



# Seabird Island

STAFF SAFETY And COVID-19 EXPOSURE PLAN

November 5, 2020

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## 2. PURPOSE

This document details the procedures and practices taken by Seabird Island to ensure the safety of staff and community members of Seabird Island for preventing the transmission of SARS-CoV-2 (COVID-19) in the workplace. It also documents the required actions should exposure to the novel coronavirus in the workplace occur

This plan will be updated on a regular basis to ensure compliance with orders from the provincial health officer (*PHO*) and guidance from First Nations Health Authority, Fraser Health and WorkSafe B.C.

Employers are required by section 21 (2) (c) of the Workers Compensation Act to establish occupational health and safety policies and programs in accordance with the Occupational Health and Safety Regulation and have been directed by WorkSafe B.C. to develop a plan to ensure that the risk of transmission of SARS-CoV-2 at workplaces is minimized (*hereinafter referred to as the "Safe work plan"*)<sup>1</sup>

In compliance with WorkSafe B.C.'s directive, each team/program/department will use this document, in consultation with their staff, to create their Safe Work Plan. Plans are posted in the team/program/department service area.

## 3. INFORMATION ABOUT COVID-19

### 3.a. How is COVID-19 Spread?

COVID-19 is spread in several ways.

#### **Droplet transmission**

Large droplets carrying the virus are generated when an infected person coughs or sneezes. Droplets travel for a very short time (seconds) through the air, and land on surfaces within a six foot radius. While droplets are in the air they can enter a worker through the eyes, nose, or mouth. This occurs if the worker is within six feet of the infected person at the time of the cough or sneeze.

#### **Contact transmission**

Contact transmission happens when a worker touches a surface contaminated with the virus and then touches their eyes, nose, or mouth. Surfaces get contaminated when someone touches an area where an infected droplet has landed and then touches another surface. The virus spreads from surface to surface as various people touch the surface and then touch other surfaces. An example is a worker touching a contaminated object such as a table, doorknob, telephone, or computer keyboard, and then touching their eyes, nose, or mouth. Contact transmission is important to consider because viruses can persist for minutes on hands and hours on surfaces.

#### **Airborne transmission**

Airborne particles are very small and can't usually be seen; they can float in the air for up to a few hours. They can be generated from some dental and medical procedures

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<sup>1</sup> Part 2 OHS, Division 4 – General Duties of Employers, Workers and Others

conducted with an infected person. A few airborne particles may be generated from some coughs or sneezes or singing. Airborne particles can also be generated by flushing the toilet (stool from an infected person may contain the virus).

### **3.b. What are the symptoms of COVID-19?**

COVID-19 symptoms are similar to other respiratory illnesses, like the flu and the common cold. Symptoms may include:

Fever	Loss of sense of smell
Chills	Headache
Cough	Muscle aches
Shortness of breath	Fatigue
Sore throat and painful swallowing	Loss of appetite
Stuffy or runny nose	

Some people infected with COVID-19 may experience few or no symptoms. Elders and those with chronic health conditions are more vulnerable to developing severe illness or complications from COVID-19.

### **3.c. When do workers/clients need to self-isolate and not attend at the workplace?**

Keeping those at high risk for the virus away from the workplace is critical to a safe workplace.

All persons experiencing COVID-19 symptoms (follow directions from 811).

All persons that test positive for COVID-19.

Close contacts of confirmed COVID-19 cases, as per public health direction

Travelers from outside the country.

Staff who have participated in larger gatherings where physical distance was not maintained.

See Appendix A: Staff self-isolation requirements

## **4. ENSURING A SAFE WORK PLACE**

### **4.a. Emergency Management Committee**

Seabird's Pandemic Emergency Management Committee takes place at the Director's table. We take seriously the Occupational Health and Safety Regulations which require us to take all reasonable precautions to protect workers. This includes establishing Safe Work Plans.

