

BIG Little Science Centre Society

COVID-19 (Pandemic) Procedures

March 2021.

Introduction:	1
Employer	1
<i>Understand COVID-19</i>	<i>1</i>
Symptoms:	1
How it spreads:	1
What to do if you feel sick:	1
<i>Controlling the risk of COVID-19 exposure</i>	<i>1</i>
First level protection (elimination):	1
Who should come into the workplace	2
Working from home.....	2
Second level protection (engineering controls):	2
Physical distancing and other preventative measures.....	2
Documentation and training	2
Third level protection (administrative controls):	2
Cleaning and hygiene	2
Fourth level protection (PPE):	3
Risk Communication	3
Employment status, work sharing and temporary work	4
Protecting mental health	4
Resolving concerns about unsafe work	4
<i>Employees and Volunteers</i>	<i>4</i>
The responsibilities and three key rights of employees and volunteers.	4
If entering the workplace, workers should:	5
Know when not to come to work.....	5
If you have a symptom of COVID-19	5
Preventative measures while at work	5

Keep your hands clean.....	5
Keep your environment clean	6
Keep your distance.....	6
Resolving concerns about unsafe work	6
<i>Guests and Camp Attendees</i>	<i>7</i>
Keep your distance.....	7
Guest/campers should wash their hands... ..	7

Introduction:

This Policy manual has been adapted from Worksafe BC recommendations, Public Health officer recommendations, BCCDC recommendations, the Canada Centre of Occupational Health and Safety (CCOHS), and other Government and organization recommendations.

NOTE: This Policy Manual must be monitored for effectiveness at a minimum weekly and adjusted as required. All changes must be immediately communicated to all staff, volunteers and guests.

Employer

Understand COVID-19

To prevent workplace exposure to COVID-19, we must first understand the virus and how it spreads. For information about COVID-19, visit the British Columbia Centre for Disease Control (BCCDC) website for guidance. <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

Symptoms:

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include fever, coughing, sneezing, sore throat, and difficulty breathing. Learn more. <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

How it spreads:

Coronavirus is transmitted via larger liquid droplets when a person coughs or sneezes. The virus can enter through these droplets through the eyes, nose or throat if you are in close contact. Learn more. <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/how-it-spreads>

What to do if you feel sick:

If you have COVID-19, or think you might have it, you can follow steps to minimize its spread. Learn more. <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/if-you-are-sick>

Controlling the risk of COVID-19 exposure

The BIG Little Science Centre Society (BLSCS) will take all necessary precautions to minimize the risk of COVID-19 transmission and illness to themselves, workers, and others at the workplace.

First level protection (elimination):

This level of protection consists of policies and procedures to keep people at a safe physical distance from one another. Limit the number of people in the workplace at any one time, and implement protocols to keep workers at least 2 metres from other workers, customers, and members of the public.

Who should come into the workplace

- Signs must be posted to clearly indicate that no one, not employers, nor employees, nor clients should enter the workplace if they are unwell, are isolating or in quarantine (self-isolating).
- Anyone (staff, volunteer, or guest) with symptoms of COVID-19 such as sore throat, fever, sneezing, or coughing must self-isolate at home for 10 days from onset of symptoms, as well as anyone advised by public health to self-isolate.

Working from home

Senior BLSCS Staff will prioritize the work that needs to occur at the workplace and what can be done from home. If an employee can conduct their work from home, and their home work environment is safe and healthy, they are to work from home as much as practical.

Second level protection (engineering controls):

If we can't always maintain physical distancing then, wherever practical, barriers will be installed to separate people.

Physical distancing and other preventative measures

- Ensure 2 metre separation between work stations.
- If practical, reconfigure all workplaces to maintain appropriate distance between workers and customers.
- Add barriers between individuals, such as a Plexiglas window or high walled cubicle.
- Use Microsoft Teams or other online methods to meet.
- In-person meetings are only to be conducted if alternate options are not practical (physical distancing is to be used at all such meetings).
- Only essential work travel is allowed and physical distancing must be maintained (one person per vehicle unless occupants live in the same household). All non-essential work travel is to be postponed.
- Maintain physical distancing as much as practical, such as not greeting one another closer than 2 m or shaking hands.
- Install signage or markings on the floor, and/or dedicated staff providing directions.
- When possible, create cohorts of workers who work together and who do not interact with other cohorts. This will assist in reducing transmission throughout the workplace in the event that a staff member becomes ill.

