

COVID-19 WORKPLACE SAFETY

Protecting the health and safety of our staff, board members and membership is our top priority. This policy sets out protocols and procedures to ensure BC Family Doctors is a safe working environment. This policy will be updated regularly to align with Provincial Health Officer (PHO) and provincial government orders and WorkSafeBC guidelines. The term “Individuals” pertains to employees, board members and general membership where they are participating in BC Family Doctors business.

1.0 ILLNESS AND WORK ATTENDANCE

- 1.1 All individuals must follow current B.C. Provincial Health Officer and BCCDC guidance around self-isolation:
 - anyone with symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing, must self-isolate at home for a minimum of 10 days;
 - anyone under the direction of the provincial health officer to self-isolate must follow those instructions; and
 - anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, must self-isolate for 14 days and monitor for symptoms.
- 1.2 If an individual begins to experience any of the above symptoms while at work or off-site conducting for BC Family Doctors business, they must leave the site immediately. The Executive Director or Director of Strategy and Operations is to be notified immediately and a plan devised for how to get the individual safely home. The work space of the ill individual must be cleaned directly.

2.0 OFFICE ATTENDANCE AND PHYSICAL DISTANCE

- 2.1 Staggered office attendance is encouraged, with individuals working on different days and/or arriving and departing at different hours to promote physical distancing. Where possible, no more than two people working in the office at any given time until the office workspace is reconfigured to support a safe working environment.
- 2.2 Individuals not comfortable with working in the office or participating in in-person meetings can continue to work from home.
- 2.3 In the office or at a site while conducting BC Family Doctors business, all individuals should maintain a two-metre distance from others where possible. Where physical distance cannot be maintained, individuals should wear a mask and/or gloves (understanding these have limitations).
- 2.4 A limitation of one visitor to the office at any given time.

- 2.5 All individuals must abide by Warrington Property Management and Doctors of BC protocols and practices when entering, exiting, and travelling throughout the building outside of BC Family Doctors offices.

3.0 CLEANING AND HYGIENE PROTOCOLS

- 3.1 All individuals are requested to practice good hygiene (frequent hand washing with soap and water, use of hand sanitizers, wipes, etc.), including refraining from handshaking or hugging.
- 3.2 All individuals must clean their hands before entering the office and after leaving, and before and after handling common equipment and resources (e.g. photocopier, water cooler, kettle, etc.). Hand sanitizer will be available where hand washing facilities are inaccessible.
- 3.3 All common areas, surfaces, equipment and resources must be cleaned before and after each use. This includes door handles, light switches, photocopier, water cooler switches, kettle and any other touch points. Wipes and/or cleaning spray and paper towels will be stationed at all common use areas and/or equipment.
- 3.4 Individuals are requested to refrain from sharing tools to limit the risk of transmission. These include: kitchen utensils, mugs, plates, staplers, pens, paperclips and other items.

4.0 MEETING AND CATERING PRACTICES

- 4.1 All large group meetings and gatherings over 49 people will be conducted virtually as per PHO guidelines (e.g. AGM).
- 4.2 Regular meetings to conduct the business of BC Family Doctors will be done virtually and/or through a mix of virtual and in-person where appropriate and physical distancing can be maintained (e.g. Board, Executive, Economics, etc.).
- 4.3 Catering for in-person meetings is limited to individual portioned food items and beverages. No shared coffee/tea, water or other beverage or buffet-type food items are permitted.
- 4.4 All meeting and catering practices must follow Doctors of BC policies when BC Family Doctors is using Doctors of BC facilities.