

BC Federation of Foster Parent Associations

COVID-19 Safety Plan

Employee Safety Protocols

Last updated: November 19, 2020

BCFFPA's priority is to keep staff safe and well during the COVID-19 pandemic. The purpose of this safety plan is to provide directions for BCFFPA staff during the COVID-19 pandemic in a responsible and safe manner, informed by Provincial, Federal, and other evidence-based guidelines. This plan also serves as BCFFPA's compliant response to the Order of the Provincial Health Officer and was last updated on November 19, 2020. As the order of the Provincial Health Officer continues to evolve, these guidelines will be in place until a formal notice is given by the Executive Director or Office Manager.

Please follow all guidelines below and bring any issues to the attention of the Office Manager or the Executive Director. Your thoughtful cooperation is appreciated. Remember, we do have some staff members with chronic health conditions who are very susceptible to illness.

Remote Work:

BCFFPA strongly supports remote work in compliance with the Province of BC's general guidelines for workplaces to reduce the number of people in a setting at the same time as well as the proximity and duration of the contacts between them.

Office Capacity and Room Occupation:

Please maintain 2 metres of space between you and the person next to you at all times.

[Hint: That's about the length of 12 flying squirrels or 2 hyenas or 1 fully grown seal]

- Maximum Number of People in the office until further notice: **5**
- Maximum Number of People in the kitchen: **1**
- Maximum Number of People in the reception area: **3**
- Maximum Number of People in an employee's office: **2** [this may or may not include lurking in the office doorway depending on the 2 metre space requirement]

Mask Requirements:

Masks are required in all indoor public settings (e.g. common areas of the building, bathroom, and areas where physical distancing cannot be maintained).

Signage:

Clear signage will encourage social distancing and remind employees of public health standards and expectations.

Hygiene:

BCFFPA has increased the availability of hygiene supplies such as hand soap, facial tissues, hand sanitizers, paper towels and disinfectants.

Cleaning Protocol:

Please ensure that the following cleaning guidelines are followed. Use disinfectant wipes, spray or a cloth with soap and water for cleaning.

- After entering the office, clean the door handle and alarm keypad.
- Clean the alarm keypad after setting the alarm for the night so it will be clean for the next morning.
- Clean kitchen surfaces, fridge door and microwave handle/buttons and any containers touched after every use.
- Thoroughly wash your own dishes *immediately* after use.
- Clean the photocopier keypad as well as community staplers, paper cutters, hole punch, Cerlox binding machine after use and before someone else uses them.
- Dispose of garbage bags daily.
- Wipe the bathroom key and keyring after each bathroom trip. Leave the bathroom clean for the next use.
- Wipe light switches and common area table mid-day and before leaving each day.
- Clean desktops daily at least once.
- Wipe keyboards and mice daily once or twice.
- If something is borrowed from another employee, wipe with a disinfectant wipe before returning it.
- Wipe or wash the traffic areas of the kitchen floor once daily. (Use Swiffer wet wipes or disinfectant wipes.)
- Be aware that floor surfaces that can't be washed can be germ. Please ensure that shoes are worn at all times.

Illness and Risk of Transmission:

- If you are feeling sick, STAY HOME. No exceptions.
- If you begin to feel sick at work, please notify the Office Manager and Executive Director and make a plan to get home safely and with limited risk of transmission (wear a mask).
- If anyone enters the office showing visible signs of illness, take measures to limit transmission, ensure that they leave as soon as possible, clean all surfaces they have touched including door handles.
- Provide a box or table so that deliveries can be made at a distance.
- Follow all other COVID-19 public health protocols to limit transmission of the illness.