

PHSA - COVID-19 Safety Plan for Pandemic Recovery

This is the COVID-19 Workplace Safety Plan for Academy 4949 Heather Street, Vancouver

By [order of the Provincial Health Officer](#), this plan is posted electronically and at the workplace, and a copy will be provided to a health officer or WorkSafeBC officer on request.

PHSA is committed to providing safe and healthy workplaces. This Safety Plan describes the policies, guidelines, and procedures we have in place to reduce the risk of transmission, with 6 key steps:

1. Assess risk to identify places where transmission may occur
2. Implement measures to reduce risk
3. Develop policies such as who can be on site and how to address illness in the workplace
4. Establish communication plans and training
5. Monitor the workplace and update plans as required
6. Assess and address risks from resuming operations.

1. Assess risk

Step 1: Assess risks at the workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Risk assessments are a critical part of our COVID-19 safety plan. We have established a multi-level risk assessment process, and they are a proactive process designed to ensure the safety of our workers.

These risk assessments have involved input from employees, supervisors, and our joint health and safety committee to assess both clinical and non-clinical settings. Incorporating Infection Prevention and Control practices, PHSA has developed an assessment tool to determine areas of risk within work locations and for tasks that teams perform.

As part of this process, we have identified areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

Summary of Considerations:

<input checked="" type="checkbox"/>	We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
<input checked="" type="checkbox"/>	We have identified areas where people gather, such as break rooms, nursing stations, reception areas, waiting rooms, meeting rooms.
<input checked="" type="checkbox"/>	We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
<input checked="" type="checkbox"/>	We have identified the tools, machinery, and equipment that workers share while working.
<input checked="" type="checkbox"/>	We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

The facility completed risk assessment is attached.

2. Implement measures to reduce risk

Protocols are implemented to minimize the risks of transmission. PHSA provincial direction of the Provincial Health Officer and the BC Centre for Disease Control.

To reduce risk, we are using a hierarchy of controls including elimination (e.g., limiting the number of people on site), engineering controls (e.g., physical barriers), administrative controls (e.g., increased cleaning frequency), and appropriate Personal Protective Equipment (e.g., respirators). Our safety plan includes detailed [exposure control plan](#) to mitigate and prevent illness.

For identified risks, PHSA will implement measures to eliminate or minimize the risk of transmission of COVID-19 in the workplace, with an emphasis on physical distancing, cleaning, and hygiene.

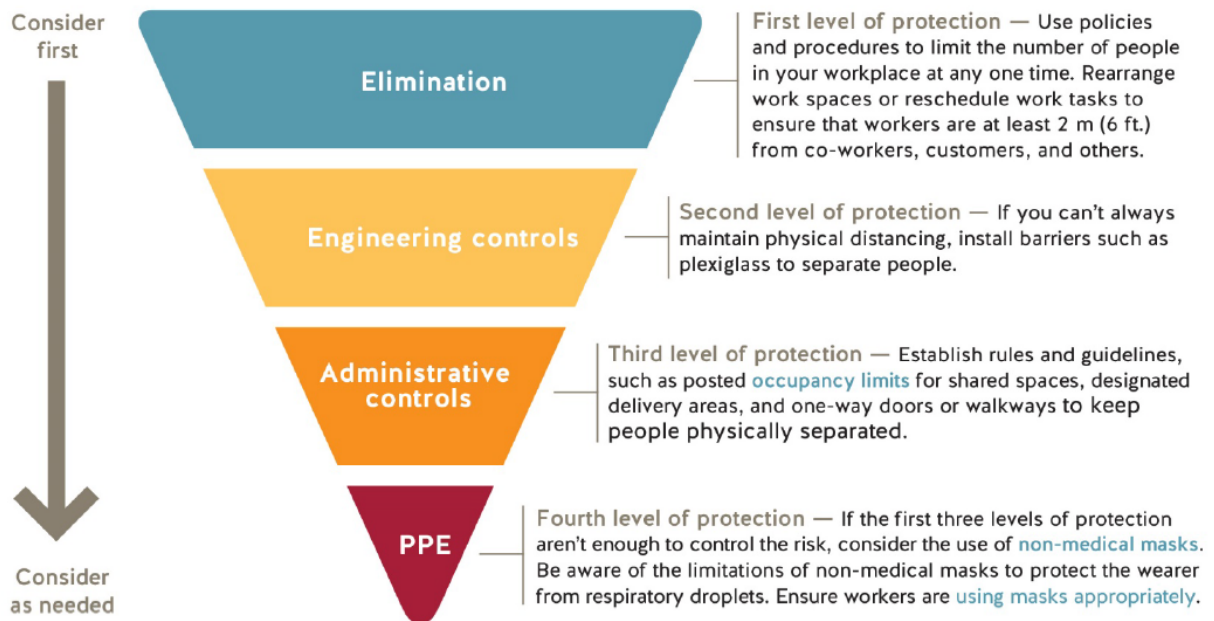
The following sources have been included for information, input, and guidance:

