

COVID-19 Procedures – September 2021

Updated Sept 2021

RESUMPTION OF OFFICE WORK DURING THE COVID-19 PANDEMIC POLICY

The following policy is to address specific health and safety requirements for the resumption of office work during the COVID-19 pandemic.

Actsafes Safety Association is committed to providing a safe environment for our employees, members, and visitors at our operating location, #140-4259 Canada Way, Burnaby BC.

- The Actsafes team will be following a hybrid rotation strategy
- The Actsafes team will comply with all applicable regulations, guidelines, and orders, from WorkSafeBC, the Provincial Health Office (PHO), and the provincial and federal governments, relating to the COVID-19 pandemic.
- Actsafes's COVID-19 response team includes the CEO, the Operations and Administration Supervisor, and the Worker Health and Safety Representative.
 - **COVID-19 Response Team Responsibilities:**
 - Plan and develop procedures and guidelines for staff and visitors
 - Regularly review the policy and procedures
 - Support the team and visitors with any questions or concerns regarding this policy and the procedures within

ACTSAFE SAFETY ASSOCIATION WILL:

- Provide employees with PPE, resources, and training required for continuing their job efficiently.
- Communicate regularly with employees, visitors, and contractors who will be accessing our premises about our COVID-19 safety protocols.
- Continuously assess, monitor, and improve our plans to meet the requirements of the most recent WSBC Regulations, PHO orders, and provincial and federal government guidelines.
- Require that anyone entering the Actsafes office will review their own health prior to entry. Anyone who has symptoms of COVID-19 or is sick should stay home and not access the Actsafes office premises. Plans and procedures set by the office building management team - Redstone Group – must be followed.

ANYONE WHO HAS SYMPTOMS OF COVID-19 OR IS SICK SHOULD STAY HOME AND NOT

ACCESS THE ACTSAFE OFFICE PREMISES

COMMON PROTOCOLS FOR ACCESSING THE ACTSAFE OFFICE PREMISES

INFORMATION FOR VISITORS, INSTRUCTORS, & COURSE PARTICIPANTS

- Anyone entering the Actsafe office will be required to review their own health prior to entry. Anyone who has symptoms of COVID-19 or is sick should stay home and not access the Actsafe office premises.

Masks & Physical Distancing

- Masks are mandatory while at Actsafe's office. Masks will be made available if needed.
- The training/meeting rooms will be set up to maintain a 2-meter distance between participants. We ask that the furniture not be moved or disturbed.
- We will be running courses at limited capacity to allow for proper physical distancing protocols, while also minimizing traffic around common areas.

New Implementations

- Hand sanitizer stations, and individual hand sanitizer bottles, will be available in all training rooms as well as in the lobby and common areas.
- Refreshments will not be made available until further notice.
- You are encouraged to bring your own water bottle so that you can avail yourself of the touchless water dispenser in the training rooms.
- Building management has placed a capacity limit of two people in the washrooms and elevators at any one time. Washrooms and elevators are used by other tenants of the building.
- Everyone is required to follow the building management protocols while accessing common areas of the building.
- HEPA & UV Light air purifiers will be operating in common areas for the convenience and safety of those in the office.
- Staff areas are off limits for visitors/instructors/course participants unless approved by an Actsafe team member.