in lieu of relocating appliances).	Resource Manager	June 26, 2020	June 26, 2020
Lunchroom: Removal of common cutlery and dishes	Resource Manager	July 9, 2020	July 9, 2020
Lunchroom: Removal of excess seating	Resource Manager	June 26, 2020	June 26, 2020
Lunchroom: Post signage reminding to clean appliances after use (email also sent to staff June 25, 2020).	Resource Manager	June 26, 2020	June 26, 2020
Lunchroom: Locate cleaning supplies and sanitizer on table for staff use	Resource Manager	June 12, 2020	June 12, 2020
Meeting Rooms (Aspen room): Communicate best practices with staff regarding meetings with the public vs staff use of the room and use of virtual meetings whenever possible. <i>RED email July 2, 2020: "We are not opening buildings for large gatherings and virtual meetings are still expected to be the norm".</i>	Resource Manager	July 8, 2020	July 8, 2020
Meeting Rooms (Aspen room): Post room capacity signage	Resource Manager	June 12, 2020	June 12, 2020
Meeting Rooms (Aspen room): Post meeting room etiquette (clean, remove items, no eating, maintain distance).	Resource Manager	June 29, 2020	June 29, 2020
Meeting Rooms (Aspen Room): Remove excess chairs based on posted capacity.	Resource Manager	June 12, 2020	June 12, 2020
Meeting Rooms (Aspen Room): Locate cleaning supplies and sanitizer on table for staff use.	Resource Manager	June 12, 2020	June 12, 2020
Washrooms: Communicate best practices with staff – use of washroom on your own floor whenever possible, use of paper towel to open doors, no personal items around sink area	Resource Manager	July 8, 2020	July 8, 2020
Washrooms: Staff use only	Reception	Ongoing	
Washrooms: Post signage that showers are not available for use (closed until a detailed cleaning, hygiene and user plan can put in place to stop droplet spread).	Resource Manager	July 9, 2020	July 7, 2020
Entrances/Lobby: Front (south entrance) install hand sanitizer dispenser and signage	Reception	June 1, 2020	June 1, 2020
Entrances/Lobby: Post signage regarding physical distancing	Reception	July 6, 2020	July 6, 2020
Entrances/Lobby: Monitor use of pamphlet racks by the public; may require removal/modification.	Reception	Ongoing	
Entrances: Staff to use the side (west entrance only) and the public uses the front (south entrance only). In case of an emergency, restriction does not apply.	All staff	July 13, 2020	July 8, 2020

Entrance: Staff entrance (west entrance) set up hand sanitizer station/dispenser and post signage.	Resource Manager	July 9, 2020	July 7, 2020
Entrance: Staff entrance (west entrance): Post signage "please do not enter this location if..."	Resource Manager	July 9, 2020	July 7, 2020
Entrance: Staff entrance (west entrance). Placement of outdoor mail delivery receptacle (move from front to side entrance).	Reception	July 13, 2020	July 13, 2020
Public Entrance (front): Post temporary signage "please do not enter this location if..."	Reception	July 9, 2020	July 6, 2020
Public Entrance (front): Post free standing sign outside of entrance "please do not enter this location if..." (ordered from FCBC – initiate use upon arrival)	Reception	Daily	
Public Entrance (front): Post signage limiting number of clients.	Reception	July 9, 2020	July 6, 2020
Public Entrance (front): Establish document drop off in lobby	Reception	June 1, 2020	June 1, 2020
Client Waiting Area: Chairs to be removed.	Reception	June 1, 2020	June 1, 2020
Client Waiting Area: Floor graphics ordered from FCBC indicating where to stand and which direction to face.	Reception	Upon availability	
Client Waiting Area: Post signage limiting number of clients.	Reception	July 9, 2020	July 6, 2020
Reception Desk/Front Counter: Install mobile plexiglass shield (exploring opportunity for permanent shield).	Reception	June 15, 2020	June 15, 2020
Reception Desk/Front Counter: Install tape on floor marking 2m distance	Reception	June 1, 2020	June 1, 2020
Reception Desk/Front Counter: Removal of visitor log. Reception will be responsible for completing.	Reception	June 1, 2020	June 1, 2020
Reception Desk/Front Counter: Removal of common use items such as pens, staplers, etc.	Reception	June 1, 2020	June 1, 2020
Reception Desk/Front Counter: Ensure there is a supply of pens at the front counter which can be provided to clients by staff (to be taken by the client or disposed of after use).	Reception	July 9, 2020	July 6, 2020
Reception Desk/Front Counter: Communicate best practices with staff (service clients from workstation whenever possible, only approach counter when necessary, maintain physical distancing); review SWP Document Handling.	Resource Manager	July 8, 2020	July 8, 2020
Client Interview Room (Birch room): Post room capacity signage and etiquette.	Resource Manager	June 29, 2020	June 29, 2020
Client Interview Room (Birch room): Remove excess chairs.	Resource Manager	June 29, 2020	June 29, 2020

