

COVID-19 KSC Office Safety Protocol

In response to staff safely working in the office part-time as of November 24, 2020

General Safety Measures:

- PPE installments:
 - Plexiglass shields on both sides of the desks at the entrance of the office.
 - Hand sanitizer and disinfectant wipes accessible at the front door for both public and staff to access upon entering/exiting the office.
 - Hand sanitizer and disinfectant wipes accessible in general working areas and individual desks to be used when needed.
- Go over and sign off on new protocols with all staff that use the office space regularly upon each safety protocol edit and update.
- Disinfect and clean all high touch point services at the end of each day.
 - Refer to cleaning schedule on page three that begins at 3:40pm daily.
- Employees, with exception of the Executive Director, are working part-time in office on Tuesdays and Wednesdays, and will work from home the remainder of the work week. Executive Director will remain working from the office for the regular KSC office hours.
- Safety meetings will be held every Wednesday morning at 8:30 am prior to the Executive Zoom meeting to discuss the ever-changing state of the pandemic and if there needs to be a shift in the safety protocols. The regular meeting must be executed and documented to ensure that office safety protocols are evolving with the situation in the world and coincide with recommendations from our provincial health organization. Executive will be updated with and if there are any changes that need to be reported.
- Updated protocols will be posted on the KSC website for transparency with public and WorkSafe BC.

Housekeeping & Cleaning:

- Hand sanitizers and disinfectant wipes will become like exit signs, employees should be able to see them from every vantage point and have access to them whenever they need.
 - Maintaining adequate stock is important but may be challenging at this time.
 - One member of the team to oversee this, may lead to a more consistent stock of supplies.
- Increase “during the day” housekeeping, maintaining a visible presence and mindfulness so employees are comfortable with each other in the office as we are all responsible for all our safety.

Entry/Exit:

- All employees and members of the public (if they are permitted entrance) must use one of the hand sanitizers upon entry and exit of the building. Staff are also permitted to wash their hands immediately as they enter the office if they prefer.
- Signage should be posted outside the door to notify public of protocols:
 - Give a two-metre social distance to all staff and other members of the public.
 - Doors will remain locked during hours of operation so please knock so that a staff member can greet and assist you outside.
 - Only one member of the public allowed in the front office area at a time only if necessary and only if a KSC staff member has permitted you to do so.
 - Use hand sanitizer that is accessible at the front desk upon entry and exit of the KSC office.
 - Calling ahead of time that you will be stopping by the office is always appreciated and encouraged.

- Meetings in person are TEMPORARILY SUSPENDED, but when the health authority permits them again, any in person meetings must take place in the activity room and entered through its main entrance, and not through the general office area. No exceptions.
- Limiting the public to access into whole office unless necessary and only if permitted by a KSC staff member and the rest of the KSC staff agree.

Personal Desk Areas:

- All employees are responsible for their own personal desk areas. They are to be off limits to other employees and office guests unless given permission to access. This is to ensure that is comfortably accessible to all employees in their regular work hours, and they are responsible for their own cleaning which includes regular cleaning to keep sanitized and tidy.

General Communal Areas:

- Allow communal doors to remain open throughout the workday to reduce contact with door handles for all employees.
- Minimize the number of people using previously shared office equipment (photocopiers, staplers, etc.). Shared equipment should be cleaned and disinfected after each use or at least at the end of the day during allocated cleaning time.
 - All printing and other members services are to be completed by a KSC staff member to minimize the number of people using equipment and ensure no entry into the office by members unless necessary.
- All doorknobs, light switches, and the security keypad should be disinfected daily.
- Post signage in general areas of safe distancing and office protocol.
- Masks should always be worn in the office at all times including at desks with the exception of eating and drinking.

Kitchen Usage:

- Only one member of the team should be in use of the kitchen at a time and be sure to clean up after themselves and disinfect counters and any areas of use.
- No sharing of food is permitted or communal food to be brought in the office.
- Employees are encouraged to eat outside or at least at their own desk.
- Employees should bring their own dishes and utensils for snacks and meals.
- Minimize the number of people using previously shared kitchen equipment (coffee machines, microwave, etc.). Shared equipment should be cleaned and disinfected after each use.
- All dishes should be cleaned and stored away so that when they are in need, staff are confident that they have been thoroughly cleaned and ready to use.

Bathroom Usage:

- Bathrooms should be split up for usage among team members to ensure that usage is spread out and can be sanitized more easily and consistently with ownership over those bathrooms.
- All employees must wash hands after use and be cognisant of sanitizing counters, doorknobs, etc. if a bathroom needs to be shared with another staff member.
- No members of the public, KSC members, or board members are to use KSC washrooms even when meeting room rentals continue forward in the future under any circumstances.

- MEETING ROOM RENTALS TEMPORARILY SUSPENDED. Upon their return, meeting room rentals would be required to use the bathroom down the stairs in the City facilities. All KSC bathrooms upstairs are for use for staff members only ensure the safety of the employees.
- Any members or public that come into the building during office hours will not have access to any washrooms. No exceptions.
- MEETING ROOM RENTALS TEMPORARILY SUSPENDED. Upon their return if washroom accessibility for the meeting space needs to have a handicap accessible washroom, arrangements can be made ahead of time, but only with a full discussion from the rest of the KSC staff and a cleaner is organized before the next business day.

Feeling Sick/Under the Weather:

- Under any circumstance if an employee is feeling sick or under the weather in any way, it is mandatory and welcomed that they stay home and either take a sick day or work from home remotely.
- All employees are to stay home if they are sick until at least 24 hours after their flu or cold is completely gone without the use of cold/flu reducing medicines, or after symptoms have improved.
- If there are any symptoms shown of a cold, flu, or extreme allergies, employees must consider other staff and their families and refrain from coming into the office. Symptoms such as but not limited to:
 - Dry cough
 - Fever
 - Difficulty breathing
 - Chills
 - Sore throat
 - Vomiting
- Policies concerning caring for sick household members or children should be flexible leave policies and alternate work schedules as they can help prevent the spread of flu/cold in our workplace, allow employees to continue to work or function while limiting contact with others, help maintain continuity of operations, and help manage their health and their family's needs.

Cleaning Schedule:

Every day at 3:40pm staff will begin their regular disinfection of the office. If a staff member is missing for the day, other staff must pitch in to ensure duties are complete.

Name	Duty	Areas Included
Alex	Disinfect high touch areas	Door handles inside and outside, light switches, printer, window remote, security keypad, and thermostat.
Cara	Disinfect women's washroom	Counter, door handles, tap, sink handles, and toilet handle.
Duncan	Disinfect kitchen	Counters, fridge handles, microwave, tap, sink handles, and put away dishes.
Elsa	Activity room & cleaning supplies admin	Book cleaners for activity room, ensure stock of Lysol, hand sanitizer, soap, disinfectant spray, and paper towels are full in all areas of the building. Also, wiping down the tables/chairs if meetings do take place occasionally in office at the board room table.