

COVID-19 Safety Plan

Return to Work

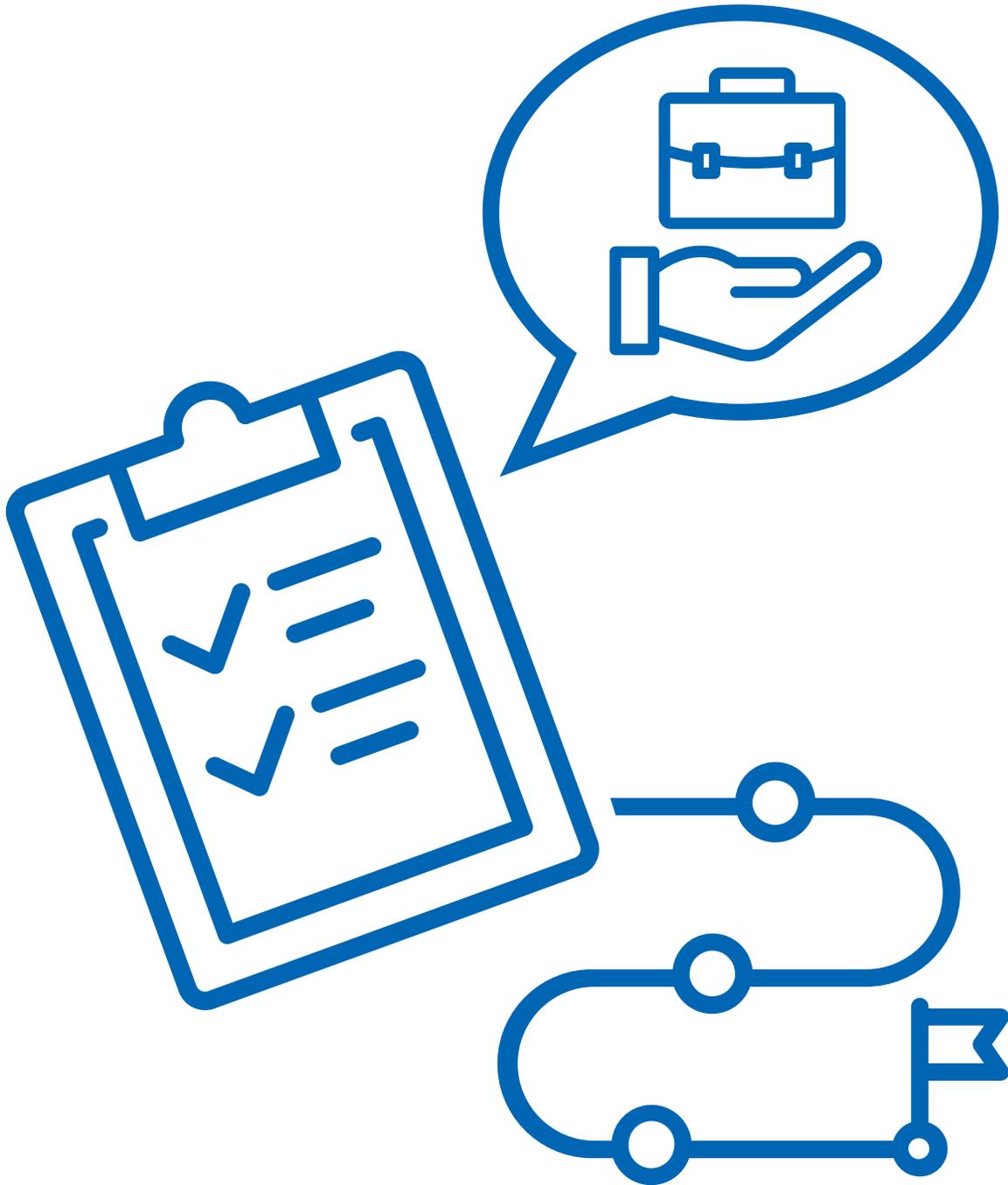


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Returning to Work

St. Michaels University School (SMUS) has created this COVID-19 Return to Work Safety Plan to support the return of employees to our school sites in a coordinated, well-planned and safe manner. It is prepared with consideration for the recommendations of the BC Centre for Disease Control, WorkSafeBC and other relevant resources.

This plan and any related policies, although directed to employees, also applies to parents, students, clients, service providers, and other visitors to the workplace. All employees are expected to review and comply with this plan, and any other existing policies and directions provided as part of Smus' plan for a safe return to work.

Employee Safety

Several safety procedures and guidelines for exposure control are in place to facilitate the return of employees to the worksite. All employees must understand and comply with all safety requirements.

Exposure control measures include:

- **Physical distancing**

Appropriate 6 ft (2 m) physical distancing between people should be maintained, and all employees must abide by the maximum preferred capacity in shared spaces, such as classrooms, staff lunchrooms and copier locations, as posted outside each of those locations.

Where an appropriate distance cannot be maintained, further engineering controls will be established, such as installing physical barriers and/or re-arranging the workspace to maintain physical distancing. Masks/face shields should be worn where physical distancing cannot be maintained, during prolonged interaction and where engineering controls are not available (see further information below regarding PPE).

- **Flow within the office**

Before entering small offices or workspaces, employees must review the posted room maximum preferred capacity and inquire whether you are allowed to enter.

Avoid touching door handles, other surfaces, equipment or supplies in other offices/spaces whenever possible.

