

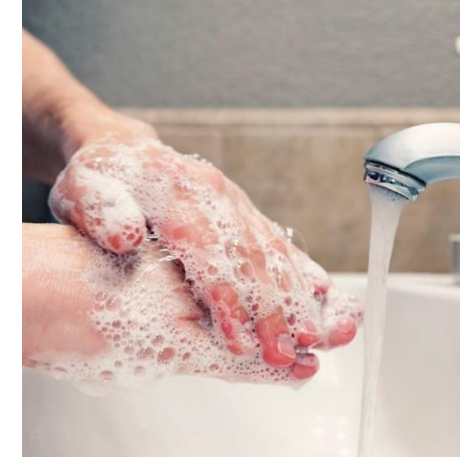
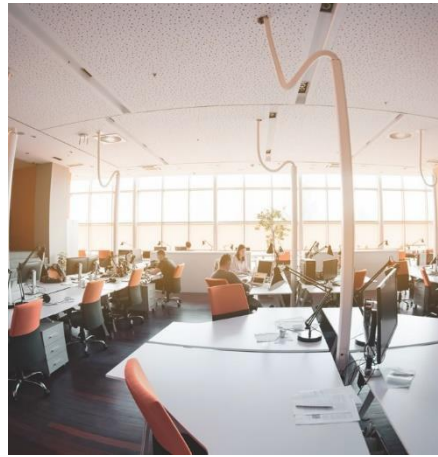


Pandemic Workspace Policy

Updated April 20, 2020

All public health adapted recommendations are current to this date.

Community Fire Prevention
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Port Coquitlam, BC
V3C 6P4



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This document was created in response to the COVID-19 pandemic that started in early 2020. It is updated frequently as the situation changes and evolves, with the recommendations from B.C. provincial public health officers and the Vancouver Coastal Health Chief Medical Health Officer and guidance from the BC Centre for Disease Control and the World Health Organization (WHO). The precautions and knowledge that come out of this pandemic will help to prevent future ones. In the case that another pandemic should affect the world, Community Fire will use this document to assist in future back-to-work plans.

Workplaces are naturally a place of increased risk of infection and transmission of viruses, both novel and common. We are close together, touching surfaces, chatting at the water cooler, etc. It is important to assess the workplace to see what kinds of risks are posed that could potentially enhance the rate of transmission, and to find solutions to decrease your risk.

This is Community Fire's attempt to mitigate illness-related risks in our workplace and in the field. If you have any questions or concerns about coming back to work with these guidelines in place, please contact a member of our Occupational Health and Safety Committee.





COVID-19 Screening and Considerations



Symptom screening

Symptoms of illness in pandemic situations may differ from one another, or they may be the same. The information in this policy under symptom screening will be adapted for each specific pandemic as follows:

COVID-19 (SARS-CoV-2)

The known symptoms of COVID-19 infection are very similar to the symptoms of other common respiratory illnesses like the cold and the flu. If you have any of the following symptoms, please notify your direct manager:

- Fever (≥ 38.0 C)
- Chills
- Cough
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Shortness of breath
- Fatigue
- Muscle aches
- Headache
- Nausea/vomiting
- Diarrhea

Community Fire has implemented a Daily Health check that must be completed daily.

The link can be found at <https://forms.gle/qsAVPrPwSDGgfw6Y9>

If you have any of these symptoms, you are not permitted to come to the office for any reason, and arrangements will be made to support you in working from home when you feel well enough to do so.

It is expected that you will self-isolate and work from home or take formal sick leave for a minimum of 10 days according to public health guidelines.

Quarantine vs. self-isolation

Different jurisdictions have different definitions of self-isolation and quarantine. In B.C., self-isolation is the opportunity given to us to isolate at home. Self-isolation means you stay at home and avoid situations where you could come into contact with others. It means you don't go to work, school, or public areas, you do not use public transport or taxis, and your friends, family or neighbours help deliver medications, groceries, or other things that you need to stay at home. Should you need to seek medical care, you should wear a mask or face covering to see a doctor or to go to an emergency department. If you are unable to self-isolate, you may need to be quarantined at a designated quarantine centre, especially if you are returning from recent travels and do not have a self-isolation plan.

BCCDC guide to self-isolation:

<http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation.pdf>

If you develop symptoms while at work

Put a covering over your mouth (a mask, scarf, bandana, etc.), notify your direct manager immediately, tidy up your belongings, and go home. Once your manager has reviewed protocol they will then discreetly disinfect

your station to reduce the need for you to touch more surfaces. If you have a mask and gloves to wear, you're welcome to clean up your own desk.