### **4.b. Hazard Assessment**

Each Director is responsible for conducting hazard assessments for their workers, programs and services. Directors work together with each other and their employees to create a web of procedures and practices that proactively manage the risk of exposure and protect the health and safety of staff.

Hazard assessments look at tasks performed in the workplace to identify existing and potential hazards. A safety plan is constructed to address all hazards. Where elimination of these hazards is not possible or reasonable in the circumstances, the hazards are controlled according to the hierarchy of controls discussed below.

**i) Elimination of risk/hazard:**

Ensure that sick people stay away from the workplace (screening and home isolation procedures)

Limit the number of people at the work place (staggered hours, work from home)

Arrange work spaces and flow to ensure physical distance (6 feet or 2 metres) from each other.

**ii) Engineering controls, which control the hazard at the source:**

Physical barriers between workers and others (such as plexiglass)

Disinfecting of work areas and equipment;

Physical cues such as floor markers (*2 metres apart*) in high-traffic locations, such as reception desks; and

**iii) Administrative controls, which involve changes to the ways people interact:**

Occupancy limits in common and meeting areas;

Changing work hours, break hours, entrance and exit procedures to reduce contact between staff;

Monitoring compliance with newly implemented requirements and dealing with non-compliance; and

Tracking and monitoring the workforce – the Health department tracks positive cases of COVID-19 and works with Fraser Health to ensure contact tracing and monitoring.

**iv) Personal Protective Equipment (PPE), controls the hazard and is necessary when hazards cannot be eliminated by administrative and engineering controls:**

Masks, eye protection, gowns or other PPE appropriate to the hazard for workers when all other controls cannot reduce risk sufficiently

**4.c. Staff acknowledgement of Safe Work Practices**

The maintenance of a safe work environment requires that staff enact safe practices.

A hallmark of our plan involves staff screening themselves and committing to not come in to work if they are sick or had known exposure to the virus

- Staff are involved in the creation of Safe Work Plans in their area
- Staff sign the *Seabird Island Staff Commitment to Daily Self-Screening*. A copy is kept in their HR file. (See Appendix B Seabird Island Staff Commitment to Daily Self-Screening)

## 5. COMPONENTS OF THE SAFE WORK PLAN

### 5.a. Stay at home when you are sick:

Screening workers and clients before they attend the workplace, and ensuring those at high risk for the virus as asked to stay away, is the most important part of the safety plan.

Have staff self-monitoring procedures so staff are continuously assessing their wellness and need to stay home.

### 5.b. Physical Distancing: Keep six feet (2 metres) away from others as much as possible.

- Floor/workplace plans ensure at least 2 metres between workers and/or clients. This includes desks, offices, meeting rooms, staff rooms and vehicle use on worksites.
  - Install physical barriers, such as cubicles or Plexiglas where needed
- Floor markers are used as physical reminders to keep a safe distance. These are used for line ups, for one way travel through narrow spaces (where indicated) and for common chatting zones (places where employees tend to stop for dialogue).
- Workflow is arranged to ensure workers can maintain physical distance
  - Allowing staff to work flexible hours, if operationally feasible.
  - Staggering start and end times, if operationally feasible.
  - Staggering times at which staff take rest and meal breaks.
  - Enabling working from home if operationally feasible
- In the event of an emergency, employees and visitors evacuate to muster points and maintain physical distancing requirements.
- Meetings are scheduled in a spaces that can accommodate these guidelines, outside, or remotely by telephone or online means.

### 5.c. Hygiene/clean workplace:

- Wash hands often with soap and water for at least 20 seconds.
- Cover coughs and sneezes with a tissue or an elbow. Used tissues are immediately disposed of in an appropriate waste bin, and hands are washed right away.
- Avoid touching face with unwashed hands.
- Avoid touching surfaces people touch often. Walk around with your hands tucked or clasped as a reminder to avoid touching.
- Avoid sharing office supplies such as pens, staplers, tape and markers
- Sanitization routines for staff who share workspaces
- Sanitization routines for high touch surfaces
- Sanitization routines for common areas (bathrooms, kitchens, meeting areas)
- Sanitization routines for offices and personal work spaces

- Seabird Island building has adequate handwashing capacity through stocked washrooms, wall mount sanitizers, and personal bottles of sanitizer for staff that visit homes.