Client Interview Room (Birch room): Locate cleaning supplies and sanitizer on table for staff/client use.	Resource Manager	June 29, 2020	June 29, 2020
Client Interview Room (Birch room): Communicate best practices with staff: limit in-person meetings with clients (essential only – no other options); use of virtual meetings, technology, off-site meetings whenever possible.	Resource Manager	July 8, 2020	July 8, 2020
Client Interactions: Update visitor orientation to include screening questions for COVID-19.	Resource Manager	July 9, 2020	July 9, 2020
Client Interactions: Record the in-person services provided in ATS or other common tracking system; reduce the number of in-person transactions by 60% by Sept 30-20 and another 30% by Mar 31-21 (FCBC Re-Opening Plan).	Reception	July 13, 2020	
Client Interactions: Office open to the public initially 4 hours/day Monday-Friday (10:00am-3:00pm – closed for lunch) in accordance with FCBC Re-Opening Plan.	Reception	July 13, 2020	
Warehouse: Post physical distancing signage	Resource Manager	July 9, 2020	July 9, 2020
Warehouse: Create vehicle cleaning station with Cleaning for COVID-19 checklist	Resource Manager	April 15, 2020	April 15, 2020
Review of Safe Work Procedures included in the Fort Nelson Safety Plan with all staff.	Resource Manager	July 8, 2020	July 8, 2020

COVID-19 Assessment Tool Health Check, Mask Use & Review

Instructions

The Provincial Health Officer (PHO) has ordered all employers to update their workplace COVID-19 Safety Plans (COVID-19 Workplace Assessment Tool) to include mandatory face coverings and daily health screening for workers in the workplace. Every BC Public Service workplace must review and update their COVID-19 Workplace Assessment Tool. Complete the following tables to review and update your COVID-19 Workplace Assessment Tool.

Daily Health Checks – ALL WORKPLACES MUST COMPLETE EITHER IN PERSON <u>OR</u> VIRTUAL SCREENING TABLE			
Review the Health Check Document Guide at https://www2.gov.bc.ca/assets/gov/careers/about-the-bc-public-service/bc_public_service_covid19_workplace_screening_guide.pdf for information on how to implement daily health checks			
IF COMPLETING DAILY HEALTH CHECKS VIRTUALLY USE THIS TABLE <i>See previous table if completing daily health checks in person</i>			
Protocol	Recommended?	Notes	Date Implemented
Create an email or verbal script to use daily, including a deadline for staff to respond to email or phone calls.	Mandatory	See daily health check questions and sample email in the Guide .	November 23, 2020
Create a follow up process for staff that don't reply by the deadline. This could include either a phone call or physically distanced in-person trip to their work area to confirm they have completed their daily health check.	Mandatory	Discussed with OHSC January 20, 2021. COVID-19 Safety Plan Addendum updated January 22, 2021. Communicated with staff January 25, 2021.	January 25, 2021
Create an email list of staff that attend the workplace on given days and schedule emails or calls for staff.	Mandatory		November 23, 2020
Send an email or otherwise inform staff who will be entering the workplace about the daily health check process, including what to do if they answer yes to any of the questions	Mandatory	See sample email in the Guide .	November 23, 2020
Email staff a copy of the daily health check questionnaire. Staff can also use the COVID-19 BC Support App and Symptom Self-Assessment Tool to complete their daily health check.	Mandatory	Use <u>only</u> the precise questions from the Guide or the COVID-19 Support App unless the workplace has consulted with PSA Workplace Health and Safety.	November 23, 2020
Place signs at all staff entrances to the workplace stating that all staff entering must complete a daily health check.		Signage posted at west (side entrance) which has been designated as the staff entrance.	November 23, 2020 (office)