If you feel sick, you may want to consult your family doctor or, if you don't have one, consider attending the urgent primary care centre closest to you.

What about seasonal allergies that cause a runny nose?

We understand that many people get regular seasonal allergies, especially in the spring and summer. It may be difficult to differentiate an experience of allergies from mild symptoms of COVID-19. In such cases, we would like you to have a discussion with your direct manager to assess whether you can come into the office or observe a waiting period before you can return to the office.

When can I come back to work?

This will be assessed on a case-by-case basis using public health guidelines.

Symptom resources:

1. BC COVID-19 Self-Assessment Tool: <https://bc.thrive.health/>
2. BC only: 811 line to speak with a nurse if you are experiencing mild symptoms or have questions.
3. BCCDC – How to self-isolate: <http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation.pdf>

Community Self-Isolation Guidelines, **April 29, 2020**: *COVID-19 cases managed exclusively in the community can be cleared from isolation and considered to be no longer infectious when all of the following criteria are met:*

- A. *At least 10 days have passed since onset of symptoms, AND*
- B. *Fever has resolved without use of fever-reducing medication, AND*
- C. *Symptoms (respiratory, gastrointestinal, and systemic) have improved*

Coughing may persist for several weeks and does not mean an individual is infectious and needs to self-isolate.



COVID-19 testing

We recommend that if you have any symptoms that are concerning for COVID-19, you call your family doctor or walk-in clinic to find out if they offer testing for COVID-19. You can also attend a testing centre, which can be found here:

<https://experience.arcgis.com/experience/3862560c5a41418e9d78f4f81688e9d0>



COVID-19 negative test

We know that currently the sensitivity of the COVID-19 test is not 100%. What this means is that it cannot detect all COVID-19 cases, so there is a possibility that the test is a false negative. What this means for you is that:

1. On a weekly basis, we will continue to follow public health recommendations on returning to work to ensure everyone's health and safety.
2. If you have symptoms, you will continue to work from home.
3. If you have any positive COVID-19 contacts, you will continue to work from home for a minimum of 10 days or as public health officers recommend (if different).
4. If you have only a residual cough and no other symptoms and have been assessed to be safe to return to work, you must wear a mask until your residual cough is resolved.



COVID-19 positive test

What if I have a household contact/roommate who has tested positive for COVID-19?

Anyone with a household contact who has tested positive for COVID-19 should self-isolate for 14 days as per public health guidelines. If you develop symptoms during this time, you should get tested for COVID-19 and then isolate for a minimum of 10 days until symptoms are resolved.

What happens if an employee or a contractor tests positive for COVID-19?

For anyone who tests positive for COVID-19, we ask that prior to returning to work they have their family doctor provide a medical note confirming that they are safe to return to work.

Who is affected if an employee or contractor tests positive for COVID-19?

Anyone who has been in direct contact with the individual confirmed positive is considered exposed. Direct contact means that you have spent more than five minutes within six feet (~two metres) of that individual.

Anyone considered to have been in direct contact with an individual who has tested positive for COVID-19 will be asked to immediately contact their doctor on testing protocols and inform their manager. A determination will be made at that time regarding the appropriate level of protocols to be enacted. If you develop any symptoms during a 10-day period, please advise your direct manager immediately and do not come to work.

After 10 days, if no symptoms develop, protocols enacted will no longer be required.





Health concerns

In general, if anyone has health concerns that make them particularly vulnerable or worried in regards to COVID-19, please bring them up with your direct manager. It remains important to us that, if you feel uncomfortable working in the office, we make efforts to address your concerns. We will work with you to find a solution.

What if I am pregnant?

At this time, according to public health guidelines, there is no evidence to suggest that women who are pregnant or their fetuses are at greater risk of COVID-19. Please ensure that you practice good hand hygiene and remain physically distanced when at work.

What if I am immunocompromised or fall under the “at increased risk” category?

At this time we are encouraging our Office Staff to work from home when possible with the exception of those designated as Essential. If you are working in the office, you may want to increase your use of personal protective equipment. Please ensure that you practice good hand hygiene at work. The Daily Health check must be completed each day before entering the office.