#### **5.d. Home visits in client homes**

Many Seabird Island staff attend client homes.

- Attempt to complete the needed business by any other means than a home visit
- Take as little as possible into the home. Items taken in are left in the home or disinfected upon return.
- Screen the client home (all persons living in the home are included in the screen) with a phone call before you leave work (Appendix C: Screening questions for visitors/contractors)
- Wash your hands and leave your workplace
- Repeat the screen at the doorstep
- If anybody screens positive rebook the visit for another time
  - If visit cannot be rebooked, full PPE (mask, eye protection, gloves, gown) must be worn.
- Enter the home if everyone screens negative
- Ask all members of the home to stay 6 feet away from you
  - If physical distance cannot be maintained, and visit will take longer than ten minutes, surgical mask and eye protection are required. Client may be asked to wear a reusable mask
  - If physical distance cannot be maintained by visit is less than ten minutes consider wearing a reusable mask and asking client to use a reusable mask
- Leave the home as soon as possible
- Wash hands and disinfect anything you are bringing out of the home.

#### **5.e. Personal Protective Equipment (“PPE”)**

Medical PPE (surgical masks, N95 masks, face protection, gowns, and gloves) are available for staff who require it. Our stock of Medical PPE is managed through the primary care clinic. Directors and Managers access PPE through the supervisor of the primary care clinic.

- Nurses/health workers for home visits according to risk assessment
- Dental staff for clinic visits according to risk assessment
- Surgical masks for other staff who may visit in homes/work in residential care setting and who are not able to maintain physical distance
- Surgical masks for drivers unless physical distance can be assured
- N95 masks for First Responders

In order to conserve supply of PPE, staff who require a lot throughout each day will use long wear procedures.

See Appendix D: How to use a mask

Cloth Mask Wearing a 2-layer, non-medical face mask helps prevent the spread of the virus.,

- Seabird Island has a supply of cloth masks for employees.
  - Worn whenever the employee is out of their assigned work wing (except when seated in a meeting where they are not within 6 feet of another), and when in common areas.
  - When physical distancing cannot be maintained for periods longer than ten minutes (worn by all parties)
  - When clients or staff are at high risk of complications should they become infected with the virus (worn by those who could spread the virus)
- Employees and/or teams of employees may choose to wear cloth masks at all times as part of their safe work plans.

Employees wear cloth masks safely

- Wash hands immediately before putting it on and immediately after taking it off;
- Ensure it fits well (*non-gaping*);
- Not share with others;
- Wash at least daily

### **5.f. Work Clothing**

Some positions are more likely to result in the contamination of clothing during the work day. For those positions, work clothes are provided for workers and/or workers are requested to identify and use clothes that are worn exclusively at work

- Dental staff have scrubs that are only worn in the workplace and removed at the end of each day, placed in a plastic bag, and taken home for laundering. Street shoes are removed while at the workplace and work shoes are worn.
- Health Services staff may also wear scrubs/have designated work clothes depending on their work assignment and risk assessment.

## **6. VEHICLES AND DRIVERS**

Vehicles can be a confined space that enables the transmission of the virus. For this reason, the procedures and practices for vehicles and drivers is a critical component of a safe work environment

### **6.a. Driver safety with passenger**

Drivers screen passengers with the screening tool used for visitors/clients.

- If passenger screens positive discuss appropriate actions with supervisor

- Cancel trip if possible
- Passenger wears mask
- Driver wears surgical mask, face shield, gown and gloves.

Drivers that carry a passenger are required to wear a surgical mask, unless they can maintain the required physical distance for the duration of the trip.