Staff Mask Use – ALL WORKPLACES MUST COMPLETE THIS TABLE			
Protocol	Recommended?	Notes	Date Implemented
Post mandatory mask-wearing signs at all staff entrances.	Mandatory	Workplaces may have to work with the landlord, building owner or with other ministry tenants. Contact your Facilities Management Unit or CBRE for assistance if required.	November 23, 2020 (office) January 20, 2021 (warehouse)
Provide a supply of non-medical masks for staff use	Mandatory	Refer to Mask Information for BC Public Service Workplaces for more info	January 20, 2021 (west entrance) Masks have been available for staff use since June 2020 (email sent to staff June 2, 2020)
Review if staff require a medical grade mask (ASTM level 1) and eye protection for situations where two-metre distancing can't be maintained, and the other party will not be wearing a mask.		Level 1 ASTM medical masks must be used with eye protection. Refer to Mask Information for BC Public Service Workplaces for more information if required. Staff must be trained on when and how to use ASTM masks and eye protection.	January 25, 2021
Instruct staff where non-medical masks must be worn: <ul style="list-style-type: none"> Where two-metre physical distance can't be maintained and in all common areas including elevators, lobbies, hallways, stairwells, corridors, bathrooms, break rooms, kitchens, auditoriums or gyms. Additional areas for staff use (list if any). 	Mandatory	Masks do not have to be worn at desks in open workspace (e.g. leading workplace strategies) as long as there is two-metre distance or barriers between them. Masks must be worn by staff when transiting the open area to or from their desks.	Initial email sent to staff November 20, 2020. Subsequent emails sent on November 26, 2020 and January 25, 2021. Staff sessions held on November 25 & 26, 2020 and on January 25, 2021.
Inform staff that if they are in public spaces in the building, they must wear a mask to comply with the Orders, including entryways, lobby, public elevators etc.	Mandatory	Workplaces may have to work with the landlord, building owner or with other ministry tenants. Contact your Facilities Management Unit or CBRE for assistance if required	Initial email sent to staff November 20, 2020. Subsequent emails sent on

			November 26, 2020 and January 25, 2021. Staff sessions held on November 25 & 26, 2020 and on January 25, 2021.
Train staff in the 3 D's of mask wearing: Donning, Doffing, and Disposal.	Mandatory	Mask use training and information on: Tools & Resources for Managing COVID-19 in the BC Public Service page.	January 25, 2021
Post mask safe work procedures with other COVID-19 Safe Work Procedures for reference.		Copy to be posted at Front Counter for staff reference	January 25, 2021
Provide this document to the Joint Health and Safety Committee for review.		Initial review/discussion with Fort Nelson OHSC completed January 20, 2021.	January 20, 2021
Add this document to the COVID-19 Workplace Assessment Tool and update all electronic and posted copies.		Binder and website	January 25, 2021

