

Simon Fraser Student Society/Joint Health & Safety Committee (JHSC)

Safety Plan - Responding to COVID-19 Together

SEPTEMBER 2020 - CURRENT COVID IMPACT SCALE - High (H2)

The SFSS Joint Health & Safety Committee (JHSC) intends this document to be a responsive and evolving resource that identifies and addresses the health and safety of Society staff.

For definition purposes, the use of the term “staff” shall include permanent and part-time staff, Board members, volunteers, and any other persons conducting work on behalf of the SFSS.

The procedures and practices defined here include and extend to our satellite spaces: Out on Campus and the Womens’ Centre as well as our SFU Surrey spaces - all of which are embedded within space controlled by Simon Fraser University and are in compliance with their COVID-19 protocols.

This document draws from, and conforms to, the requirements and recommendations laid out by Worksafe B.C. and Simon Fraser University.

1. Workplace / Office / Student Union Building Space Assessment

The JHSC involved staff and Board members to help identify areas where people congregate, locations of interaction with the public, shared equipment and surfaces that involve multiple touches.

2. Risk Reduction Protocols

In consideration of Worksafe recommended levels of protection - Elimination, Engineering Controls, Administrative Controls and PPE - the SFSS has implemented the following:

Elimination:

- The majority of staff are working remotely.
- Offices are closed to the public.
- Regular, member facing, in-person services have ceased and been replaced, where possible, by remote service.
- All meetings are now being hosted on digital platforms.
- Communal staff room is closed.

Engineering Controls

- Unnecessary as all in person services have been suspended
- No essential staff are required to work in close quarters

Administrative Controls

- Staff must not attend the office unless required to complete an essential task.
- Any staff who do attend the office must adhere to all directional signage in common areas and restrooms.
- Staff must complete the COVID tracking log prior to attending the office.
- Staff must not attend at the same time as a colleague unless it is to complete an essential task.
- Desks for any essential workers who overlap have been spaced at least 2 metres apart.
- Staff do not share workstations; computers are for single staff only
- All staff must self assess before attending site on any given day; any staff who are experiencing cold or flu-like symptoms, have been outside of the country in the last 14 days, or have had close contact with any positive or presumptive positive covid case must not attend the office and should immediately inform their supervisor for further instruction.
- All staff must wear a face covering in building common areas. Staff must also wear a face covering when it is not possible to maintain 6ft distance from another individual on site.
- Staff are encouraged to wash hands regularly and hand sanitizer is available in all occupied office spaces.
- Staff have been alerted to high touch points and employ a 'clean in/ clean out' practice when in contact with equipment, doors, switches, etc.
- Staff room and all meeting spaces are closed.
- SFU (in our current building) has implemented social distance signage in common areas.
- SFU has posted Security personnel and a contact tracing sign in procedure in our building.

PPE

- Staff who attend the office are required to utilize a face covering in all common areas.
- Masks, wipes and hand sanitizer are available in an office central to Society space. Supplies are also maintained within separate office spaces
- Staff are required to utilize a face covering when completing any task in a common area or within 2 metres of another individual.
- All staff have been sent information on the correct use of masks and other relevant covid safety information as it becomes readily available.

Cleaning Protocols

- As our leasor, SFU is responsible for cleaning levels and hygiene levels in common areas like washrooms etc.
- Extra cleaning supplies are in abundance in the occasionally occupied spaces.
- Staff are encouraged to implement the 'clean in and clean out' protocol when they do attend the office for essential tasks (wipe down/disinfect before and after use of any 'common touch' items: door handles, light switches, office equipment, etc.)
- Extra cleaning can be requested at any time via their supporting manager.

3. Policy Development

Staff have been notified and are reminded on a regular basis of the practices and protocols required to keep them and their coworkers safe. This includes:

- Anyone with COVID-19 symptoms in the previous 14 day period is restricted from our buildings and offices.
- Staff directed by Public Health to self-isolate are likewise directed to remain absent from the workspace.
- Those who arrive from outside of Canada are instructed to self-isolate for 14 days.
- We have 'Working from Home' protocols to support the health and wellbeing of staff.
- Essential staff working alone are supported by SFSS Personnel Policy 34: Safely Working Alone Policy.
- If at any time, maintenance of physical distancing appears challenged, we will implement a 'pod' approach for those staff who have simultaneous essential tasks, who will remain 2 metres apart.