Vehicles can accommodate passengers according to their manufacturer's instructions, EXCEPT that the seat directly behind the driver must remain empty.

- For vulnerable populations, only one occupant per bench is preferred, even where two or three per bench could be accommodated.
- All passengers wear masks, unless they are able to maintain 6 feet from the driver and other passengers (unless living in cohort).

### **6.b. Seabird staff in vehicles**

Only one Seabird staff is permitted in a vehicle at any one time unless the vehicle has room for physical distance.

If two staff members are required to ride in a vehicle where physical distance cannot be maintained:

- Both staff wear masks
- Windows are open, as much as possible, to allow for air flow

### **6.c. Vehicle sanitation**

Vehicles are cleaned regularly by the department that owns them.

Vehicles that are used by multiple drivers are cleaned by the driver after each use.

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Doors (door frames, door handles inside and out, inside door) if a car</li> <li>• Windows</li> <li>• Seats if not fabric</li> </ul> | <ul style="list-style-type: none"> <li>• the back of front seat if passenger at belts (if any)</li> <li>• Arm rests if any</li> <li>• Steering wheel, gears shifter</li> <li>• Dash boards</li> <li>• Consoles (if any)</li> </ul> |
|--|--|

## **7. CLEANING FACILITIES**

Daily cleaning of all workstations (desk tops/phone receivers/chairs), common areas, and washrooms is accomplished by custodial staff.

Staff are responsible for workstations including phone base, keyboard and mouse, keyboard drawer, office supplies/tools.

- i) Staff receive training on these procedures as necessary
- ii) Staff receive the required supplies

Hourly cleaning of high touch surfaces in common areas and washrooms by custodial staff.

Staff are responsible for extra cleaning of high touch surfaces in their areas such as photocopy machines and supply cupboards

Ensure cleaning and disinfection of all common areas and surfaces after each use.

- i) Kitchen areas are cleaned by each staff after each use
- ii) Shared desks/work stations are cleaned by each staff after each use

## **8. ACCESS TO FACILITIES**

To prevent the spread of COVID-19, it is necessary to screen staff and visitors for fitness for work and, in some cases, restrict access to Seabird Island facilities.

### **8.a. Staff**

Staff screen themselves daily before coming to work (see Appendices A and B)

Staff wash their hands upon entering the building

Staff wash their hands just before exiting the building

### **8.b. Visitors/clients/community members**

Access to Seabird Island facilities by visitors/clients/community members is by appointment only

Front reception provides screening for all appointments and visitors before entry is permitted.

- Staff prescreen for Covid 19 before allowing appointments in the building (Appendix C: Screening questions for visitors/contractors)
- Staff ensure visitors/client/community members wash their hands upon entering.

Hand sanitizers will be provided at each building entryway.

Number of staff and visitors entering and leaving Seabird Island facilities is monitored by Directors.

Maximum capacity for work zones and meeting rooms is established and posted

## **9. MEETINGS**

As many people as possible should join the meeting virtually. The Microsoft teams app can be downloaded on any cell phone and all Seabird computers. Other platforms such as Zoom can be used. Video images can be projected onto the large screen in the Boardroom.

All in-person meetings must meet applicable physical distancing guidelines and follow above rules if visitors are attending meetings. Masks are worn by attendees unless seated **and** physically distanced.

Meetings rooms are booked through the outlook calendar

Meeting rooms have maximum capacity posted

Meeting rooms have cleaning schedules and protocols that ensure disinfection between meeting groups

- Meeting attendees clean their own space after the meeting using wipes provided in each meeting room
- Custodial staff book the meeting rooms for cleaning as indicated

Meeting rooms have appropriate seating for physical distancing indicated where appropriate. Food sharing during meetings is restricted to individual packaged food. No sharing of utensils.

