

COVID-19 Recovery: Public Health and Infection Control Key Principles & Safety Plan For Stand-Alone Administrative Offices

Updated: 17 September 2021

Please follow Public Health guidelines and Infection Prevention and Control principles when planning your recovery efforts for stand-alone administrative offices. For more information, please visit <http://www.vch.ca/covid-19> or the IPAC website at <http://ipac.vch.ca/Pages/Emerging-Issues.aspx>.

Please note: amendments to this document will occur as COVID-19 recovery phases evolve.

Name of Site:	
Address:	
Name of Program:	
Date of Creation / Last Review:	

To create your COVID-19 Key Principles & Safety Plan, please follow the instructions below:

1. Review each of the element in this document with a JOHSC member/safety representative or if not available with a frontline staff member.
2. Within the coloured box mark **“Y”** if the facility/department/program plan to implement the recommendation and N/A if not applicable. Complete any check boxes or blank fields as required. Provide brief comments to describe the implementation at your site. *You may refer to other documents with more detail where applicable.*

Examples:

Facility Staff/Medical Staff/Volunteers should be encouraged to clean and disinfect their own work space following the IPAC Guidelines .	Y
Facility Staff/Medical Staff/Volunteers should be encouraged to clean and disinfect their own work space following the IPAC Guidelines .	N/A

3. Communicate your safety plan to your team and post in an area that is easily accessible. **The safety plan must be posted as per the PHO order (i.e. on the OHS Board).**
4. A copy of the completed Key Principles & Safety Plan must be sent to EmployeeSafety@vch.ca to retain as a record.

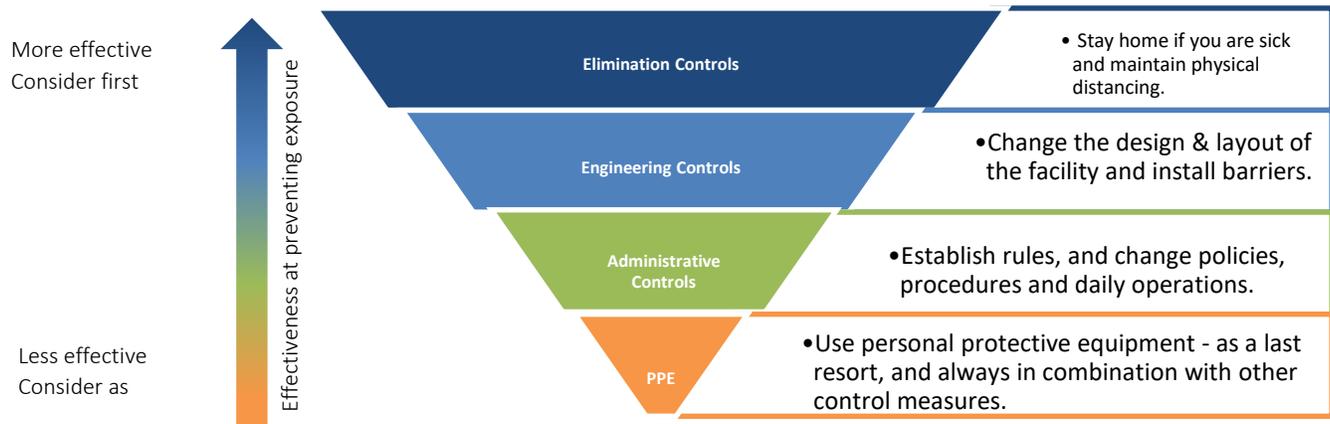
Quick Reference:

1. [Personnel/Staff/Contractors](#)
2. **External Visitors**
 - a. [Receiving visitors](#)
3. **Equipment/Supplies/Environment**
 - a. [Elevators and stairwells](#)
 - b. [Cleaning and disinfecting administrative office suites and common areas](#)
 - c. [Layout and flow](#)

One part of developing your COVID-19 Safety Plan is identifying protocols to keep workers safe. Consider the elements below as you develop the plan for your workplace.

These elements are not a list of requirements; however, they should be considered and implemented to the extent that they address the risks your workplace. You may need to identify and implement additional protocols if the protocols suggested here do not sufficiently address the risk to your workers.

The elements have been divided into leveled measures of precautions each having an increasing level of effectiveness. Please refer to the color legend below:



1. Personnel/Staff/Medical Staff	
Staff should not come to work with when ill. Staff that become unwell during work to follow IPAC process for handover and report to supervisor/Provincial Workplace Call Centre.	
Staff/contractors must perform frequent hand hygiene in accordance with the BC CDC recommendations on hand hygiene	
Respiratory etiquette should be followed, such as coughing and sneezing into the elbow, avoid touching the face, mouth, nose, eyes and if applicable, mask.	
Staff/contractors should be encouraged to clean and disinfect their own work space following the IPAC Guidelines and to de-clutter and minimize equipment and supplies so effective environmental cleaning can be achieved.	
No sharing food.	

2. External Visitors	
Receiving visitors	
Meeting organizer must remind visitors to not come into the office if experiencing any COVID-19-like symptoms as per the below. Signage should also be posted to the same effect	
<ul style="list-style-type: none"> ○ Fever ○ Cough: new or worse than usual ○ Shortness of breath ○ Diarrhea ○ Nausea and/or vomiting ○ Headache ○ Runny nose/nasal congestion ○ Sore throat or painful swallowing ○ Loss of sense of smell ○ Loss of appetite ○ Chills ○ Muscle aches ○ Fatigue 	
At arrival, visitors should perform hand hygiene.	
Visitors should respect other's personal space.	
Throughout the visit, respiratory etiquette should be followed, such as coughing and sneezing into the elbow, avoid touching the face, mouth, nose, eyes and, if applicable, mask, and immediately performing hand hygiene.	
Visitors should perform hand hygiene before leaving the office and building.	
Visitors may choose to wear their own mask based on personal preference. Masks are not required and not provided by VCH.	

3. Equipment/Supplies/Environment	
Only Certified Guide or Service animals should be allowed to the facility	
HVAC systems should be examined to reduce recirculation of air in both clinical and non-clinical areas.	
Cleaning and disinfecting administrative office suites and common areas	
All personal belongings should be removed from meeting rooms and other common spaces after use. If clearing objects left by other users, hand hygiene should be performed immediately after.	
Administrative offices and common areas such as reception desks, lounges, lunch rooms, meeting rooms, hallways and washrooms should be cleaned and disinfected on a regular basis (as defined per	

local contracts), and when needed. High touch surfaces such as handrails must also be cleaned and disinfected on a regular basis.	
The frequency and who conducts cleaning activities will be defined by local EOCs and local contracted partners in consultation with Public Health and Employee Health.	
<i>Layout and flow</i>	
Non-essential items (remote control, magazines etc.) should be removed from common areas.	
Recommend using automatic door plates, where available. Where not available and access control is not a concern, consider propping the door open during operating hours to reduce contact.	
Hand hygiene stations should be available at all entrances and exits to the office suite and be easily accessible.	
<input type="checkbox"/> Action: Ensure appropriate hand hygiene supplies are in place and are maintained	

4. Other elements implemented (*as applicable*)