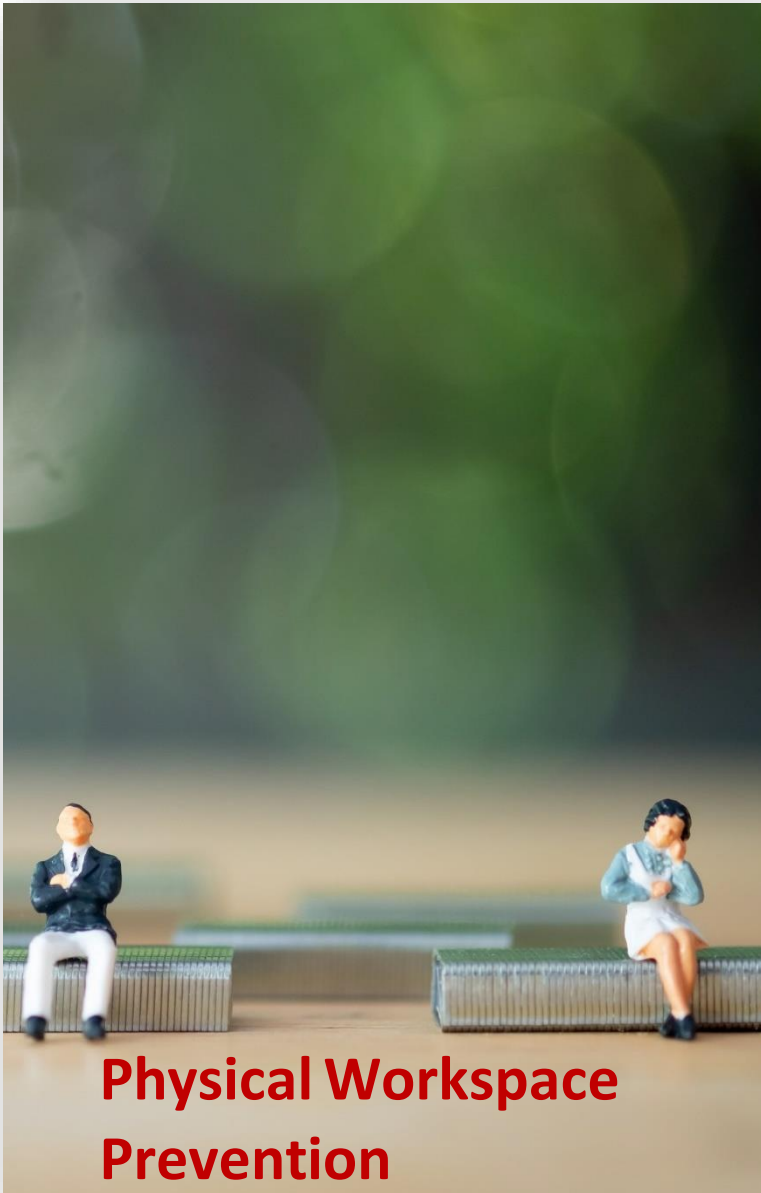


Vaccinations

We do not have a mandatory vaccination policy. However, we do recommend that employees and consultants try to stay up to date with their vaccinations. This includes:

- Reviewing if they have received all childhood vaccinations
- Reviewing the following adult booster vaccines:
 - Measles, mumps, rubella
 - Tetanus, diphtheria, and pertussis (Tdap)
 - Tetanus (every 10 years)
 - Annual influenza
 - Pneumococcal (if you are at risk)





Maximum capacity

Office maximum capacity: 25 people

The following capacity chart is for maximum capacity separately, not combined.

Location	Sitting capacity (persons)	Standing capacity (persons)
Upstairs offices	12	12
Upstairs - Board Room	4	4
Upstairs - Kitchen & Seating area	2	2
Downstairs - Reception	1	3
Downstairs - Kitchen	4	4
Downstairs office	3	4
Downstairs training room	4	4
Stairs & hallways	1 person at a time; no passing	

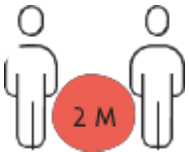


Building entry

Upon entering the building, you will be instructed to immediately sanitize or wash your hands in the kitchen or bathroom sink, without touching anything on your way there. Proper hand washing is essential in combating viruses, so please refer to the Hand Hygiene section below.

If you do not have a key to the building, and you need to be let in, please knock and someone will assist you. Stand two metres from the door and wait for them to unlock it, and retreat from the entry before coming in.

Once you have sanitized or washed your hands you can proceed to your work station.