## **10.REPORTING AND WORK REFUSALS**

Staff are required to report to their supervisor:

- COVID-19 symptoms;
- Contact with a known or presumed case of Covid 19
- Participation in gatherings of more than 10 people where physical distancing was not maintained; and
- Failure to observe safe work practices.

Supervisors follow the algorithm (Appendix A: Staff self-isolation requirements) and/or discuss the report with the Health Director or HR if they have questions.

Where a staff member has reason to believe that there is a dangerous condition in the workplace, or that their duties present a danger to their health and safety, they may be able to refuse to attend work or perform certain duties. These are reported to the supervisor. Supervisors work with HR to resolve the concern.

If a staff member has concerns about the health and safety of working conditions at a Seabird Island facility, staff are encouraged to fill out an incident report and submit it to HR.

If a staff member feels that their health would be at risk by attending the workplace, staff make appointments with HR to determine their work conditions.

## **11.COMMUNICATIONS, SIGNAGE AND POSTERS**

The Communications Departments will coordinate staff emails to educate and remind staff of safe work practices and actions to stay safe while out of the workplace.

Information will be provided to staff and community members on the following topics relating to COVID-19:

- Information on preventing the spread of COVID-19;
- Information on practicing physical distancing;
- Instructions for staff and visitors who may have been exposed to the COVID-19 virus.

## 12. TESTING

Testing is recommended for anyone with cold, flu or COVID-19-like symptoms, even mild ones. Staff are encouraged to refer to the COVID-19 Self-Assessment Tool to determine if they are experiencing symptoms and whether further assessment is needed:

<https://bc.thrive.health/>.

- Call 811 or Seabird Medical clinic for determination of appropriate steps
- Testing is available through the Seabird Medical clinic for clients of that clinic only

See Appendix A: Staff self-isolation requirements

## 13. EXPOSURE MANAGEMENT

Employees are required to report any symptoms of COVID-19, and/or positive test results to their Supervisor.

Positive tests and presumptive cases are reported to the Health Director for tracking and monitoring.

- Ensure Fraser Health public health team is aware and contact tracing is implemented as indicated

Health Director works with the Infrastructure Director for remediation of facility

- Notify Executive Director
- Ensure disinfection of workspaces possibly contaminated by the worker
  - Consider sending workers home/closing facility so that this can be effectively accomplished
  - At least two (2) days may be required for a full disinfecting of the space.

Employee's manager/supervisor works with HR to address financial needs of staff

- If staff could have contracted the virus while at work, Seabird pays for time off at straight time for up to two weeks.
- If staff were unlikely to have contracted the virus while at work, staff use their accumulated sick time/AL or complete the paperwork for EI.

## 14. DECISION TO ASK EMPLOYEES TO RETURN TO WORK

As business and service operations increase beyond essential services, employers may be asking staff who were laid off or who are working from home to return to the workplace.

To assess and identify the safety of return to work for staff members, supervisors, managers and directors weigh the operational needs versus their ability to maintain a safe work environment.

- Operational need that exceeds the capacity of current staff to provide
- Adequate working space where employee can maintain physical distance

- Adequate cleaning materials so that employee can keep their work area clean
- Adequate supply of PPE if it is required for safe work procedures

**14.a. Return from layoff**

Supervisors/managers/directors contact staff who were laid off using the return to work template (Appendix E: Return to work notice template) available from HR.

Employees are given a minimum of two week advance warning of request to come to work.

Employees can negotiate an earlier or later time to return to work with their supervisor/manager/director.

If employees are not willing to return to work as requested, they are directed to provide a physician's note to continue their absence.