<input checked="" type="checkbox"/>	Industry-specific protocols on www.worksafebc.com . Additional protocols have been identified and implemented where the posted protocols don't address all the risks to Northern Health workers.
<input checked="" type="checkbox"/>	Frontline workers, supervisors, and the joint health and safety committee (or worker representative).

<input checked="" type="checkbox"/>	Orders, guidance, and notices issued by the provincial health officer relevant to our industry.
<input checked="" type="checkbox"/>	Other BC Health Authorities.

Reducing the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, protocols have been implemented to protect against identified risks. Different protocols offer different levels of protection. Wherever possible, protocols that offer the highest level of protection are used. Other controls from additional levels are used if the first level isn't practicable, feasible or evidence-based, or does not completely control the risk.



First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

<input checked="" type="checkbox"/>	<p>We have established and posted an occupancy limit for our premises.</p> <p>Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained.</p> <p>[Public Health has developed guidance for the retail food and grocery store sector that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the</p>
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	facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]
<input checked="" type="checkbox"/>	In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
<input checked="" type="checkbox"/>	We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
<input checked="" type="checkbox"/>	We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

Control measures implemented at this site for maintaining physical distance in the workplace are outlined in the Facility Risk Assessment for COVID, and department risk assessments where applicable.

Second level protection (engineering): Barriers and partitions

<input checked="" type="checkbox"/>	We have installed barriers where workers can't keep physically distant from co-workers, clients/patients, and other protection measures not practical, safe options.
<input checked="" type="checkbox"/>	We have included barrier cleaning in our cleaning protocols.
<input checked="" type="checkbox"/>	We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

The use of engineering controls such as barriers and partitions are outlined in the Facility Risk Assessment for COVID, and department risk assessments where applicable.

Third level protection (administrative): Rules and guidelines

<input checked="" type="checkbox"/>	We have identified rules and guidelines for how workers should conduct themselves.
<input checked="" type="checkbox"/>	We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Supporting documents (each Program to List Specific Docs)

- [Physical Distancing poster](#)
- [Handwashing poster](#)
- [Droplet Precautions Policy](#)
- [Infection Control Reference Cards](#)
- [Optimal Use of PPE](#)

Policies and Procedures available to staff

Before Coming To Work

- Refer to the following procedure for self-screening: [COVID-19 Staff Self Screening Procedure BCMHSUS](#)
- Using this tool: [BCMHSUS COVID-19 Staff Self-screening Tool](#)
- Documentation sheet: [BCMHSUS COVID-19 Staff Self-Screening Documentation](#)

Symptomatic & Confirmed Covid-19 Cases

- If you have a symptomatic client or confirmed Covid-19 case, refer to the following procedure: Documentation in Cerner: [Covid-19 Symptoms Asses Sheet](#)

Programming & Alternative Resources

- [COVID-19 CPR Procedure BCMHSUS](#)
- [COVID-19 Application of Personal Protective Equipment for Emergency Prioritization Procedure BCMHSUS](#)

Visitors

- If your clients have visitors, please refer to the following protocol: [COVID-19 Visitor Assessment Policy and Protocol BCMHSUS](#)
- [COVID-19 Facilitating Virtual Engagement with Visitors Policy BCMHSUS](#)

Additional procedures

- [COVID-19: Attending the Worksite Procedures](#)
- [COVID-19: Becoming Sick Procedures:](#)
- [COVID-19: Maintaining a Safe and Inclusive Culture:](#)
- [COVID-19: Interim Remote Work Guidelines:](#)
- [COVID-19: Shift Rotation Guidelines:](#)
- [COVID 19: Travel Guidelines:](#)

Fourth level protection: Using masks (optional measure in addition to other control measures)

<input checked="" type="checkbox"/>	We have reviewed the information on selecting and using masks and instructions on how to use a mask.
<input checked="" type="checkbox"/>	We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
<input checked="" type="checkbox"/>	Employees do not require training in the proper use of masks.