Physical distancing while at work

Physical distancing does not end when you enter your workplace; it remains essential and effective in reducing infectious disease transmission throughout the workday. In order to operate under physical distancing guidelines, people must be at least two metres away from each other at all times. This means that some behaviours are currently suspended.

Unfortunately, we'll need to refrain from engaging in the following activities while at work:

- Handshaking
- Hugging
- Walking close together
- Catching up with a co-worker next to their desk

We have established a capacity for sitting or standing room in each section of the building based on calculations made for the area of our office. We are very fortunate to be situated in a building that is quite spacious and provides for a lot of open space which, apart from being generally nice to work in, actually helps to decrease the chance of spreading infections.

As our building is not open to the general public like a mall store is, all individuals who enter are required to abide by this policy and maintain the safety of our space. Lines on the floor in front of reception will indicate a safe distance to stand from our reception team. A cover for the debit machine will be provided so it can be sanitized. Gloves will be provided for all who will be handling extinguishers for servicing. If management identifies any individual to be purposely disregarding the Pandemic Workspace Policies outlined here, they will be asked to leave the premises immediately, and their behaviour will be documented and, if applicable, discussed with their direct manager. If they exhibit a serious lack of concern for others' safety, they will not be allowed back into the building unless an agreement is reached.

Please keep in mind that our workplace may have individuals who could be at higher-risk of having a serious COVID-19 infection; just because someone looks healthy does not mean they are not compromised.

It is important to remember that we are all in this together, and our individual actions create a safe space for all.

Should you need to exit or enter a room where others are, please keep your distance and, if possible, walk around the perimeter of the room to get to the other side.

If you find yourself in a situation in which you will be taking over your colleague's computer to help solve a problem or to communicate a solution, please sanitize your hands before and after entering their workspace.



Use of common spaces

Common spaces will need to be used with caution, and only when absolutely necessary. Mainly, you'll want to avoid touching surfaces unnecessarily, spray things down after use, and keep a safe distance from others. If you see someone entering or exiting a room, give them space to do so. When moving from one common space to another, wash your hands in between. Hallways will be clearly marked with traffic arrows to prevent passing.

Adhere to the following protocols for the common spaces in our building as best as you can.

Washroom guidance:

- Do not cross paths with anyone upon entering or exiting the washroom.

- After washing your hands (use a paper towel to turn off the tap), use the 70% alcohol solution to spray down the toilet handle, countertop, sink, and door knob before exiting the washroom.

Kitchen guidance:

- Water coolers will have a sanitizer nearby for quick clean up after use.
- It is recommended that you bring your own containers and cutlery with which to eat. However, if you need to use the kitchen's dishes or cutlery, please rinse off and put them immediately in the dishwasher.
- After use, spray down surfaces and appliances with the sanitizer provided.
- If you are bringing food from home to store in the fridge, please bring it in a metal, glass, or plastic container that you can spray down with sanitizer. Do not leave paper bags or reusable shopping bags in the fridge, only plastic.
- If someone enters the kitchen when you are there, keep at least two metres apart from each other. Designated markers will be applied to the floor area.
- If you want to have lunch together in the kitchen, you may do so with physical distancing. A lunch schedule will be created to ensure the appropriate number of people are using the kitchen at any given time. Notify your coworkers to let them know if you'll be in the kitchen, in order to avoid someone not knowing and feeling uncomfortable entering the space, or to allow your colleagues to stagger food preparation and/or meetings.
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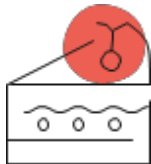
Board and Training Room guidance:

- Maximum capacity for the training and board room as noted above should be honoured at all times.
- Wipe down all surfaces after use (including armrests on chairs!)

Third-Party usage:

As third parties are using our space, we will do the following:

- Ensure that all third-party contractors of Community Fire are aware of our protocols and can make alternative work plans as required.
- Ensure that third party professionals are following our hand hygiene and disinfection protocols.
- Have a sign-in sheet at reception should we need to contact them regarding a possible COVID-19 outbreak at the office.
- At the end of each third-party use of space, ensure that the common spaces are disinfected.



Food sharing

Food sharing is prohibited by WorkSafe BC. However, if you are the type that bakes a lot and wants to share, we ask that you follow these rules.

If baking or bringing food into the building to share, please:

- Only do so if you are asymptomatic, have not been exhibiting any of the COVID-19 symptoms in the past 14 days, and have no COVID-19 positive contacts.
- Individually wrap items you wish to share, to limit touch contamination.
- No shared utensils will be allowed.

