

Date Approved/Amended: May 2020

Approved by: Chief Executive Officer

Subject: COVID-19 Policy

Policy Statement

The purpose of this policy is to communicate the steps that **must** be taken to protect employees and public health during the current COVID-19 pandemic outbreak in British Columbia.

Additionally, it is the responsibility of the CHF BC group to protect workers from contracting COVID-19 while at work, as per WorkSafeBC Occupational Health and Safety Regulations.

Scope

- a. This policy applies to all employees of the Co-operative Housing Federation of BC, COHO Management Services and the CLT Development Services Society, collectively described as "CHF BC"
- b. This policy describes the objectives and policies regarding work operations during the COVID-19 Pandemic
- c. This policy was developed based on the WorkSafeBC Occupational Health and Safety Regulations and Guidelines

Definitions

Term	Definition
Coronavirus	A large family of zoonotic viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).
COVID-19	Novel corona virus that has not previously been identified in humans.
COVID-19 Symptoms	Can include: fever, cough, difficulty breathing, and pneumonia. In severe cases, infection can lead to death. In many cases, only mild symptoms are noted.
Self-Isolation	Employees who travel outside Canada must self-isolate by staying home from work for a 14-day period.

Responsibilities

a. Employer

- i. Develop and post a CoVID 19 Safety Plan in accordance to Worksafe BC guidelines
- ii. Provide workers with this policy
- iii. Remain up-to-date on information regarding COVID-19
- iv. Review and update this policy on direction from Public Health Agency of Canada
- v. Follow the requirements outlined in this policy

b. Managers and Supervisors

- i. Be familiar with and enforce this policy
- ii. Follow the requirements outlined in this policy
- iii. Participate in the review and update of this policy
- iv. Develop check-in procedures for those employees who will be working from home
- v. Maintain a list of employees that are currently working at co-op sites and update this list daily
- vi. Review health and safety with employees who are working from home

c. Employees

- i. Be familiar with this policy and the responsibilities outlined within this document
- ii. Remain up to date with this policy as it is updated and changed
- iii. Report unsafe practices to your supervisor
- iv. Report travel out of province and out of country and follow quarantine guidelines as set out by the Public Health Officer
- v. Follow the requirements outlined within this policy

- d. Health and Safety Committee are responsible for:
 - i. Notifying employees of all protective measures related to the COVID-19 pandemic
 - ii. Conducting work site risk assessments and notify the senior management team of any safety concerns
 - iii. Recommending updates to this policy based on directives from the Public Health Agency of Canada
 - iv. Reporting unsafe practices to management

Policy

General

- i. Employee Concerns

Employees who have concerns regarding work operations and their safety should bring this to the attention of their supervisor to discuss alternatives to work and establish control measures that can be employed to protect the worker.

- ii. Sick Employees
 - a. Employees must inform their supervisor immediately (by email or telephone) if they are displaying any symptoms associated with COVID-19
 - b. Employees displaying symptoms associated with COVID-19 must remain home from work
 - c. Employees who develop symptoms upon arrival to work will be separated from other employees and sent home immediately
 - d. Employees who are sick can access their sick pay or vacation pay entitlements subject to policy and the relevant collective agreements.
 - e. Employees must stay home from work until:
 - i. They have no fever for 72-hours (3 days) without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants);
 - ii. Other symptoms have improved (e.g. cough or shortness of breath improved without symptom altering medication); and
 - iii. At least 7 days have passed since symptoms first appeared
 - f. Workers are not required to provide a note from their physician if they are sick with CoVID 19 related symptoms

iii. Sick Family Members

Employees who are well but have a sick family member at home with suspected or confirmed COVID-19 should notify their supervisor immediately and may be advised to stay home from work to prevent the spread of disease.

- a. Employees who are advised to stay home from work because of sick family members can access their sick pay or vacation pay entitlements subject to policy and the relevant collective agreements.

iv. Travel

Employees will be required to disclose any travel plans outside of the province and the country. They also need to disclose if any member of their household has travelled outside the province and the country. In these cases, the employer may require the employee to work remotely for a period of time as recommended by the Public Health Officer.

At this point in time, there is a travel advisory for all Canadian citizens to avoid any non-essential travel outside of Canada until further notice. Any employee who voluntarily travels outside of Canada for non-essential travel must abide by the following policy:

- a. Employees must stay home from work for a 2-week (14 day) period beginning when they return to Canada
- b. Any staff who voluntarily chooses to travel outside of Canada, this 2-week period will be done at the expense of the employee's sick and vacation time. If the employee does not have enough sick/vacation time to cover the 2-week isolation, they must take unpaid time off.