Measures in place:

- [PHSA PPE Documents and Posters](#)
- [BCCDC Guidelines on Mask Usage](#)

Reduce the risk of surface transmission through effective cleaning and hygiene practices

<input checked="" type="checkbox"/>	We have reviewed the information on cleaning and disinfecting surfaces.
<input checked="" type="checkbox"/>	Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed
<input checked="" type="checkbox"/>	We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.
<input checked="" type="checkbox"/>	We have implemented cleaning protocols for all common areas and surfaces e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
<input checked="" type="checkbox"/>	Workers who are cleaning have adequate training and materials.
<input checked="" type="checkbox"/>	We have removed unnecessary tools and equipment to simplify the cleaning process e.g., coffee makers and shared utensils and plates.

Measures in place:

- [Hand Hygiene Procedure BCMHSUS SHP-001 PROC.](#)
- [Environmental Cleaning SHP-031](#)
- [Environmental Cleaning and Disinfectants for Clinic Settings \(BCCDC\)](#)

3. Develop policies

All employees and staff must follow safe work practices and protocols such as staying home when sick, performing hand hygiene to prevent transfer of infectious material, and decontamination procedures as required.

We have implemented policies to manage our workplaces, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

PHSA policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

<input checked="" type="checkbox"/>	Anyone who has 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 or headache.
<input checked="" type="checkbox"/>	Anyone directed by Public Health to self-isolate.
<input checked="" type="checkbox"/>	Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
<input checked="" type="checkbox"/>	Visitors are prohibited or limited in the workplace.
<input checked="" type="checkbox"/>	First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
<input checked="" type="checkbox"/>	We have a working alone policy in place (if needed).
<input checked="" type="checkbox"/>	We have a work from home policy in place (if needed).
<input checked="" type="checkbox"/>	Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate violence prevention program is in place.
<input checked="" type="checkbox"/>	Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Report to First aid, if appropriate. Ask the worker to go straight home. [Consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation.]
<input checked="" type="checkbox"/>	If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
<input checked="" type="checkbox"/>	Clean and disinfect any surfaces that the ill worker has come into contact with.

PHSA Wide Guidelines

- [COVID-19 Interim Remote Work Guidelines](#)
- [COVID-19 Attending the Worksite Procedures](#)
- [COVID-19 Becoming Sick Procedures](#)

- [COVID-19 Shift Rotation Guidelines](#)
- [Flexible Work Options Policy](#)
- [COVID-19 Maintaining a Safe and Inclusive Environment](#)
- [Preventing Violence in the Workplace](#)
- [Managing Disrespectful, Violent, or Aggressive Behaviours of Visitors, Including Family Members](#)
- [Violence Prevention Program](#)
- [Working Alone Program](#)
- First Aid Protocol

Program Specific Documents

- [COVID-19 Virtual Health On-Site Sessions Procedure BCMHSUS](#)
- [COVID-19 Staff Self Screening Procedure BCMHSUS](#)
- [BCMHSUS COVID-19 Staff Self-screening Tool](#)
- [BCHMHSUS COVID-19 Staff Self-Screening Documentation](#)
- [COVID-19 Visitor Assessment Policy and Protocol BCMHSUS](#)

4. Establish communication plans and training

We have taken steps to ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at the workplace.

We accomplish this through education on safety measures that are in put in place, policies for staying home when ill, and posting signage limiting occupancy and instructing staff and employees on effective hand washing practices. All teams should review their own risk assessment findings.

<input checked="" type="checkbox"/>	We have a training plan to ensure everyone is trained in workplace policies and procedures.
<input checked="" type="checkbox"/>	All workers have received the policies for staying home when sick. See Safety Talk – Illness in the Workplace
<input checked="" type="checkbox"/>	We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
<input checked="" type="checkbox"/>	We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
<input checked="" type="checkbox"/>	Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed. See Supervisor Health and Safety Orientation

5. Monitor the workplace and update plans as required

Things may change as operations resume. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. PHSA employees can raise safety concerns through their [Safety Consultant](#) or their [Joint Occupational Health and Safety Committee](#).

