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 OR 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 heath checks			
IF COMPLETING DAILY HEALTH CHECKS VIRTUALLY USE THIS TABLE ***See previous table if completing daily health checks in person***			
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 only 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: • 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: • 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
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: • 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