In addition, in the case where staff start to experience cold or flu-like symptoms:

- If an essential worker is on site, report to a supervisor.
- If appropriate, staff are made aware of resources such as the [BC COVID Self-Assessment Tool](#), or the COVID telephone support line, 811.
- If unable to immediately and safely leave the workplace, staff are asked to sanitize, don PPE and isolate while awaiting appropriate transportation.
- In the case of severe symptoms (chest pain, shortness of breath), staff, a coworker or a supervisor should call 911.
- Initiation of a thorough deep cleaning of all surfaces and touch points the infected staff has contacted.

4. Communications Plans & Training

We have taken steps to ensure that staff are aware of the steps to keep themselves and others safe if and when they are required to attend the workplace.

- Staff have been trained and supported on workplace policies and procedures.
- We have distributed staff policies for staying home if sick.
- Appropriate signage has been printed and installed and is regularly monitored and refreshed as needed.
- As our leasor, SFU has posted relevant signage noting restrictions.
- Supervisors are monitoring and supporting staff with communication around policies and procedures, including the importance of maintaining current knowledge.
- Information documentation is distributed by email, in staff meetings and stored in a shared, digital "Records" folder
- Infographic (appendix i. COVID - 19 Safety)

5. Monitoring and Updating Workplace Plans, Policies and Procedures

Even with an imminent move to a new, 5 floor building, we expect that the majority of our current protocols - closed building, suspension of in person services, working from home, etc - will transfer with us.

We will, however, in concert with the JHSC, monitor and respond to new requirements and evolving risks as they present themselves. We will regularly update staff about new procedures including adding resources as they come available and reminders about who to go to with safety concerns.

There is currently a Covid-19 SUB Working Group planning for the transition into the new building.

6. Assess and Address Risks for Resuming Operations

The Board of Directors passed a motion not to resume any form of member facing services, to maintain a 'locked up' protocol for the new Student Union Building and to maintain a work at home protocol until at least November 1, 2020. Further review and assessment of the evolving health situation will be conducted prior to that date.

Projected operations in the new Student Union Building:

A JHSC COVID-19 working group is focusing on the safe transition of all these protocols into the new building, including detailed safety procedures in the following categories:

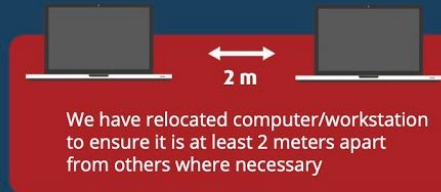
- Building Access
- Workplace Operations
- Workstations
- Communal Spaces
- Cleaning Protocols
- Guests & Visitors by Stage
- Outside Visitors
- Deliveries
- Transportation
- Elevator Use

COVID-19 Health and Safety

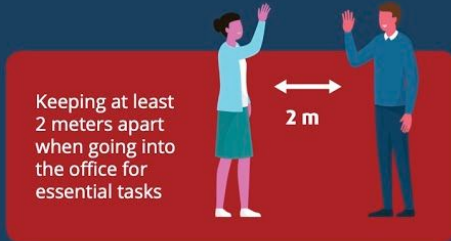
The following is what we are doing to ensure our team can continue to work safely:



Enabled our team members to work remotely by providing laptops where possible, access to remote desktop connections, and a guide to help our staff set up a safe and productive home workspace



We have relocated computer/workstation to ensure it is at least 2 meters apart from others where necessary



Keeping at least 2 meters apart when going into the office for essential tasks



We implemented a Campus Visit Log for staff who may decide to come to the offices to ensure contact tracing and no two people are in the same space at the same time



There are disposable masks available, we encourage anyone coming into the office to use them



We are providing our team members with sanitizers, wipes and disinfectants when they visit the office to ensure proper cleaning and sanitization



We've temporarily closed our offices to the public to reduce spread from visitors and moved as many services as possible online



Communal spaces such as lunch room and meetings rooms are closed temporarily to reduce the spread of the virus



Reminding staff that anyone with symptoms must stay home and notify their supervisor or manager

sfss.ca/sfss-covid-19