Documentation and training

- The BLSC will train our staff and volunteers on changes we have made to work policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.
- The BLSC will ensure that workers can raise safety concerns at the workplace.
- Training on the appropriate use of PPE and the sequence for putting it on (donning) and taking it off (doffing) will be provided for each staff member and volunteer on the first day of work, as all PPE must be used correctly to prevent contamination; hand washing remains critical when using PPE.

Third level protection (administrative controls):

Cleaning and hygiene

The BLSC will:

- Ensure workers are provided with appropriate supplies, such as soap and water, hand sanitizer, disinfectant wipes, nitrile gloves and garbage bags, and sufficient washing facilities.

- Remind staff of effective personal hygiene practices. Add signage about best practices for personal hygiene for customers who may interact with your workers.
- Remove shared items where cross-contamination is possible (e.g., shared coffee and water stations and snack bins).
- Enhance cleaning and disinfecting practices in high touch areas such as door and cabinet handles, keyboards, and light switches.
- Incorporate end-of-shift wipe downs for all shared spaces.
- Ensure staff and volunteers do not share tools or workspaces.
- Ensure everyone enters and exits through the front door (Seymour Street) maintaining a 2 metre separation at all times.
- Provide hand sanitizing stations at all facility entryways and exits for everyone to use.

Fourth level protection (PPE):

If the first three levels of protection aren't enough to control the risks, supply workers with personal protective equipment (PPE), such as non-medical masks. PPE should not be used as the only control measure. It should only be used in combination with other measures.

Wearing a non-medical mask is intended to prevent spread of infection from the wearer, but has not been proven to protect the person wearing it from becoming infected.

- PPE in the form of a non-medical mask will be use in all cases where and when physical distancing is not possible. Such a mask that is constructed so as to completely cover the nose and mouth without gaping, and is secured to the head by ties or ear loops.
- If a worker/volunteer is alone behind a physical barrier, a nonmedical mask is not necessary. If the worker/volunteer is behind a physical barrier with other co-workers/volunteers or needs to move out from behind the physical barrier (and a 2 metre distance is not possible), then a non-medical mask will be used.
- No group visits, guided tours, public programs, and special or private events in excess of 50 people will be conducted, in accordance with public health officer's prohibition on mass gatherings.
- No more than 35 people, including staff and volunteers can be in the BLSC building at one time.
- BLSC staff and volunteers will maintain one-way paths, marked off areas, and physical barriers regularly in order to help with physical distancing.
- The BLSC will prohibit the use of high-touch displays through signage or physical barriers. If they remain in use, consider the following controls:
 - Install hand sanitizing stations near displays
 - Increase the cleaning frequency of all touch displays
- The BLSC will develop a system where guest can get specific questions answered without the staff/volunteers and guests having to be face-to-face.

Risk Communication

All staff and volunteers will:

- Review this document before starting their first shift and a minimum of weekly after that. Any change to this document will be reviewed immediately by all staff and volunteers.
- Insure all COVID signage is clear and in place at the start of each day.
 - Signs asking ill clients or guests to stay away from the workplace.
 - Signs encouraging good respiratory hygiene, hand hygiene, and other healthy practices
 - Signs outlining COVID-19 protocols used at the BLSC.
- Ensure all physical barriers are in place and functional at the start of each day.

A weekly review of all measures outlined in this document must be conducted with all staff and volunteers to insure there are no risks or other issues that need to be addressed. A signoff

sheet will be used to insure all active staff and volunteers have reviewed the document each week.

