

**First Level Protection: Elimination.**

**Limiting Access:**

Staff and visitors are not to enter the WorkBC Centre if:

- they have COVID-19 like symptoms
- Have travelled internationally within the last 14 days
- And/or have been in contact with an individual infected with COVID-19

Clients are to access virtual services first. If this is not possible, physical access to the Centre has been limited to minimal staff and **appointment-based services only**. All visitors are pre-screened prior to entry into Centre.

Clients may remain in the centre for a maximum of 2 hours / day and maintain the 2-meter social distancing requirement. It is recommended that all clients and visitors wear a mask while visiting our Centres.

Physical distancing visual markers have been affixed to the floor and walls throughout the Centre

Meetings will take place in large open spaces exceeding the 2-meter social distancing requirement

Maximum capacity signage has been posted throughout the Centre, entryways, and shared areas, and must be adhered to.

Access to shared areas, such as client kitchens, water dispenser, shared dishes, coffee pot etc. has been eliminated or reduced.

Staff have a right to refuse service if safety guidelines are not adhered to.

**Second Level: Engineering Controls**

**To Encourage Physical Distancing:**

Physical distancing visual markers have been affixed to the floor and walls throughout the Centre to maintain 2- metre distance from other individuals

Maximum, numbers of occupants in kitchen, office and / or washrooms have been posted outside of affected area.

**If physical distancing is not possible:**

Sneeze guards and Plexiglas have been installed in areas where 2-meter distancing may be challenging

Areas where visitors and / or staff cannot maintain social distancing have been cordoned off.

Chairs have been removed and clients' computers adequately spaced to ensure physical distancing.

**Removal of Shared / High Touch items:**

Access to shared equipment and furniture such as pens, staplers, chairs, brochures, paper job board, and client photocopier has been removed to reduce creating additional high touch areas

**Airflow**

Increased air flow has been created where the ability safely exists (opening doors and windows – leaving office doors open).

**Third Level Protection: Administrative Controls**

**Policies / Procedures:**

Staff have received clear guidelines, policies and training about safety and health protocols.

Staff have received clear guidelines, policies and procedures regarding cleaning protocols, safety protocols, and limiting numbers of visitors / staff in office site.

Staff are working in one workplace, therefore reducing likelihood of cross contamination.

High touch areas throughout the Centre are sanitized a minimum of twice daily.

Surfaces are cleaned by staff after each visitor use, such as computer stations, desks, keyboard, mouse.

Visitors are provided an individual disinfecting wipe to clean their area prior to seating.

Staff have been trained in multiple social distancing protocols when interacting with each other and visitors.

Clear sick policies and reporting policies have been implemented.

**Fourth Level Protection: PPE**

Staff have been provided with single use disposable gloves for cleaning and waste removal. Policies have been implemented.

Staff have been provided the option of wearing masks.

Visitors may bring and wear a mask should they choose.

\* May 16 2020 (updated as needed)