<input checked="" type="checkbox"/>	We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
<input checked="" type="checkbox"/>	Workers know who to go to with health and safety concerns.
<input checked="" type="checkbox"/>	When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

6. Assess and address risks from resuming operations

Due to the changing nature of this pandemic, we must continue to monitor our work environments for any new areas of concern and conduct regular reviews of any identified risks. Such reviews may result in the need for additional training or for the development or revision of procedures to mitigate issues present in the work environment.

<input checked="" type="checkbox"/>	We have a training plan for new staff.
<input checked="" type="checkbox"/>	We have a training plan for staff taking on new roles or responsibilities.
<input checked="" type="checkbox"/>	We have a training plan around changes to our operations, such as new equipment, processes, or products.
<input checked="" type="checkbox"/>	We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
<input checked="" type="checkbox"/>	We have identified a safe process for clearing systems and lines of product that have been out of use.

Appendix A: Non-Clinical Settings - COVID-19 Exposure Risk Assessment Checklist:

Facility Name/ Address:	Academy – 4949 Heather Street	Floor/Department/ Work Area:	4949 Heather Street – BCMHSUS Corporate Office
Assessment Date:	May 29, 2020	Planned Review Date:	
Assessors Name:	Drew Hart	Job Title:	Director, Shared Services
Assessors Name:	Jessica Lam	Job Title:	Project Manager
Assessors Name:	Susan Good	Job Title:	Executive Director, Interprofessional Practice
Assessors Name:	Denise Fairey	Job Title:	Project Leader, Facilities Management
Assessors Name:	Yaroslav Moissejev	Job Title:	Safety Consultant
Name of the JOHS Committee or Health and Safety Representative: Jessica Lam (Employee), Drew Hart (Employer)			
Safety Plan copy provided to JOHSC or Health and Safety Representative <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

Element		Yes	No	N/A	Remediation Plan
1) Physical Workspaces					
1.1	Confirm and post room capacity for workspaces where required (buildings, meeting rooms, staff lounges, or other shared spaces)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Room capacities identified and posted for all rooms.
1.2	1.2.1 A plan has been developed to reduce the number of staff required to attend work at the same time. Consider: <ul style="list-style-type: none"> • Alternating staff in the office and at home • Adding shifts or extending hours to reduce the number of staff present 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A staff schedule has been developed.
	1.2.2 Can the workplace be arranged to have one way traffic in office areas with appropriate signage or floor markings to demarcate? Consider: <ul style="list-style-type: none"> • One-way staircases • Entrances/exits • Posting signage to indicate direction 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Halls are sufficiently wide to allow separation. Signage has been posted to indicate “keep right” in hallways
	1.2.3 Are there any communal doors that can remain open without compromising security of staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, fire doors will be left open during business hours.
	1.2.4 Stairwell access has been made available to staff and staff on lower floors have been encouraged to use stairs. If possible, designate one-way stairwells.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1.2.5 Are there enough restroom facilities given that restroom capacities will also be reduced to maintain physical 2 m distancing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes. Maximum capacities have been identified and posted.
1.3	1.3.1 The following recommendations for staff are in place, including:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1.3.2 • Not coming to work sick.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1.3.3 • Staggered start times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1.3.4 • Staggered break times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1.3.5 • No sharing of food.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	1.4.1 Environmental Services (EVS) contract in place, identifying:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Element		Yes	No	N/A	Remediation Plan	
	1.4.2	<ul style="list-style-type: none"> Routine cleaning and disinfection procedures. (Consider having increased cleaning done during the daytime to make it visible to employees to provide sense of security) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1.4.3	<ul style="list-style-type: none"> Frequency of cleaning 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1.4.4	<ul style="list-style-type: none"> List of areas EVS will clean and disinfect for work areas, communal areas (e.g., phones, elevator buttons, handrails, door handles, computers, desks, lunch tables, kitchens, washrooms, faucet handles, seating areas, surface counters, customer service counters) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	<p>Are all individual workstations located at least 2 m from high traffic areas? If not:</p> <ul style="list-style-type: none"> Consider distancing by demarcating walking lane using tape or roping off, or, if not feasible: <ul style="list-style-type: none"> Provide a barrier to isolate staff Adjusting schedules to minimize staff footprint within the workplace. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Workstations that are within 2 meters will either have a physical barrier in place, or the workstation will be marked as “do not use”	
1.6	<p>Are all individual workstations located greater than 2 m of each other?</p> <ul style="list-style-type: none"> Ensure no workstations are located within 2 m of each other or designate which seats the workers can sit in to maintain 2 m physical distancing (best option) Ensure barriers/partitions between workstations (second best option) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual workstations allow for 2 meter physical distancing. Any workstations that do not meet this are marked “do not use”	
1.7	<p>Are individual workstations designated for single user (rather than shared among staff)?</p> <ul style="list-style-type: none"> Shared workstations not recommended. If sharing required, wipe the workspace, including commonly used items (phones, pens, computers, etc.) with disinfectant wipes after use. Ensure any barriers/partitions are easy to clean. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workstations are designated. There are some “touch down” spaces, where staff are required to bring their own laptop.	
1.8	Workstations are clear of clutter including photographs and mementos to ensure proper disinfecting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communication with staff necessary	
1.9	Clear physical distancing indicators are in place throughout non-work areas, i.e., elevators, lobbies, staff rooms, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage has been posted.	
1.10	1.10.1	Is there a process in place to provide masks to individuals that present with COVID-19-like symptoms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1.10.2	Is there a supply of masks for individuals that present with COVID-19 symptoms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1.10.3	Is personal protective equipment (PPE) available for staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes – for First Aid Attendants

