

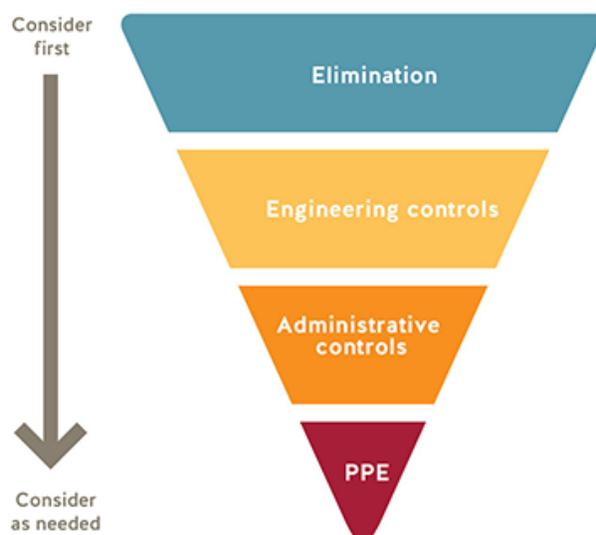
## Joint Occupation Health & Safety – Safety Plan

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The Fraser Valley Child Development Center (FVDC) is committed to providing a safe environment for all staff and clients. This COVID-19 Safety Plan has been developed in accordance of the order put forth by the Provincial Health Officer and WorkSafeBC. The Safety Plan includes an assessment of risk and policies, guidelines and procedures that have been put in place to reduce the risk of COVID-19 transmission in the workplace. It was developed in collaboration with frontline staff, the Joint Health and Safety Committee and Management. This plan will be posted in Abbotsford and Chilliwack Office as well as available on the FVDC internet.

Covid-19 is an infectious disease that spreads primarily through contact with an infected person when they cough or sneeze or when a person touches a surface or object that has the virus on it and then touches their eyes, nose or mouth. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and muscle aches or headache and may take up to 14 days to appear after exposure to COVID-19.

The Hierarchy of Controls outlined below have been used as a framework to reduce the hazard of transmission. The most effective controls are at the top of the pyramid and should be considered first in the prevention of transmission. The FVDC has implemented recommendations and protocols in each of these levels of control.



### Elimination:

Physical distancing is the most effective way to limit the potential for transmission and stop the spread of COVID-19. All staff will be required to adhere to strict physical distancing measures within the office

and in the community, including during in-person client visits unless otherwise indicated clinically. Staff will be required to maintain at least 2 meters (6ft) from each other at all times while in our office and the community.

**Engineering Controls:**

Safety measures will be engineered into our office space. A non-exhaustive list of measures we will be taking includes: installing a plexiglass barrier at reception, limiting where external visitors travel within the building, limiting elevator occupancy and directional flow on the main stairs, removing and re-arranging seating, changing the flow of how we navigate the office, staggering client appointments, putting limits on room occupancy and implementing increased and targeted cleaning and disinfecting.

**Administrative Controls:**

Administrative controls are the policies and practices we put in place to encourage overall health, wellbeing and safety. A non-exhaustive list of measures we have and will take includes: limiting the number of overall people in the office at any given time, continuing to encourage and support working remotely/ virtually with the tools, systems, supports and policies required, enhanced cleaning protocols and schedules, creating policies/procedures and education for staff and clients about the measures in place at FVDC that everyone is required to follow. Staff will not be permitted to come to work if sick and will not return until it's safe to do so. Screening protocols will be completed prior to any client or external visit.

**Personal Protective Equipment:**

The BC Center for Disease Control says that masks should be used by sick people to prevent transmission to other people. Masks are an appropriate part of infection prevention and control and acts as a barrier and helps stop the tiny droplets from spreading when you cough or sneeze. Using a mask is not enough and should be combined with other preventative measures such as frequent hand washing and physical distancing. If you are healthy, wearing a non-medical or cloth mask or face covering will not prevent you from getting COVID-19 but can be a choice if there is not the ability to physical distance.

Staff will not be required to wear a mask to perform their general duties at FVDC. We will be prioritizing the stronger public health and infection prevention measures such as physical distancing, cleaning, hygiene, strict enforcement of screening practices prior to client visits and strong reliance on staff working from home or staying home when they are unwell. Staff will not be discouraged from wearing their own masks if they wish to do so.

For client visits at the office and in the community PPE requirements will vary depending on the situation. If close contact is prolonged and clinically indicated, staff will be required to wear PPE to protect themselves and the client. The type of PPE required will depend on the intervention but could



include gloves, a mask and eye protection. Education for donning, doffing and cleaning PPE will be made available to staff.

**Education and Training:**

All staff at FVCDC will be provided education and training regarding the new Policies and Protocols surrounding the Safety Plan and COVID-19. Training will include but is not limited to: information on COVID-19 modes of transmission and symptoms; new protocols/ policies in place for the work space and person-to-person interaction, Hygiene and Cleaning and also the proper use of PPE (when to use, don/doffing). The training will be reviewed if there are any changes to the COVID-19 Safety Plan and its accompanying Policies/ Protocols.

**Plan Evaluation:** This Plan and its accompanying Protocols and Policies will be evaluated on an ongoing basis and will be updated as other information becomes available or new orders or recommendations are received from the Provincial Health Officer or WorkSafe BC.

**Conclusion:**

The COVID-19 Pandemic continues to be an evolving situation and requires patience and commitment to do our part to help lower the curve and risk of exposure. FVCDC is committed to doing our part in reducing the risk while still providing the valuable services needed by the children and families we support.