Head Office Operations

i. Daily Work Operations

- a. In order to meet the daily occupancy limit at head office to help support social distancing and prevent the spread of COVID-19, employees will work a combination of remotely from their homes and at the office. Specific work arrangements will require approval from their manager.
- b. As much as possible, employees need to stick to their work schedules as arranged by their manager as any "swapping" of office can potentially impact multiple stakeholders and jeopardize any occupancy and physical distancing protocols.

- c. Employees who are working at home full time will not have access to a workstation at head office.
 - d. At this point in time, access to the office is limited to employees and agents delivering essential items. The office is closed to family members, clients, and contracted professionals.
 - e. If the need arises, and based on public health guidelines, employees may be required to work every workday remotely. Employees must bring their portable work devices home with them at the end of every workday to ensure they are able to continue to work remotely if the need arises.
 - f. Employee must avoid any unnecessary face-to-face meetings by scheduling conference calls and video meetings when possible and feasible.
 - g. Meeting rooms are limited to a maximum of two-person occupancy with one-way entry and exit while practicing physical distancing except for the conference room which has an occupancy of limit of 6 persons. Employees using meeting rooms will be required to sanitize high touch points before and after use of the meeting room.
 - h. All staff meetings and staff development sessions will be held on-line, and employees' attendance is mandatory unless prior arrangements are made with the employee's manager.
 - i. Kitchen and other eating areas are closed for food preparation and use. Please follow the signs as posted.
- ii. Office Hygiene

During this COVID-19 Pandemic, it is integral that good hygiene practices occur in the office. It is the responsibility of all employees present in the office to help maintain office cleanliness using the products supplied by CHF BC.

- a. High touch points must be sanitized daily
- b. The kitchen and other eating areas are closed for food preparation and consumption
- c. Employees are required to wash their hands upon arrival at the office at one of the designated hand washing stations. They are encouraged to wash their hands regularly throughout the day with soap and water for a minimum of 20 seconds.
 - i. Prior to eating

- ii. Immediately after eating
 - iii. After using the bathroom
 - iv. After sneezing/coughing/blowing your nose
 - d. When coughing or sneezing employees must do so into a tissue or the bend of their arm, dispose of any tissue use and wash hands immediately afterwards.
 - e. Employees are encouraged to avoid touching their eyes, nose, or mouth with unwashed hands
- iii. Working from Home

Employees who can work remotely from their home should do so if it is practicable and feasible. For those individuals, additional health and safety policies and procedures will apply to them.

- a. Managers/supervisors must discuss the following with their employees who are working from home:
 - i. Safe work practices while working from home
 - ii. How to report any work-related incidents or injuries while working remotely
 - iii. Preference for check in on an employee's wellbeing

Co-op Site Operations

- i. Daily Work Operations

Staff working at co-op sites must adhere to the following requirements during the COVID-19 pandemic outbreak.

- a. Employees must adhere to control measures outlined in the risk assessment for their co-op site as established by the OHS committee.
- b. Employees must practice social distancing, where possible, while working at the co-op site and maintain a distance of 2 meters apart from individuals
- c. If they are unable to do so, employees are required to advise their supervisor to determine alternate working arrangements

- d. Employee must avoid any unnecessary face-to-face meetings by scheduling conference calls and video meetings when possible and feasible
- e. Whenever possible, paper documents should be received electronically to avoid potential transfer of the coronavirus
- f. CHF BC will make available non-medical masks and gloves for employees who wish to wear personal protective equipment during the business hours.
- g. As much as possible, employees need to stick to their work schedules as arranged by their manager and their co-op liaison as any "swapping" of office can potentially impact multiple stakeholders and jeopardize occupancy and physical distancing protocols.

ii. Hygiene

During the COVID-19 Pandemic, it is integral that good hygiene practices are followed. It is the responsibility of all employees present at the co-op site to maintain good cleanliness and hygiene practices.

- a. High touch points must be sanitized daily
- b. Employees are required to wash their hands or use hand sanitizer that has an alcohol content of at least 60%, upon arrival at the co-op site. Employees are encouraged to wash their hands regularly throughout the day with soap and water for a minimum of 20 seconds
 - i. Prior to eating
 - ii. Immediately after eating
 - iii. After using the bathroom
 - iv. After sneezing/coughing/blowing your nose
- c. When coughing or sneezing employees must do so into a tissue or the bend of their arm, dispose of any tissue use and wash hands immediately afterwards
- d. Employees are encouraged to avoid touching their eyes, nose, or mouth with unwashed hands.

References

The following sources have been used to inform and support this policy:

- [British Columbia Centre for Disease Control – COVID-19](#)
- [Centre for Disease Control – COVID-19](#)
- [Government of Canada – Coronavirus \(COVID-19\): Outbreak Update](#)
- [WorkSafeBC](#)
- [World Health Organization – Coronavirus disease \(COVID-19\) Outbreak](#)

Review

This policy will be reviewed every two weeks to ensure that the information provided aligns with the most up to date information surrounding COVID-19.