All this said, we are of course encouraging coworkers to take lunches or breaks together. Catching up with your team members is an essential part of working together and maintaining the strong bond that we have created. On sunny days, outside gatherings should definitely be optimized, not just because it makes it easier to distance and you don't have to clean up after, but because it's just way better overall. Get that fresh, beautiful B.C. air! Just make sure to leave and enter the building one at a time.





Cleaning and disinfecting

Community Fire has based our cleaning and disinfection protocols on health care standards and materials that are the best available. Using these specific products will help keep our building as safe as possible.

We will be using available disinfectant products for different purposes.

Workspace disinfection protocol:

- Every morning before you use your workspace, disinfect with bacterial wipes or liquid spray sanitizer provided.
- At the end of your work day, disinfect with bacterial wipes or liquid spray sanitizer provided.

We need to ensure that we increase the cleaning of high-touch surfaces, therefore, common areas that are frequently used need to be cleaned more than usual. We will have a rotation of individuals responsible for common area disinfection to spread out the tasks.

Please don't forget to disinfect your cell phones when you come into the office.

Common area disinfection protocol:

- Disinfect common areas (kitchen, washroom, door handles, faucets and taps, light switches, conference room chairs and arm rests) in the morning with liquid spray sanitizer provided.
- Clean your hands prior to the use of any of these areas during the disinfection process.
- Disinfect after any use of areas, using the liquid spray sanitizer provided.





In the Field



In the Field

Community Fire has based our on-site protocols on WorkSafe BC best practices, public health guidelines, and industry protocols. Our technicians will be taking the following precautionary measures when engaged directly with our clients:

- Wearing gloves and masks in all in-suite or commercial unit inspections
- Keeping a safe 2-meter distance from all tenants
- Asking all tenants to open and close their suite doors and stand back so that the technician can enter
- Refraining from touching any surfaces in-suite
- Not entering a suite where an occupant is presenting symptoms or is in isolation period

Community Fire has implemented a Daily Health check that must be completed daily before our technicians enter any worksite. The link can be found at <https://forms.gle/qsAVPrPwSDGgfw6Y9>

Clients will be asked to confirm at time of scheduling or one day prior to scheduled event:

- if there are any known occupants that are symptomatic or are in isolation.
- specific protocols that are required beyond those noted above.



Personal Prevention



Hand hygiene

Hand washing is super important in helping to prevent sickness, as we have always known, but we may not have been taught how to do it the right way. Do it the right way from now on. (See image on the right.).

These posters from the BCCDC will be up around the building for your reference if you need to check how to do it. Washing for 20-30 seconds is necessary, not just suggested. It is the amount of time it takes to break down and kill bacteria particles like COVID-19. Do it the right way!

You might have noticed that the signs state that you can either hand-wash with soap and water, or handrub with sanitizer. Hand washing is required if your hands are visibly soiled. BCCDC does not recommend homemade sanitizers “as they may present health risks such as burns, poisoning, lung problems and allergic reactions that can occur if people use non-approved products. Non-approved products may also not be effective for COVID-19 and give people a false sense of security.”

[Image found here](#)

Community Fire will provide everyone with hand sanitizing products available for use, so you won't have to supply your own unless you want to. Some examples of when to use hand sanitizer rather than hand washing with soap include the following:

- Use sanitizer when you are coming and going between rooms for instance, or after touching things in a common space.
- Sanitize hands before putting on gloves to do cleaning.

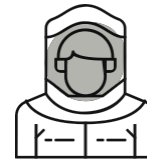
If hands are visibly soiled they must be washed; hand sanitizer is not suitable in this instance.

If you are using your own personal supply of hand sanitizer, please ensure that it has a minimum 60% alcohol content. If you aren't sure, sanitizer is available from the Office. With all the handwashing you'll be doing, your skin is bound to get dry. Don't forget to regularly moisturize with your favourite non-scented lotion to prevent any skin rashes.



Face touching

Let's be honest, face touching happens. We just can't help but touch our faces for all sorts of reasons. Our only advice: **PLEASE DON'T TOUCH YOUR FACE**. If you have to, please sanitize your hands before you touch your face. But seriously, don't touch it.

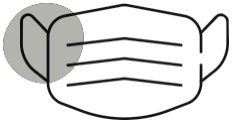


Personal protective equipment (PPE)

First and foremost, if you have any symptoms of concern, you just should not be at work—it's that simple. If you develop symptoms while at work, you'll need to immediately put on a face covering, notify your team lead, and leave the premises. See the [Symptoms](#) section.

