

Policies during COVID-19 Pandemic Times: In Effect Until Rescinded

Health Checks

- All employees must complete an employee health check upon entering the office for the day.

Illness and Return to Work

- Anyone who has had symptoms of or associated with COVID-19 in the last 10 days must self-isolate at home.
- Anyone who has been identified by Public Health as a close contact of someone with COVID-19 or anyone directed by Public Health must self-isolate.
- Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms
- Falling sick at work: Sick employees, employees that have *any* of the symptoms associated with COVID 19 as described on the health check poster, should report their sickness to their manager immediately. If their manager is not available, they should report their illness or symptoms to the member of the Leadership Team who is the “Go to” person for safety protocols. Sick employees will be asked to wash or sanitize their hands, provided with a mask, and isolated. The employee will be asked to go straight home, consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation.
- If the worker is severely ill (e.g., difficulty breathing, chest pain), the manager or others will call 911.
- After the employee leaves the office, the Building Manager will clean and disinfect any surfaces that the ill worker has come into contact with. If the Building Manager is not available, those places/surfaces that the ill employee has come into contact with will be shut down until they can be cleaned and disinfected. If the Building Manager is not available to shut the space down, the ill worker’s manager must mark the area as shut down

until the Building Manager can be reached and can be cleaned and disinfected. If the employee's manager is not available to do this, the "Go To" person for the day is to be contacted and that person is to provide for the areas to be shut down.

- Any employee who has been ill cannot return to work until a negative COVID test has been received or the employee's physician has confirmed in writing that the employee may return to work.

Tenants

- Tenants needing to enter the Synod Office workspace are to be treated as visitors to the space. They must complete the health check, provide contact information for possible contact tracing, sanitize their hands and wear a mask if entering the space. The Building Manager will brief all tenants on this process and procedure. If an employee sees a tenant entering the space in an unauthorized manner, the employee should call the building manager.

Aggressive Behavior or Violence

- Any potential visitor to the Synod Office who engages in threats to the safety of an individual or the Office as a whole and its protocols is to be refused admission to the Synod Office. If the individual cannot be calmed, the employee should call the Building Manager. Failing this being effective, the "Go To" person for the day is to be called. Should the person represent an urgent or potentially physically violent threat, the employee should call 911. The number to be called for the police when an immediate response is not required is 604.717.3321. For more information on risk assessment and avoiding workplace violence, employees should consult the WorkSafe BC resource "Take Care: How to Develop and Implement a Workplace Violence Prevention Program," included with these materials.

Working from Home

- All employees who work from home should assess their homes for any hazards and report those hazards to their manager. Those working from

home must also assess their working conditions from an ergonomic perspective and communicate with their manager about any needs they may have for ergonomic issues to be addressed. Please use the resource provided by WorkSafe BC on setting up a workspace at home entitled “(provided with these materials).

- All employees who work from home must report any work-related accidents immediately to their manager.
- All employees who work from home should have an evacuation plan should their home become unsafe.
- All employees who work from home should have contact information for their manager and for the “Go To” person assigned for the day should they need to reach either.
- All employees who work from home should have a check-in plan with their manager that they develop jointly with their manager.

Working Alone

- Those working alone from the Synod Office should be sure that all doors remain locked and that, if driving, that they park in a well-lit place.
- When only two people are working in the Synod Office, when the next-to-last person departs the office, he/she/they will inform the other person that he/she/they is leaving. When someone arrives at the Synod Office for work and is aware that one other person is also working in the office, the most recently arrived person will inform the other that he/she/they have arrived for work.
- Any employee who works alone in the Synod Office should keep the number of the Building Manager and the “Go To” person for the day available in case of any threat to their health and safety.

Ongoing Assessments and Training

- At the monthly staff meeting, the staff will review major protocol areas and assess both how we are all doing in following safety protocols and identify any areas that need additional attention or changes.
- All policies and protocols will be reviewed a) when the PHO issues new orders and b) at least once a month in a weekly Leadership Team meeting., making use of the “Reviewing and updating your COVID-19 safety plan: A guide for employers” from WorkSafe BC.
- The employee’s manager is responsible for orienting and training any new employee to the Synod Office COVID-19 safety protocols and policies.

Resolving Safety Issues

- An employee who has concerns or issues about safety should communicate their concerns to their managers and, if necessary to the member of the leadership team assigned as the safety protocol "Go to" for the day. If after consulting these persons, the matter is not resolved, "the worker, and the supervisor or the employer much contact WorkSafe BC at 604 276-3100" for assistance with resolving the matter.