



BC Blind Sports and Recreation Association

Return to Work - Safe Operations Phase 2 COVID-19

Effective June 2020

Introduction

The health, safety, comfort, and well-being of our members, our staff, and the community is of the utmost importance to BC Blind Sports. Staff have worked together to develop these guidelines and are encouraged to continue to share any concerns and suggestions regarding workplace safety with the Executive Director.

Health and Hygiene at Work

- Do not come to work, attend any of our program in person, or enter the BC Blind Sports office; **if you have symptoms of COVID-19** or are not feeling well. (See Protect Yourself and Others from Influenza – Pandemic Influenza Preparedness handout). A list of symptoms and COVID-19 links is on page 3 of this document.
- **Wash hands** with soap and water, or use hand sanitizer, for at least 20 seconds any time you enter or re-enter the office and before and after any use of common equipment * (See hand washing/hand sanitizing posters posted in the office).
- **Clean any common equipment*** with disinfectant before and after each use – this also includes any equipment which you may not typically use but is more commonly used by another employee.
- **Dishes** – please use your own dishes or take a set from the kitchen for your use and store them (cleaned) at your workstation for your personal use. Do not leave dirty dishes on the counter or in the sink.
- **Washroom** – Close lid when flushing the toilet, and leave the door of the washroom closed after exiting. The kitchen should not be used when the washroom in the office is in use, or has just been used.
- Each employee should remain in their **own work area** and have an inbox which is physically distant from their seating position for others to put things in to. Where possible electronic messages (e.g. phone messages) and documents should be shared.
- **First Aid** is to be performed according to WorkSafe BC's OFAA Protocols During the COVID-19 Pandemic. (retrieved June 2020 from

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en>)

Always Maintain Physical Distancing - Have at least 2 m – of physical distance from others at all times.

- Staff will maintain a physical distance of at least 2 m from each-other at all times
- Individuals other than staff should not enter the office. Should it be necessary to have someone come to the office they can be met in the lobby. (If necessary, **visitors** will have to make an appointment to come to the office and enter the meeting room only – where it is possible to maintain physical distance. Visitors will have to complete the COVID-19 Attestation before entering.)
- Disposable (non-medical) **masks and gloves** are available on the entrance table for staff or visitor use when physical distancing is not possible or at any other time you believe necessary. Masks and gloves are to be disposed of in a garbage can which has a lid such as the one in the Kitchen.

Reporting of Outbreaks

- Any outbreak at the workplace (office or programs) shall be reported to the Executive Director, WorkSafe BC, and public health authorities.
- Employees shall keep track of who they have interacted with in person in the last 14 days via a calendar, program attendance forms, or other means of recording.

Employee Level of Comfort

Employees shall keep the Executive Director informed about their level of comfort regarding travelling to and attending the office and programs.

Employees may continue to work from home or partly from home and partly from the office or programs, with the permission of the Executive Director.

***Common equipment** is equipment which is used by more than one individual (photocopier, front desk computer, phone, fax, answering machine, scanner, postage meter, kettle, microwave, fridge, sink, washroom). These items can be used if cleaned before and immediately after use, by each user. Paper towels can be used on door handles to open doors and then disposed.

Further Information and Links:

For up to date information on COVID-19 check the BC Centre for Disease Control:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

The BC COVID-19 Health App can be found here:

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

Symptoms of COVID-19

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include:

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

*Average normal body temperature taken orally is about 37°C. For more on normal body temperature and fevers, see HealthLinkBC's information for [children age 11 and younger](#) and for [people age 12 and older](#).

Symptoms can range from **mild to severe**. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. People infected with COVID-19 may also experience gastrointestinal symptoms like diarrhea, nausea and vomiting a few days after the onset of the above symptoms. If you only have gastrointestinal symptoms you may not have COVID-19.

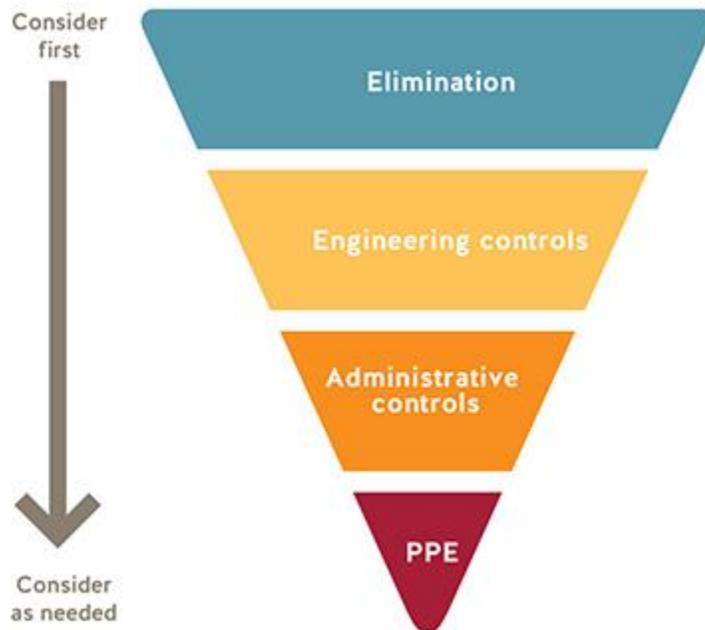
Retrieved 2020 06 12 from BC Centre for Disease Control

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

From WorkSafe BC

Selecting protocols for your workplace

Note that different protocols offer different protection. Wherever possible, use the protocols that offer the highest level of protection and add additional protocols as required.



First level protection

(elimination): Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft) from co-workers, customers, and members of the public.

Second level protection (engineering controls): If you can't always maintain physical distancing, install [barriers](#) such as plexiglass to separate people.

Third level protection (administrative controls): Establish rules and guidelines, such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.

Fourth level protection (PPE): If the first three levels of protection aren't enough to control the risk, consider the use of [masks](#). Ensure masks are selected and cared for appropriately and that workers are [using masks correctly](#).

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