Element		Yes	No	N/A	Remediation Plan	
1.11	1.11.1	Is alcohol-based hand rub (ABHR) available at entrances and exits from work areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1.11.2	Does the workplace have access to sanitation equipment such as disinfectant wipes and sanitizer dispensers? (Ensure disinfectants and hand sanitizers are approved for COVID-19 by Health Canada)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.12		Visual alerts (e.g., signs, posters) indicating hand hygiene, respiratory etiquette and physical distancing are present throughout work areas including restrooms, meeting rooms and break rooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.13		Entrances include signage for staff and visitors indicating: <ul style="list-style-type: none"> • Not to enter if exhibiting symptoms of COVID-19 • Controls and procedures in place to protect against COVID-19 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.14		Does the workplace have the capability to increase ventilation in the facility? (Consider increasing facility ventilation by connecting with FMO).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Achieved primarily through opening windows. Most of the building does not have HVAC.
1.15		Non-clinical areas (e.g., waiting area) have been de-cluttered removing non-essential items (remote control, magazines, toys, etc.) including refreshments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.16	1.16.1	Can the reception area be arranged to allow 2 m physical distance between the visitors and the receptionists as well as between staff? <ul style="list-style-type: none"> • Consider placing a table or other barrier in front of the reception desk to enforce physical distancing of 2 m • If 2 m distancing is not feasible, install a barrier (e.g., Plexiglas) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plexiglas barrier will be installed around reception.
	1.16.2	Is it feasible to implement a touch-less sign-in?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	1.16.3	Is a record of visitors kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	1.16.4	Is a safe, lined receptacle available for visitors to dispose of sanitizing wipes and other personal protective equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1.16.5	Can a process be implemented to have visitors wait outside or in their vehicle and phone reception or their internal contact when they are ready?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Need to include instructions in meeting invitations.
	1.16.6	Demarcate 2 m physical distancing in areas with potential for line ups such as elevator lobbies and reception desks.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No identified areas of concern.
	1.16.7	Do reception staff have their hand sanitizer for their own use (not to be shared with visitors)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Element		Yes	No	N/A	Remediation Plan
1.17	Room capacities adjusted for 2 m distancing have been posted throughout the facility including <ul style="list-style-type: none"> Elevators Lobbies Waiting rooms Restrooms Showers Lunchrooms Staff rooms Meeting rooms Recreation facilities (e.g. gym, bike lock up) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.18	Is it feasible to alter delivery procedures and educate vendors to reduce contact and increase physical distancing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A table will be setup inside the front door to allow contactless drop-off.
2) Administrative Controls					
2.1	Ensure staff have been trained on COVID-19 protocols and control measures, including new employee orientation. <ul style="list-style-type: none"> Use of staff screening tool (if adopted) What to do if symptoms develop while at work Not working when sick Proper hand hygiene Respiratory etiquette Avoiding touching the face Not sharing food, towels, or unclean dishes Physical distancing Pedestrian traffic flow within the workplace Additional procedures implemented by each team to maintain physical distancing, minimizing time within 2 m of others, or reducing risk associated with sharing of tools, equipment or paper documents How to report health & safety concerns, including those related to COVID-19 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Staff training and education has been documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Via email and zoom meetings
2.3	Communication channels are in place to update staff on changes in procedures or to respond to concerns, e.g., <ul style="list-style-type: none"> Daily check in meetings email 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	Staff have been trained on risks, including modes of transmission of COVID-19, and control measures including hand hygiene, respiratory hygiene, and procedures if symptoms develop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Element		Yes	No	N/A	Remediation Plan	
2.5	<p>A plan has been developed and staff are aware of methods to ensure safety during group activities such as:</p> <ul style="list-style-type: none"> • CPR Training • Violence Prevention and Code White • Clinical Learning • Other types of training • This includes physical distances, small class sizes, and PPE where required. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3) Common Areas						
3.1	3.1.1	Staff lounges and lunch rooms are de-cluttered and set up to accommodate physical distancing. If physical distancing cannot be maintained, consider: <ul style="list-style-type: none"> • Encouraging workers to eat outside or at their desk • Encouraging staff to minimize time in the lunch room (e.g., <15 min) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3.1.2	Staff lounges and lunch rooms are equipped with disinfecting wipes for staff to clean and disinfect. Vending machines are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3.1.3	Can appliances in the lunchroom and staff be separated to allow for physical distancing of 2 m, and be limited to departments, and cleaned after every use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage posted and supplies made available for staff to wipe appliances after use.