Employment status, work sharing and temporary work

Regardless of whether our employees are full-time, part-time, temporary or participating in the Work-Sharing (WS) program, the Workers Compensation Act

<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/workers-compensation-act> and <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation> still apply to our workplace. As an employer, it is our responsibility to ensure a healthy and safe workplace, including reducing our workers' risk of contracting and spreading the COVID-19 illness. In addition to our regular new-employee orientation, we need to ensure adequate training is provided with regards to COVID-19 exposure risks and the prevention policies that we have in place.

BLSC Work records must be maintained if our temporary or full-time employees are also working elsewhere. We must record the details of their other employment to help us assess any possible impact on their work and any steps we may need to take to mitigate potential risk from the other worksite.

Protecting mental health

COVID-19 has impacted businesses, livelihoods, and lifestyles in very challenging ways, particularly small businesses, and workers may be affected by the anxiety, stress, and uncertainty created by the outbreak. It's important to remember that mental health is just as important as physical health, and employers should take measures to support mental well-being and health. See resources that can assist with maintaining mental health in the workplace during this time. <https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/staying-safe-at-work#mentalhealth>

Be sure all employees are aware of the BLSC personal leave options and any available government support options.

Resolving concerns about unsafe work

Workers have the right to refuse work if they believe it presents an undue hazard.

An undue hazard is an "unwarranted, inappropriate, excessive, or disproportionate" hazard. For COVID-19, an "undue hazard" would be one where a worker's job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.

If the matter is not resolved, the worker and the supervisor or employer must contact WorkSafeBC <https://www.worksafebc.com/en/contact-us/departments-and-services/health-safety-prevention>. Once that occurs, a WorkSafeBC prevention officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary.

For more information, see Occupational Health and Safety Guideline G3.12

<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-guidelines/guidelines-part-03#SectionNumber:G3.12>.

Employees and Volunteers

The responsibilities and three key rights of employees and volunteers.

- Staff and volunteers should know and understand the BLSC workplace health and safety responsibilities — and the responsibilities of other staff and volunteers.
- Staff and volunteers, also have three key rights:
 - the right to know about hazards in the workplace;
 - the right to participate in health and safety activities in the workplace;

- and the right to refuse unsafe work.

If entering the workplace, workers should:

- Comply with the employer's instructions around minimizing exposure to COVID-19.
- Wash their hands frequently, and/or use hand sanitizer. (see "Keep your hands clean" below)
- Not touch their face.
- Take steps to minimize exposure to COVID-19 while away from work.
- Know when not to come to work
- Take other preventative measures while at work
- Store their personal equipment and other items in their designated storage/work area. Please make every effort to limit the number of personal items you bring to work, bringing only those that are necessary and required.

Know when not to come to work

The following workers must not go to work:

- Anyone with COVID-19-like symptoms such as a sore throat, fever, sneezing, or coughing must self-isolate at home for a minimum of 10 days from onset of symptoms, until their symptoms are completely resolved.
- Workers who have travelled internationally. In this case, they must remain away from the workplace for at least 14 days.
- They live in the same household as a confirmed or clinical COVID-19 case who is self-isolating.
- Workers who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19, should call HealthLink BC at 8-1-1 for an assessment and to determine any necessary next steps.

If you have a symptom of COVID-19

It is critical that, if you have one symptom of COVID-19 (fever, cough or difficulty breathing), or even mild symptoms, you should stay home to avoid spreading illness to others.

If you develop even mild symptoms while at your workplace, separate yourself from others and go home, avoiding use of public transit (e.g. buses, train, taxi) if possible.

Contact your local Public Health Authority and follow their advice.

If you are concerned about your financial stability during this time, please discuss the concern with the Executive Director. There are currently Government programs to assist with financial stability and you have paid personal leave options with the BLSC.

Preventative measures while at work

Keep your hands clean

Wash your hands often with soap and water for at least 20 seconds.

If soap and water are not available, use an alcohol-based hand sanitizer.

Six steps to proper handwashing:

1. Wet hands with warm running water.
2. Apply a small amount of liquid soap. Antibacterial soap is not required.
3. Rub hands together for at least 20 seconds (sing the ABC's). Rub palms, backs of hands, between fingers and under nails/creating a lather.
4. Rinse off all soap with running water.
5. Dry hands with a clean, disposable towel or air dryer.
6. Discard the used towel in the waste container.

