

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

Updated: 3 June 2020

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.

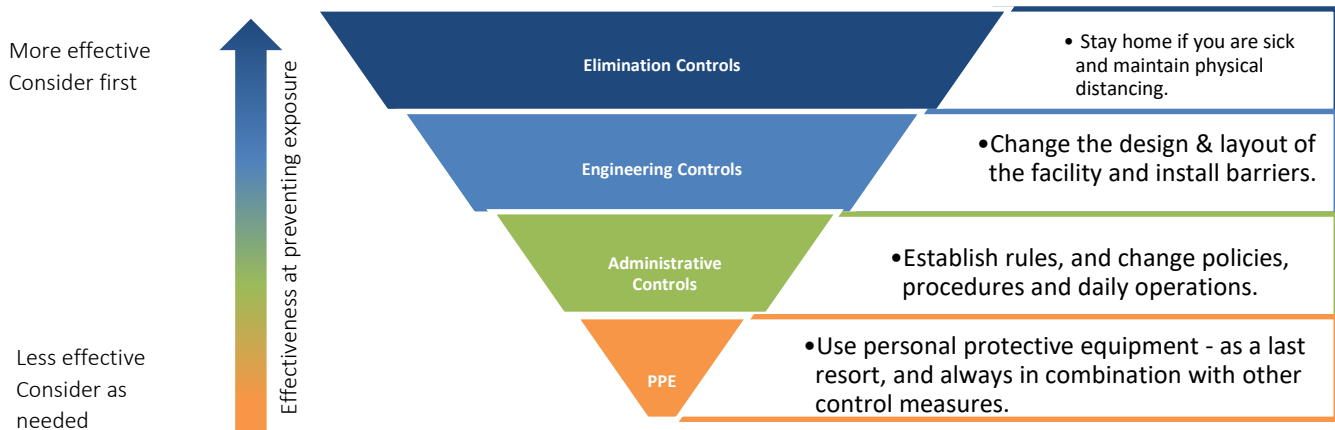
Quick Reference:

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	
Personnel should be minimized where feasible to reduce the number of interactions in the workplace	
Staff should not come to work when ill. Staff that become unwell during work to follow IPAC process for handover and report to supervisor/Provincial Workplace Call Centre.	
Team meetings and in-person interactions should be replaced with virtual options, as much as possible. If not possible, maintain physical distance and limit duration to minimize exposure risk.	
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.	
Arranging in-person meetings at alternate locations is subject to the same recommendation that all participants follow physical distancing.	
Staggered work weeks and working from home should be encouraged whenever possible, particularly if physical distancing (two metres) cannot be maintained consistently in the office space.	
Staff/contractors should limit the exchange of papers, shared pens and other office equipment. Where not possible, equipment is cleaned before and after use	
No handshakes and any other physical contact with others.	
No sharing food.	
Staff/contractors should limit the use of shared reusable cups, dishware and utensils unless it can be cleaned with a dishwasher.	
For the most up-to-date recommendations on dress guidelines, refer to the IPAC document for Administrative Staff .	

2. External Visitors	
To reduce the flow of people in the office, virtual and telephone meetings should be prioritized over in-person visits. External partners and clients conducting business with the office should be provided with alternatives to in-person meetings.	
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 	
Visitors should bring their own equipment and supplies, such as pen, paper and meeting support materials.	
A record of visitors that have entered the office should be kept	

At arrival, visitors should perform hand hygiene.	
Alternative solutions to visitors waiting in the office should be considered. Some can include: text message and/or call when visitor is ready to be seen.	
Visitors should maintain physical distancing throughout their visit as much as possible, even when wearing masks.	
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.	
<i>Elevators and stairwells</i>	
Physical distancing should be encouraged in elevators. - Elevator occupancy number will vary according to size of the elevator and physical distancing requirements. The capacity for elevators will be defined by local EOCs in partnership with Public Health and Employee Health. • Recommendations to consider: ▪ Small elevator- 2 people maximum ▪ Large elevator- 4 to 6 people maximum ▪ Masks can permit increased occupancy <input type="checkbox"/> Action: Place posters to remind of elevator etiquette, physical distancing and place floor layout in the queue line and inside the elevators to guide users.	
Encourage staff who are able to use stairwells and maintain physical distance to reduce elevator crowding.	
<i>Cleaning and disinfecting administrative office suites and common areas</i>	
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	

Reception areas and hallways should have visual cues to assist in physical distancing (two metres) and if possible, one way directional flow.	
Seats in shared spaces such as waiting rooms, lunch rooms and lounges should be spaced to maintain physical distancing (two metres). - If this is not possible, tape off enough seating to maintain two metres of separation, or consider staggered breaks or alternate break areas.	

4. Other elements implemented (*as applicable*)