	3.1.4	Can the number of people sharing appliances be reduced? <ul style="list-style-type: none"> • E.g., teams having their own kettle or coffee pot 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3.1.5	The use of shared utensils and dishes is minimized and staff are encouraged to bring their own to work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shared dishware and utensils have been removed.
	3.1.6	Does the lunch room have access to soap and water, and/or hand sanitizers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Can the seating be arranged in the lobbies and waiting rooms to maintain 2 m physical distancing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes. Where distancing is not possible, furniture has been removed.	
3.3	Are restrooms large enough to maintain 2 m physical distancing? If not, <ul style="list-style-type: none"> • Post single occupancy limit • Demarcate 2 m spacing at door 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maximum occupancy has been identified and posted. Stalls have been marked "do not use"	
3.4	3.4.1	Are the meeting rooms large enough for staff to maintain physical distancing of 2 meters? <ul style="list-style-type: none"> • Remove excess chairs and other unnecessary shared items 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maximum room capacity has been identified and posted. Extra chairs have been removed.
	3.4.2	Can meeting rooms near entrances be prioritized for meeting with visitors to minimize contact with staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3.4.3	Are meeting rooms equipped with tissues and hand sanitizer located throughout space?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3.4.4	Lined trash cans are available for used tissue disposal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Element		Yes	No	N/A	Remediation Plan	
3.5	3.5.1	Printer rooms, calling booths and other work rooms are large enough for staff to maintain physical distancing of 2 meters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Main printer area is limited to 1 person at a time. Signage posted.
	3.5.2	Printer rooms, calling booths and other work rooms are equipped with tissues and hand sanitizer located throughout space	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.6	3.6.1	Are procedural masks available for first aiders to use and to provide to the injured staff being attended to?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surgical masks have been added to First Aid Supplies
	3.6.2	Are disinfectant wipes available for first aid staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.7		Is it feasible to minimize the number of people using shared equipment, and to wipe it after every use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Encourage staff to not print, unless necessary. Remove shared dishes/utensils from workplace.
3.8		Are shared equipment, items, and furniture easy to clean?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.9		Are there any unnecessary pieces of equipment, items or furniture that can be removed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.10		Do hallways allow for 2 m physical distancing and have no spatial impediments (e.g., unused furniture)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.11	3.11.1	Are the recreational areas (bike rooms, lockers, gyms,) large enough for staff to maintain 2 m physical distancing?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Limit of 1 person in bike room and locker area at a time. Signage posted.
	3.11.2	Is it feasible to introduce any protocols to ensure 2 m distancing?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Space doesn't not allow. Signage posted with 1 person limit.
3.12	3.12.1	For facilities with showers, ensure showers are maintained in clean and sanitary condition using a "wipe-twice" method for high touch surfaces: once with a cleaning agent and once with a disinfectant. Process and signage are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	3.12.2	For facilities with showers, consider physical distancing by decommissioning some showers, use of partitioned stalls or limiting the number of occupants (post maximum occupancy)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4) Team Level Administrative Considerations						
4.1	4.1.1	Non-essential business travel including travel between offices or work locations is avoided	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4.1.2	Travel between offices or work locations is restricted to critical business functions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4.1.3	The use of shared vehicles is minimized. If required, follow appropriate disinfection procedures before	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Element		Yes	No	N/A	Remediation Plan
4.2	4.2.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4.2.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5) Team Level Work Activity Review (If not addressed above)					
5.1	5.1.1	Identify work activities in which there is potential for staff to come within 2 m of clients/guests/public.			
	5.1.2	Following the core control measures and the hierarchy of controls, how will the risks be eliminated or reduced?			
5.2	5.2.1	Identify work activities in which there is potential for staff to come within 2 m of coworkers.			
	5.2.2	Following the core control measures and the hierarchy of controls, how will the risks be eliminated or reduced?			
5.3	5.3.1	Identify tasks that involve staff using shared tools, equipment, furniture or documents			
	5.3.2	Following the core control measures and the hierarchy of controls, how will the risks be eliminated or reduced?			
Contact PHSa Safety and Prevention for questions and clarifications at workplacehealth@phsa.ca					