Public Mask Use - ONLY WORKPLACES THAT PROVIDE CLIENT SERVICE OR ARE OPEN TO THE PUBLIC MUST COMPLETE THIS TABLE			
Protocol	Recommended?	Notes	Date Implemented
Signs posted at entries to inform clients/public wearing a mask is mandatory.	Mandatory	Workplaces may have to work with the landlord, building owner or with other ministry tenants. Contact your Facilities Management Unit or CBRE for assistance if required.	November 23, 2020
Staff trained in ministry/workplace service protocols for serving clients not wearing masks.	Mandatory		January 25, 2021
Violence prevention plan reviewed and updated if required. For example: <ul style="list-style-type: none"> Any stands or tables used for distribution or bins used for disposal must consider current violence prevention plans for furniture placement or risk. Instruct staff on how to provide service to a client with no mask. 	Mandatory, if required	Fort Nelson Violence Prevention Plan is scheduled for review on February 4, 2021 (Regional CAL 2021-03)	To be completed February 4, 2021

Supply of non-medical mask for clients.	Recommended	Individually packaged masks have been placed at the front counter for clients.	January 20, 2021
System of distribution for non-medical masks to public/clients that controls supply.	Recommended		January 20, 2021
<p>If non-medical masks are being handed out by an individual, it must be done with a disinfected instrument, or in a way that will not contaminate the mask. Options to distribute masks include:</p> <ul style="list-style-type: none"> • Staff wearing gloves while handing out masks. • Preplacing masks in file folders or envelopes with gloves on then distributing them individually. 	Recommended	Individually packaged masks have been placed at the front counter for clients and at the west (side entrance) for staff.	January 20, 2021

COVID-19 WORKPLACE ASSESSMENT TOOL (COVID-19 Safety Plan) REVIEW – ALL WORKPLACES MUST COMPLETE THIS TABLE

Protocol	Recommended?	Notes	Date Completed
Review the COVID-19 Workplace Assessment Tool to ensure measures are in place to prevent workers from crowding together or congregating in indoor common areas such as lunchrooms, break rooms hallways, etc.	Mandatory	Ensure the lunch/break room assessment is adequate and being followed. Other protocols include signage, one-way traffic, occupancy limits and reminding staff the importance of distancing etc.	Phase 2 inspections completed on July 17 and July 23, 2020. Monthly inspections have been ongoing since August 2020.
Update your COVID-19 Workplace Assessment Tool to reflect where masks must be worn by public/clients in the workplace.	Mandatory	Contact BCPSA Workplace Health and Safety with any questions.	Addendum created November 24, 2020 and updated January 22, 2021.
Update your COVID-19 Workplace Assessment Tool to reflect where masks must be worn by staff in the workplace.	Mandatory	Contact BCPSA Workplace Health and Safety with any questions.	Addendum created November 24, 2020 and updated January 22, 2021.
Ensure your COVID-19 Workplace Assessment Tool defines how health checks will be conducted.	Mandatory		Addendum created November 24, 2020 and updated January 22, 2021.

This document referred to the local Joint Occupational Health and Safety Committee for review.	Recommended	Initial review/discussion with Fort Nelson OHSC completed January 20, 2021.	January 20, 2021
Complete a review of the COVID-19 Workplace Assessment Tool (COVID-19 Safety Plan) using the WorkSafeBC tool: https://www.worksafebc.com/en/resources/health-safety/books-guides/reviewing-updating-covid-19-safety-plans-guide-for-employers?lang=en If possible, have the local Joint Occupational Health and Safety Committee or a member participate in the review.	Mandatory	WorkSafe BC tool “Reviewing and Updating Your COVID-19 safety Plan: A Guide for Employers” was reviewed on January 22, 2021	January 22, 2021
Date and add all updates to the COVID-19 Workplace Assessment Tool to all posted and electronic copies.	Mandatory	Binder and website	January 25, 2021
Inform and train all staff on the changes to the Assessment Tool and Safety Plan.	Mandatory		January 25, 2021