**14.b. Return to the workplace after working from home**

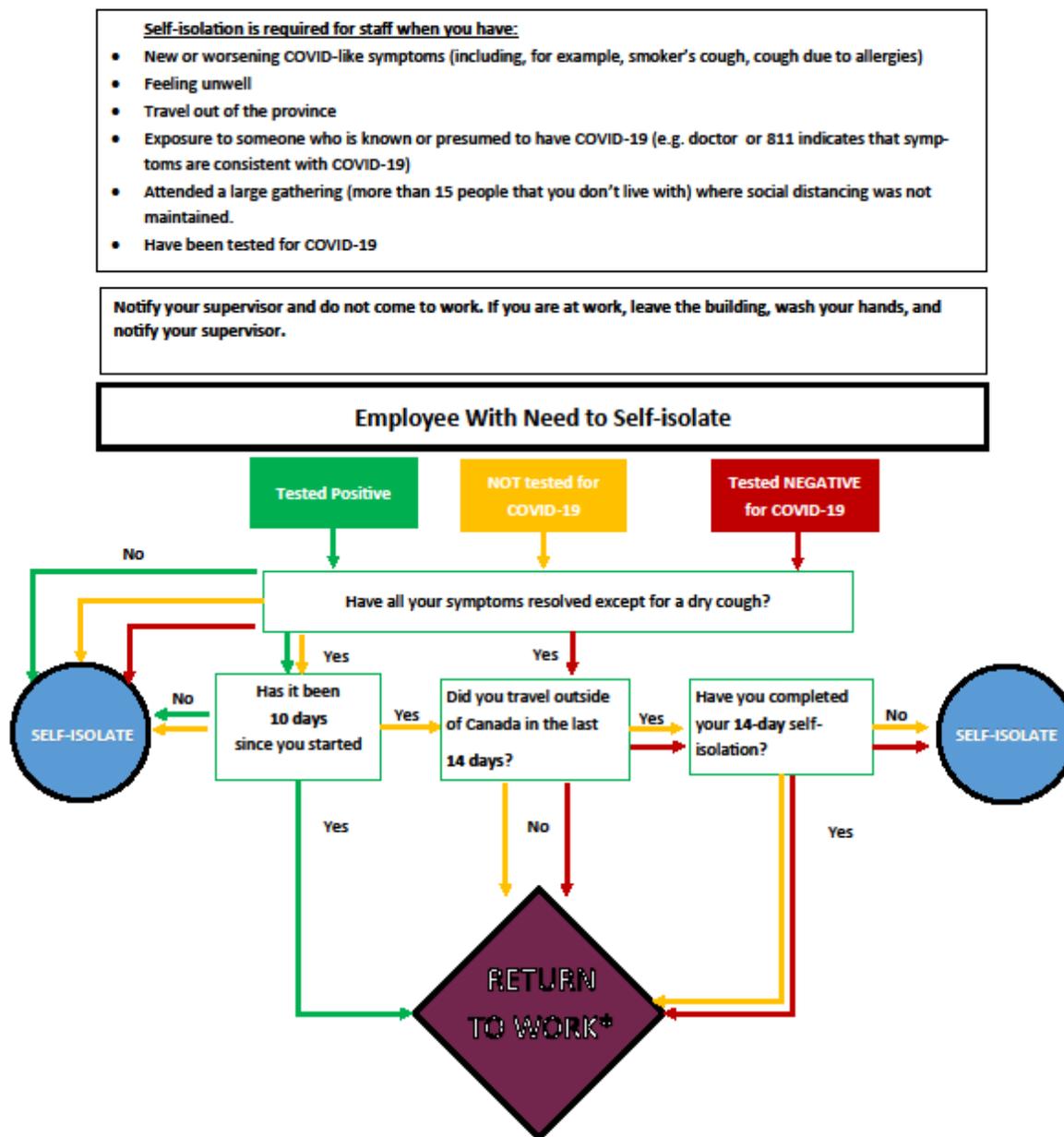
Supervisors/managers/directors take the following points into consideration before they ask an employee to attend work rather than work from home

- Has the employee been able to work effectively and productively from home?
- If not, is there a potential to increase the quality of their work through coaching or education to address the deficits?
- Is there a potential for a partial return to the workplace? For example one or two days per week?

