



GHS Guideline
**GHS Safety Plan for
Progressive Return to Full Services**

Related to:	Global Pandemic COVID-19	Special Guideline #	
Reference:	GHS PP – Appendix #1	Initial Date (Draft):	2020 May 20
For Pgrms:	All programs (see Residential Safety Plan for additional or adapted sections)	Approved Date: Revised Date:	

As per Work Safe BC, all employers must develop a COVID-19 Safety Plan. In developing this plan, GHS has followed the six-step process described at WSBC’s “COVID-19 and returning to safe operation.” The WSBC planning tool was used to guide GHS through the six-step process.

Step 1: Assess the risks

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 increases when many people contact the same surface and when those contacts happen over short periods.

We have worked to identify areas where there may be risks, either through close physical proximity, through contaminated surfaces, or related to non-compliance by clients. The closer together staff and clients are and the longer they are close to each other, the greater the risk. Workers have been involved in assessing the workplace, worksites, and program spaces.

We understand that effective Infection Prevention and Control (IPC) measures will help keep our workers, the clients, and our community safer.

- ✓ We have involved frontline workers, supervisors, and the joint health and safety committee in our process.
- ✓ We have identified areas where people gather, including break rooms, and meeting rooms.
- ✓ We have identified job tasks and processes where workers and or clients are close to one another or members of the public.
 - This can occur in the workplace, in vehicles, or at other off-site work locations.
- ✓ We have identified the tools, and equipment that workers share while working.
- ✓ We have identified surfaces that people touch often, including all ‘high touch’ areas.

Step 2: Implement protocols to reduce the risks

GHS has protocols, guidelines, and directives in place to protect workers, clients, and the public. We have:

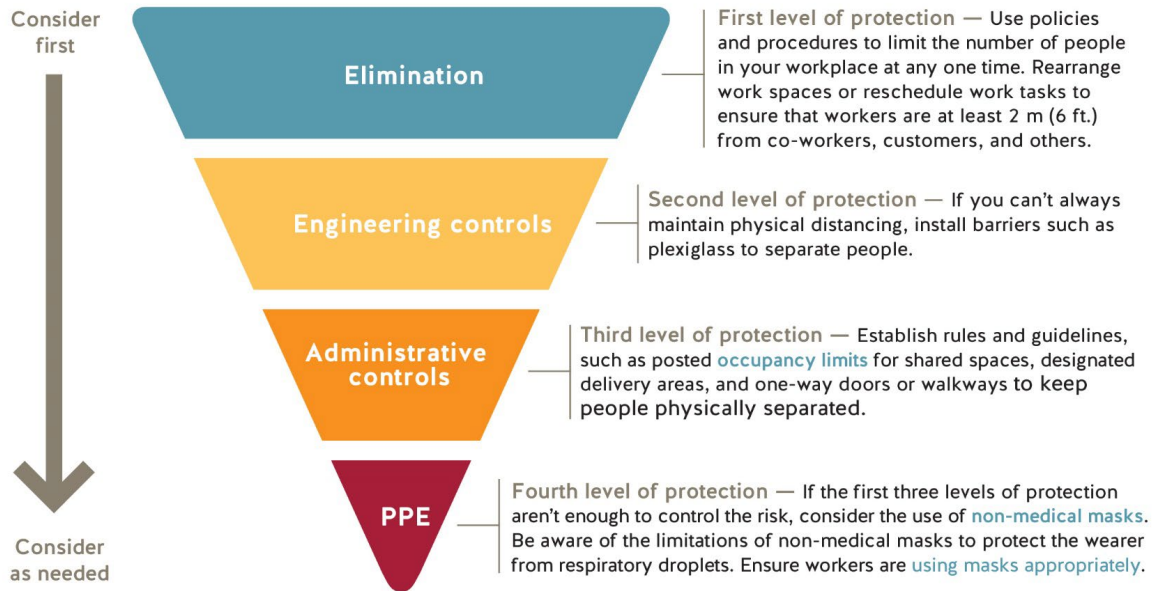
- ✓ Reviewed orders, guidance, and notices issued by the provincial health officer and relevant to our industry. These have been incorporated into our operations where necessary.
- ✓ Reviewed industry-specific protocols on worksafebc.com to determine whether any are relevant to our industry, and incorporated those where necessary.
- ✓ Reviewed sector-specific protocols and guidelines from BC-CDC, the Provincial Government and CLBC; and incorporated those where necessary.
- ✓ Identified and implement additional protocols that are specific to GHS when the posted protocols don't address all the risks to our workers, clients, and members of our community.
- ✓ Advised and/or reminded workers of existing protocols, guidelines, or directives, and made them aware of new ones.
- ✓ Workers have access to these documents.