Avoid touching your face, especially eyes, nose and mouth.

Cough or sneeze into the bend of your arm.
Avoid touching surfaces people touch often.
Instead of a handshake, give a friendly wave or elbow bump.
Use any necessary personal protective equipment, as directed.

When to wash hands ...

- When you arrive at work and before you go home
- Before handling food or assisting guests
- Before and after giving or applying medication or ointment to a guest or self
- After using the toilet
- After contact with body fluids (i.e., runny noses, spit, vomit, blood)
- After cleaning tasks
- After removing gloves
- After handling garbage
- Whenever hands are visibly dirty

Keep your environment clean

Use appropriate products (supplied by the BLSC) to clean and disinfect items like your desk, work surface, phones, keyboards and electronics, cash registers, keypads, customer service counters and guest tables and chairs a minimum of twice a day/shift, or when visibly dirty. If they can withstand the use of liquids for disinfection, frequently touched electronics such as phones, computers and other devices may be disinfected with 70% alcohol (e.g. alcohol prep wipes).

The surface survival time of Coronaviruses ranges from 4 hours to 5 days depending on the surface type. These numbers are based on current studies and available literature. Regardless of the virus surface survival time we must ensure that all potential contaminated surfaces are cleaned and sanitized promptly.

Keep your distance

Keep a distance of 2 metres between you, your coworkers, and customers.

Increase distance between desks, tables and workstations.

Reduce activities that require close physical proximity or contact with people, such as team meetings.

Limit any contacts closer than 2 metres to the shortest time possible and use PPE.

Resolving concerns about unsafe work

Workers in B.C. have the right to refuse work if they believe it presents an undue hazard. An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” hazard. For COVID-19, an “undue hazard” would be one where a worker’s job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.

In these circumstances, the worker should follow steps within their workplace to resolve the issue <https://www.worksafebc.com/en/health-safety/create-manage/rights-responsibilities/refusing-unsafe-work>. The worker would begin by reporting the undue hazard to their employer for investigation and the employers would then need to consider the refusal on a case-by-case basis, depending on the situation.

If the matter is not resolved, the worker and the supervisor or employer must contact WorkSafeBC <https://www.worksafebc.com/en/contact-us/departments-and-services/health-safety-prevention>. A prevention officer will then investigate and take steps to find a workable solution.

For more information, see Occupational Health and Safety Guideline G3.12

<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-guidelines/guidelines-part-03#SectionNumber:G3.12>.

Guests and Camp Attendees

BLSC staff and volunteers should ensure that guests and camp attendees are aware of our policies and especially what is listed below.

Staff will inform guests that:

- Anyone entering the BLSC **must wear a face mask**
- All persons entering the BLSC will be visually assessed for symptoms of COVID 19 and asked the following questions:
 - Do you have any of the symptoms of COVID-19 including fever, coughing, sneezing, sore throat, and difficulty breathing?
 - Have you tested positive for COVID-19?
 - Have you been near anyone who tested positive for COVID-19 in the past 14 days?
 - Have you, or someone close to you, traveled outside BC in the past 14 days?
- If they have a concern or see a risk, they should bring it to the attention of a BLSC staff member or volunteer. We are all working together to keep the Centre safe to visit.
- Staff will also indicate to guests that if the BLSC policies are not followed they will be asked to leave.

Keep your distance

Keep a distance of 2 metres between you, your co-campers, staff, volunteers and other customers.

Follow all signs and symbols to help keep your distance and to stay safe.

Guest/campers should wash their hands...

- When they arrive at the BLSC and before they go home
- Before and after any transitions within the BLSC setting (e.g. to another classroom, indoor-outdoor transitions, etc.)
- Before eating and drinking
- After using the toilet
- After playing outside or handling BLSC items
- After sneezing or coughing into hands
- Whenever hands are visibly dirty

See the "Keep your hands clean" section above.