## Appendix A: Staff self-isolation requirements



### Staff Self-Isolation / Quarantine Flowchart



\* If you have been hospitalized or have a compromised immune system the Health Director must be consulted to determine if you require 2 negative non-positive swabs prior to returning to work. Essential staff may return to work earlier once symptoms have resolved (in consultation with the Health Director).

## Appendix B: Seabird Island Staff Commitment to Daily Self-Screening



### Seabird Island

P.O. Box 650 | 2895 Chowat Road | Agassiz | BC | V0M 1A0  
(604) 796-2177 | (604) 796-3729

#### *Seabird Island Staff Commitment to Daily Self-Screening*

To minimize exposure of Seabird Island staff and community members to COVID-19, I abide by Seabird Island Safety Plan for my area and agree to screen myself before coming in to work **every day**. And, if I respond in the positive to any of the following points, I will notify my supervisor.

#### Screening questions

1. Do I have a new or worsening fever, cough, shortness of breath, difficulty breathing, sore throat, and/or runny nose?
2. Have I, in the last 14 days, returned to BC from outside the province / country? (If yes, discuss with Health Director.)
3. Have I had close contact with a person who returned from travel outside of Canada within the last 14 days? *Close contact is anything of ten minutes or more within 6 feet of another person.*
4. Have I, within the last 14 days, had close contact with someone who did or now does show symptoms or was/is a confirmed case of COVID-19 (close contact is permitted if in the capacity of my profession as long as full PPE is worn).

If I answer *Yes* to any of the above, *I am not permitted access to Seabird Island facilities.*

- a. I will notify my supervisor and self-quarantine for 14 days (unless otherwise directed by the Health Director).
- b. I will complete the COVID-19 Self-Assessment Tool to determine if further assessment is needed: <https://bc.thrive.health/>.
- c. I will call 811 or the Seabird medical clinic.

If I answer *No* to all the above, I am permitted access to the Seabird Island facility. If I develop symptoms I will notify my supervisor and leave the premises.

**By my signature, I acknowledge that I have read, understand, and agree to daily self-screening and following through with actions as indicated above.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix C: Screening questions for visitors/contractors

### Seabird Island Covid 19 Screening Protocol

Screening, to determine that a person is low risk for the corona virus, is a foundational step to ensure that everyone stays healthy. Screening of others is done by the staff member who arranges the appointment/visit.

Screening is required in all of the following circumstances

- 1) **Staff** before they attend work each day and at least once during the day (Self Screening is OK unless otherwise directed by Manager/Director and communicated in Safe Work Plan).
- 2) **Clients/community members/contractors/visitors** before they enter into community (prescreen by telephone unless they are residents of Seabird Island) and again before they enter any building
- 3) **Client and the people they live with** before a staff member enters their home (prescreen before staff leave the office) and then doorstep screen before the staff enter the home

### Screening Questionnaire - COVID-19\*\*

#### Primary Screening Question(s)

1. Do you have (or have had within the last ten days) a fever, cough, sore throat, body aches or difficulty breathing?

<b>Fever</b>	<input type="checkbox"/> <b>yes</b>	<input type="checkbox"/> <b>no</b>
<b>Cough</b>	<input type="checkbox"/> <b>yes</b>	<input type="checkbox"/> <b>no</b>
<b>Difficulty Breathing</b>	<input type="checkbox"/> <b>yes</b>	<input type="checkbox"/> <b>no</b>

<b>Date:</b>
<b>Time:</b>
<b>Visit/Service conducted?</b>
<input type="checkbox"/> <input type="checkbox"/>

#### Secondary Screening Questions

2. Have you traveled outside of the country within the last 14 days?
3. Have you, over the past 14 days, had close contact\* with anyone who travelled outside of the province?
3. Have you come in close contact\* with someone who was suspected or confirmed to have the Novel Coronavirus in the last 14 days?

\* Close contact occurs when you spend longer than ten minutes within 6 feet of another person.