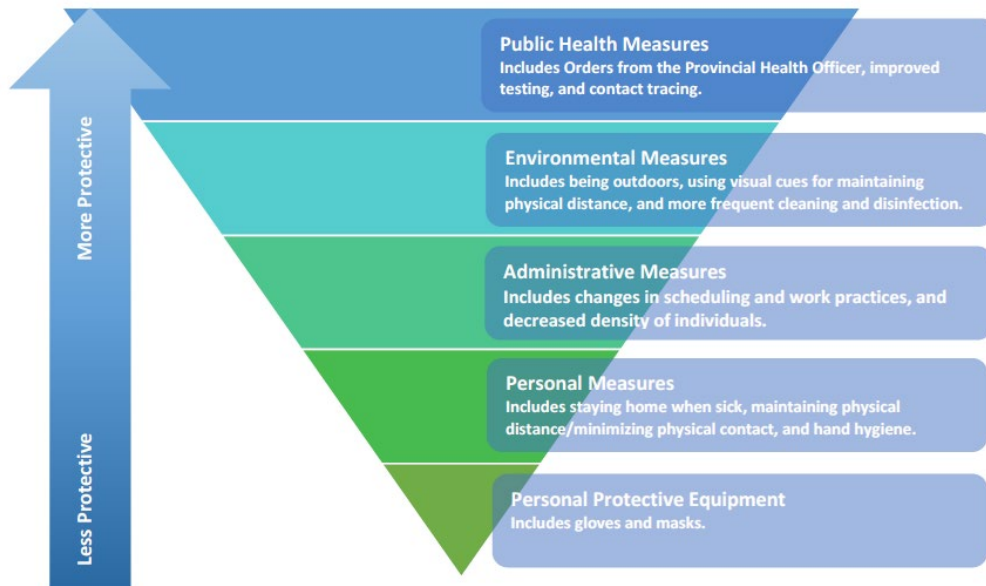
Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, protocols and/or guidelines have been implemented to protect against the identified risks. Different protocols offer different levels of protection. Wherever possible, we have used a protocol that offers the highest level of protection. We have considered controls from additional levels if the first level isn't practicable or does not completely control the risk.

We have used the following frameworks to guide us:



Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease





First level protection (elimination):

Limit the number of people at the workplace and ensure physical distance whenever possible.

- ✓ We have established and posted occupancy limits in program and common spaces. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in an area is an important way to ensure physical distancing is maintained.
- ✓ To reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- ✓ We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- ✓ We have implemented measures to keep workers and others at least 2 metres apart, wherever possible.
- ✓ We have advised the workers of considerations and some options available if physical distancing is not possible.
- ✓ We have posted reminders, guidelines, and options related to physical distancing, alternative and options related to physical distancing, PPE, and mental wellness in prominent locations.
- ✓ Options implemented include revising work schedules and reorganizing the work.

Control measures for maintaining physical distance in the workplace include:



- Working offsite or remotely where possible,
- Changes to work schedules including 2-week rotations, staff redeployment, reassignment,
- Changes to how tasks are done with clients, for admin work, supervision, meetings and where possible,
- Setting occupancy limits for specific areas,
- Limiting or prohibiting visitors,
- Reducing the number of people in ‘common areas’,
- See “COVID 19” info for staff, on new desktop icon (image to right)



Second level protection (engineering):

Barriers and partitions and room controls

- ✓ We have assured that rooms that client programming will occur in, are engineered in such a way as to provide maximum safety for the workers and the clients.
- ✓ We have assured there are options for barriers where workers can't keep physically distant from clients, co-workers, visitors, or others.
- ✓ We have included barrier cleaning in our cleaning protocols.
- ✓ When installed, the barriers don't introduce other risks to workers or clients (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle.)

Engineering measures for establishing barriers, partitions, and room controls to maximize worker and client safety in the workplace include:



- Creating 'direction of travel' indicators on the floors, where necessary
- Assuring doors are closed/open to promote appropriate movement of clients where possible and necessary
- Partitions in vehicles have been considered and may be used when required
- See “COVID 19” info for staff, on new desktop icon (image to right)

Third level protection (administrative):

Rules, protocols, and guidelines

- ✓ We have identified rules, protocols, and guidelines for how workers should conduct themselves.
- ✓ We have communicated these to workers through a combination of training, signage, and available resources.
- ✓ We have established a tracking system to assure all workers have received the appropriate training and relevant communication.