Appendix B Corrective Actions List - The Academy, 4949 Heather Street
Facility Assessment

Action Item			Action Item Complete	
1.	Remove excess chairs		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Room Number	Room Use	Occupancy Limits	
	103	Meeting Room	5	
	104	Executive Office	4	
	106	Executive Office	3	
	107	Executive Office	4	
	111	Open Office	TBC	
	111a	Breakout Room	4	
	116	Meeting Room	4	
	118	Board Room	10	
	119	Executive Office	4	
	119a	Executive Office	4	
	203	Classroom	15	
2.	Close middle sink and the 2 urinals -Men's Washroom (109)		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3.	Install signage indicating "keep right" on Corridors		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4.	Close middle sink and the middle two stalls -Women's Washroom (112)		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5.	Post Signage on Elevator		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6.	Install Barriers		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Room Number	Room Use	Notes	
	108	Open Office	<ul style="list-style-type: none"> • Install barrier between workstation 1 and printer • Install barrier between workstation 5 and 9 	
	111	Open Office	<ul style="list-style-type: none"> •North side of workstation 7 •South side of workstation 8 •South and east side of workstation 14 •Southside of workstations 19 and 20 	
	Reception	Reception	<ul style="list-style-type: none"> • Install barriers on North and West sides of reception desk to create physical separation for receptionist • Install table adjacent to reception desk for contactless package drop-off 	
7.	Workstations that cannot be used because there is no appropriate physical distancing		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Room Number	Room Use	Assessment	
	105	Open Office	<ul style="list-style-type: none"> •Workstation 2 and 3 must not be used at the same time •Work station 7 must be moved 36" West to allow appropriate physical distance from workstation 6 	
	108	Open Office	<ul style="list-style-type: none"> •Do not use workstation 8, not able to provide appropriate physical distance. 	

Action Item			Action Item Complete	
111	Open Office	<ul style="list-style-type: none"> •Face-to-face workstations do provide enough distance between workers, however we recommend either not placing staff in face-to-face workstations or install a Plexiglas barrier •Do not use workstation 12, not able to provide appropriate physical distance 		
115	Open Office	<ul style="list-style-type: none"> •Workstation 8 must not be used as it is not possible to provide appropriate physical distance 		
202	Open Office	<ul style="list-style-type: none"> •Move workstations 8 and 9 one foot West •Move workstation one foot North 		