## Appendix D: How to wear a mask



# Coronavirus COVID-19

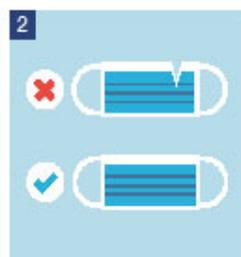
BC Centre for Disease Control | BC Ministry of Health



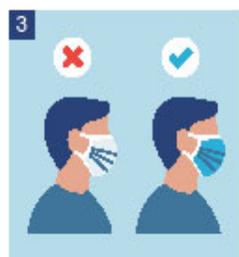
## How to Wear a Face Mask



1 Wash your hands with soap and water for 20-30 seconds or perform hand hygiene with alcohol-based hand rub before touching the face mask.



2 Check the new mask to make sure it's not damaged.



3 Ensure colour side of the mask faces outwards.



4 Locate the metallic strip. Place it over and mold it to the nose bridge.



5 Place an ear loop around each ear or tie the top and bottom straps.



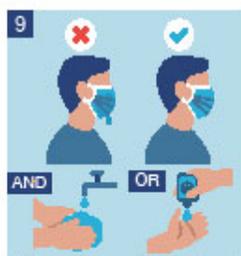
6 Cover mouth and nose fully, making sure there are no gaps. Pull the bottom of the mask to fully open and fit under your chin.



7 Press the metallic strip again to fit the shape of the nose. Perform hand hygiene.

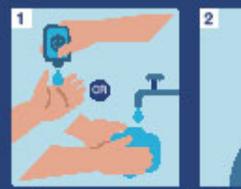


8 Do not touch the mask while using it, if you do, perform hand hygiene.

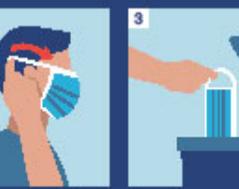


9 Replace the mask if it gets wet or dirty and wash your hands again after putting it on. Do not reuse the mask.

### Removing the Mask



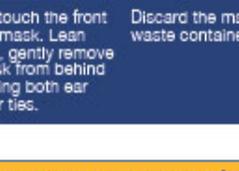
1 Perform hand hygiene.



2 Do not touch the front of your mask. Lean forward, gently remove the mask from behind by holding both ear loops or ties.



3 Discard the mask in a waste container.



4 Perform hand hygiene.



Ministry of Health



BC Centre for Disease Control

**If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.**

Non-medical inquiries (ex. travel, physical distancing): 1-888-COVID19 (1888-268-4319) or text 604-630-0300



## Appendix E: Return to work notice template



# Seabird Island

P.O. Box 650 2895 Chowat Rd, Agassiz BC V0M 1A0

Phone: 604-796-2177 • Fax: 604-796-3729

[www.seabirdisland.ca](http://www.seabirdisland.ca)

June 17, 2020

### Recall Notice for Return to Work

Dear Staff Member

This letter is to advise you that we are recalling you to the position you held prior to layoff (Two weeks notice start date).

Your first work week schedule will be \_\_\_\_\_ and we will create your work schedule moving forward when you return. Your rate of pay will remain the same prior to the layoff.

Please reach out to me if you believe that you can start at an earlier time we welcome a earlier start date.

As we face the changes in the work place to help place safety precautions in place and mitigate the risk of Covid – 19 transmission:

- Seabird Island leadership has increased the frequency of workplace cleaning procedures especially in high touch locations.
- Sanitizing station have been placed throughout all buildings and management will provide any required PPE for their department to be available to all staff.
- We have in place safe distancing practices and have added a computer based meeting format "Teams" to help everyone work and meet and safe distance and slow.

If you have been collecting Canada Emergency Response benefit (CERB), you are required to inform the federal government that you will be returning to work.

I look forward to having you back and ask if you have any questions please contact me any time

Sincerely

Manager/ Name

Email

Phone