

# **COVID-19 SAFETY PLAN** **(Returning to safe operation)**

## **Assessing Risks at Our Workplace**

We have identified areas where people gather in main front entrance and informed each counsellor to greet from a safe distance of 2 meters

We have identified surfaces that people touch often such as doorknobs, light switches, and office seating. 1:100 dilution solution of household bleach to water concentration is provided for disinfecting surfaces of contact.

Disposal surface wipes are provided to wipe dilution solution and disposed.

During emotional sessions compostable garbage bags are provided for tissues needed for disposal

Provided hand washing sink and soap for clients to use upon entry to the workplace. As a secondary alternative, counsellors will provide hand sanitizer for clients who are in session

## **Implement protocols to reduce the risks**

### **1<sup>st</sup> level Protection**

Keep people at a safe physical distance from one another and maintain a safe 2 metres from one another

### **2<sup>nd</sup> level Protection**

For in person counselling it is advised that each counsellor provide their own physical barriers such as plexiglass to separate people. Use alternate forms of greeting and avoid hand shaking or close contact

### **3<sup>rd</sup> Level Protection**

Rules and guidelines are in place for cleaning protocols. Each counsellor is responsible for disinfecting their workplace with the supplies provided

### **3<sup>rd</sup> Level Protection**

If possible, the use of N95 masks are recommended for workers and client for in person counselling. Counsellors are responsible for informing clients to wear N95 masks during sessions and the counsellors are responsible for wearing N95 masks while in session

## **Reduce the risk of person to person transmission**

Where possible, provide virtual services for clients and offer in person services only if necessary.

A secretary will not be present to assist in reduction of person to person contact.

Waiting areas are arranged to maintain 1 chair length in between each client.

Removal of non-essential items such as magazines & booklets & pamphlets.

## **Limit the Number of People at the Work Place and Ensure Physical Distance whenever Possible**

In order to reduce the number of people at the worksite, we have considered work from home arrangements, virtual meetings and limited the number of clients and visitors in the workplace.

We have established and posted occupancy limits for the entire office workplace of 8 maximum allowable people.

We have implemented measures to keep counsellors and clients 2 meters apart, wherever possible.

## **Barriers and Partitions**

For in person counselling it is advised that each counsellor provide there own physical barriers such a plexiglass to separate people.

We have identified surfaces that people touch often such as doorknobs, light switches, and office seating. 1:100 dilution solution of household bleach to water concentration is provided for disinfecting surfaces of contact.

Disposal surface wipes are provided to wipe dilution solution and disposed.

During emotional sessions compostable garbage bags are provided for tissues needed for disposal

Rules and guidelines are in place for cleaning protocols. Each counsellor is responsible for disinfecting their workplace with the supplies provided

## **Rules and Guidelines**

We have established and posted an occupancy limit for our premises of 8 people.

Where possible, provide virtual services for clients and offer in person services only if necessary

A secretary will not be present to assist in reduction of person to person contact

Waiting areas are arranged to maintain 1 chair length in between each client

Removal of non essential items such as magazines & booklets & pamphlets Rules and guidelines are in place for cleaning protocols.

Each counsellor is responsible for disinfecting their workplace with the supplies provided

Keep people at a safe physical distance from one another and maintain a safe 2 metres from one another

For couple counselling, ensure that clients who attend are from the same household

Ensure all in person appointments are scheduled and staggered to allow time to sanitize surfaces between appointments.

Try to limit the use of cash and limit the handling of credit cards whenever possible by allowing the client to scan or tap there cards.

Limit the use of communal pens and refrain from exchanging items before and after the appointment

## **Reducing the risk of surface transmission through effective cleaning and hygiene practices**

We have identified surfaces that people touch often such as doorknobs, light switches, and office seating.

1:100 dilution solution of household bleach to water concentration is provided for disinfecting surfaces of contact.

Disposal surface wipes are provided to wipe dilution solution and disposed.

During emotional sessions compostable garbage bags are provided for tissues needed for disposal

Provided hand washing sing and soap for clients to use upon entry to the workplace. As a secondary alternative, counsellors will provide hand sanitizer for clients who are in session

#### Policies

Anyone who has or 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 and headache.

Anyone directed by the Public Health to Self Isolate

Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self Isolate for 14days and monitor for symptoms

Visitor are prohibited or limited in the workplace

### **Our Policy addresses counsellors who may start to feel ill at work. It includes the following:**

Sick counsellor should wash or sanitize hands, wear a mask, and go straight home.

Consult the BC COVID-19 Self Assessment tool or call 811 for further guidance related to testing and self isolation.

If counsellor is severely ill call 911

Clean and disinfect any surfaces that the ill worker has come into contact with.