- **Handwashing etiquette**

Everyone must wash hands frequently with soap for 20 seconds at a time, practice cough/sneeze etiquette and avoid touching their face.

Hand sanitizer is available for use at key locations throughout the school.

- **Cleaning**

Enhanced cleaning procedures and protocols for regular wiping/cleaning of high-touch surfaces have been implemented. Sodexo has increased these practices in common areas within the building (doors/railings/elevators/washrooms/stairwells).

Where possible, employees should avoid touching common surfaces unnecessarily.

Additional disinfecting of surfaces in lunch areas and copy rooms will be required by all users. Signage is posted with further instructions.

- **Elevators and stairs**

When possible, employees should avoid using the elevators or ensure only one person in the elevator at any given time, unless wearing masks/face shields.

- **Shared spaces**

Every space that is used as a shared space (i.e. offices, classrooms, boardroom, kitchen and copy rooms) has been assessed to determine the maximum preferred capacity for each space. Information about the maximum preferred capacity is posted outside the entrance to each room.

Where possible, excess chairs should be stacked away or removed from meeting spaces to reinforce the maximum preferred capacity of the space.

- **Shared devices**

A cleaning protocol for shared devices will be posted and cleaning supplies are readily available. Whenever possible, sharing devices should be avoided.

- **Mental health & Well-being**

SMUS values its team members and appreciates that this is an unprecedented time. Confidential resources are available through our benefit plan for anyone who needs additional support. SMUS encourages team members to utilize the variety of benefits provided for wellness, through the [Employee Assistance Program](#). Employees may also reach out to Keven Fletcher, School Chaplain and Faculty Mentor for support.

- **Illness**

No employees or members of the public are to enter the worksite if they are experiencing any symptoms of COVID-19. If a team member exhibits any symptoms, they will be asked to go home immediately in a manner that protects the safety of others. The affected employee's work area must be cleaned safely by special request to Sodexo Custodial, email: sodexo.custodial@smus.ca.

If employees are symptomatic, but still able to work, then they may work remotely rather than take time off as a sick day, with approval from their manager or director.

Specifically, as directed by the BC Centre for Disease Control and WorkSafeBC, anyone with symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing must self-isolate until deemed ready to return to work by Island Health or a medical doctor. Anyone under the direction of the Provincial Health Officer to self-isolate must follow those instructions. Anyone who has arrived from outside Canada, or who has been in contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.

- **Employee information**

To reduce the number of people on-site, business with the external community will be conducted remotely whenever possible (i.e. via email, phone, video).

On-site meetings will be kept to a minimum. Masks and sanitizer will be available for use.

Employees and guests will be expected to follow [SMUS Mask/Face Shield policy](#).

Clients and other visitors may be requested to complete a [safety questionnaire](#) before arrival on campus.

- **Awareness**

Employees will be notified of the safety protocols in place and must confirm that they are aware of and understand all safety protocols and procedures.

Reminders and updates about various aspects of the COVID-19 response will be provided as required. This is a global pandemic and as such requires a level of flexibility, as expectations and protocols may change rapidly.

- **Required Personal Protective Equipment (PPE)**

The appropriate PPE to be used, in combination with other controls, will be determined through a [risk assessment analysis](#). Based on current expectations for the start to our on-site working practices, there is no need for PPE to be worn while working in your office if physical distancing is possible. However, with the full return of students, staff and faculty to the campuses, employees are expected to follow the [SMUS Mask/Face Shield Policy](#). If you wish to wear a mask/face shield for your comfort then you are encouraged to do so.

- **Travel**

Everyone should review the Government of Canada travel health notices before undertaking any travel, particularly to an international destination. Currently, travelling internationally for business or an emergency should be considered carefully. Insurers have indicated that they may not cover international travel. Employees should reach out to our Canada Life benefits provider before traveling outside of the country to be certain as to what coverage exists.

Employees who have traveled outside the country will be asked to self-isolate and work remotely, or take a leave of absence for 14 days upon their return to Canada, as currently directed by Federal and Provincial governments. Employees may then return to the workplace after 14 days if no COVID-19 symptoms emerge.

Exposure or Diagnosed with COVID-19

If an employee has a family member (or someone they have been in close contact with) who may have been exposed to COVID-19 or has tested positive for COVID-19, then the employee is required to self-isolate for 14 days. If an employee has tested positive for COVID-19, the employee's return to work will depend on the advice of a physician or other qualified medical practitioner.

If an employee, who was on-site, reports any flu-like symptoms, including a fever, cough, and/or shortness of breath, or other symptoms that may be indicative of COVID-19, the employee may be sent home and advised to consult a medical practitioner. In this case, the school will be obliged to report the occurrence to Public Health and will respond accordingly based on their direction.

If the employee has tested positive and has attended the workplace or has been in contact with other employees within the 14 days before the confirmed COVID-19 diagnosis, depending on directives from the Public Health Office, all employees may be notified who might have been in contact with the individual. Depending on the circumstances, co-workers may be asked to self-isolate for 14 days and seek medical advice if they display any symptoms of COVID-19.

In each case, SMUS will consult local health authorities for further information as to the best next steps.

Other Considerations

There will be a variety of other human resources, safety, technology, efficiency, building management and cultural considerations that will need to be reviewed and addressed as everyone returns to work.

Determinations will be made as situations develop. Ongoing changes are expected as the risk factors and recommendations from the health authorities evolve. The flexibility of all employees is essential. Questions/concerns/suggestions should be directed to Rita Lord, CFO at rita.lord@smus.ca.