Administrative measures for maximizing IPC measures in the workplace include:



- We have sent out clear direction to all staff via email with rules, protocols, and guidelines related to:
 - Daily Respiratory Illness assessments for all workers and clients
 - Interactions with clients
 - Physical distancing
 - Hand hygiene
 - Respiratory hygiene
 - Cleaning and disinfecting
 - Vehicle use
 - Off-site work
- See “COVID 19” info for staff, on new desktop icon (image to right)



Fourth level protection:

Using PPE (Noting the optional measure of non-surgical masks in addition to other control measures)

- ✓ We provide appropriate PPE for “Routine Precautions”. For day programs this consists specifically of:
 - non-latex gloves
 - masks, face shields, and gowns are available if necessary
- ✓ We have provided up to date training to all staff on ‘donning and doffing ppe’ via on-line training from BC-CDC and WHO.
- ✓ We have created clear guidelines for staff related to PPE, during this, or any other pandemic.

Regarding masks:

- We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- We understand both the benefits and the limitations related to the use of masks to protect the wearer from respiratory droplets.
- We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained workers in the proper use of masks.

PPE protocols, guidelines, and resources available to workers include:

- Providing clear direction to all staff about [when/how to use PPE](#).
- Providing video on-line training from BC-CDC on “[Donning and Doffing PPE](#)”.
- Providing on-line training related to [IPC measures and controls](#), from BC-CDC and the WHO.
- Assuring the links to resources are available to all staff (Icon image to left)



Step 3: Develop policies, protocols or guidelines

We have developed the necessary policies, protocols, or guidelines to manage our workplace, to maximize worker, client and public safety. These including policies, protocols or guidelines around who can be at the workplace, how to address an illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace guidelines ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace. In addition, the following are prohibited from the workplace:

- ✓ Anyone who has had symptoms of COVID-19 in the last 10 days.
 - Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- ✓ Anyone directed by Public Health to self-isolate.
- ✓ Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case within the last 10-14 days.
 - # of days depends on the circumstances, and as directed by public health.
 - They must self-isolate for 10-14 days and monitor for symptoms.



Step 3: cont...

We have developed the necessary policies, protocols or guidelines to protect our workers, clients and our community. Some measures include:

- ✓ Visitors are prohibited or limited in the workplace.
- ✓ First aid attendants have been provided [OFAA protocols](#) for use during the COVID-19 pandemic.
- ✓ We have a [working alone policy](#) in place.
- ✓ We have a [work from home policy](#) in place.
- ✓ Ensure workers have the training and strategies required to address [the risk of violence](#) that may arise as clients, stake-holders and members of the public adapt to restrictions or modifications to the workplace.
- ✓ Ensured an appropriate [violence prevention program](#) is in place. (Mandt)
- ✓ We have developed guidelines for [Staff who develop symptoms of COVID-19](#).
- ✓ We have developed guidelines for [Clients who develop symptoms of COVID-19](#).

Step 4: Develop communication plans and training

We will ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at our workplace.

- ✓ We have a training plan to ensure all GHS staff are trained in workplace policies and procedures.
- ✓ All workers have received the guidelines for staying home when sick.
- ✓ We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- ✓ We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- ✓ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitor the workplace and update our plans as necessary

Things may change as GHS continues to operate through the various stages of this pandemic. If we identify a new area of concern, or if it seems like something isn't working, we will take steps to update our policies and procedures, protocols or guidelines. We will involve workers in this process.

- ✓ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- ✓ Workers know who to go to with health and safety concerns. (See “Appendix F”)
- ✓ When resolving safety issues, we will involve workers, joint health and safety committees or worker health and safety representatives (or, in smaller worksites, other workers).

Step 6: Assess and address risks from resuming operations

Although GHS has been operating as an essential service during the COVID-19 pandemic, we realize we may need to adapt further to manage risks arising from progressing to full services.

- ✓ We have a training plan for new staff.
- ✓ We have a training plan for staff taking on new roles or responsibilities.
- ✓ We have a training plan around changes to our business, such as new clients, equipment, services.
- ✓ We have reviewed the start-up requirements for services, vehicles, equipment, and that have been out of use.

Summary:

GHS believes that by following this 6 step process, we have created an environment where we can safely offer services to GHS clients and protect the safety of all of our staff.

If you have any questions or concerns about this “Safety Plan”, please contact the manager responsible for your program.