Being diligent about not touching your face with your hands is key, as is coughing or sneezing into your arm or other material. Beyond that, PPE is helpful when used correctly. The tricky thing is that it's a bit difficult to use correctly.

PPE is a catchall term for material that you wear to protect yourself from infection or injury. When we talk about PPE in relation to a pandemic, we are talking specifically about face coverings and gloves. Masks are mostly used to ensure we are protecting each other from ourselves.



Masks

To use or not to use! That is the question ... and continues to be the hottest question of the pandemic.



As of May 21, 2020, the Federal Government is recommending non-medical masks be used when physical distancing cannot be maintained, with some exceptions (people with asthma). Remember, masks protect other people more than they protect ourselves. There are a few different types of masks floating around, and they all have different levels of protection. The most important thing to remember is that “one-time-use” means it is contaminated after one use. You cannot reuse your mask that day even if it says “reusable”.

The various types of masks include the following:

- Disposable masks, which must be disposed of each day after use. If you dispose of them in the building, only put them in the designated closed-lid garbage bin.
- Reusable or homemade masks are acceptable, however, they **MUST** be washed every day. You cannot wear the same mask twice in a row without washing in between. If you don't want to purchase multiple masks, you can hand-wash them each day and set them out to dry for use the next morning.
- Other types of face coverings, such as bandanas, are acceptable if they are double-layered cotton. They also must be washed after each use.

You must be extra careful when putting on and taking off PPE. If you don't do it correctly or do it carelessly, you are actually increasing your risk of transmission.

- Putting on masks:
 - Wash hands or handrub with sanitizer before putting on your mask.
 - Place the mask over your ears and stretch out the middle to cover both your nose and mouth.
 - Once the mask is on, you cannot touch your face again without washing your hands.

- Taking off masks:
 - **WASH HANDS or HANDRUB FIRST**, as you will be touching your face.
 - Next, you can remove your mask. Please grab it by the ear loop and remove it from your face.
 - Place your mask in a designated bin if you are at work, or into a plastic bag to bring home to wash if it is reusable.



Gloves

Gloves can help protect your hands when cleaning areas, not just for illness-related reasons, but also to protect your skin from abrasive cleaning chemicals. Our building will have disposable gloves on hand, while supplies last. Reusable gloves are not allowed, as they pose too much of a threat due to careless use.

- Putting on gloves:
 - Wash hands or handrub first.
 - Next, put on the gloves. (Please don't reach into the glove box without clean hands, as you risk contaminating the whole box.)
- Taking off gloves:
 - The key is to try not to touch the outside of the gloves with your bare hands.
 - The outsides of gloves are contaminated. Grasp the palm area of one gloved hand and peel off the first glove. Slide your naked fingers under your other glove at the wrist and peel off. Discard the gloves in the designated closed-lid waste bin.
 - See the following diagram, from <https://opentextbc.ca/clinicalskills/chapter/1-6-hand-hygiene/> for detailed explanation.



Grasp glove on the outside ½ inch below the cuff.



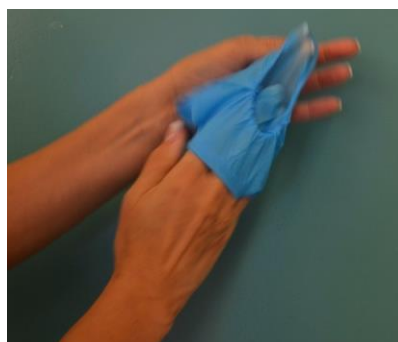
Pull down glove, turning it inside out. Hold the inside-out glove in the gloved hand.



Gather the inside-out glove in the gloved hand.



Insert fingers of the bare hand under the cuff of the gloved hand. Do not touch the outer surface of the other glove.



Pull down the glove until it is inside out, drawing it over the other glove.



Discard gloves in garbage container.



Resources

BCCDC guidance for caregivers and household members of those with COVID-19:

http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation_caregivers.pdf

BCCDC hand washing poster: [http://www.bccdc.ca/Health-Professionals-Site/Documents/ COVID19_Handwashing%20Poster_MD%20offi](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offi)

BCCDC how to wear a mask: [http://www.bccdc.ca/Health-Professionals-Site/Documents/ COVID19_SurgicalMaskPoster.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_SurgicalMaskPoster.pdf)

BCCDC physical distancing poster: [http://www.bccdc.ca/Health-Professionals-Site/Documents/ COVID19_PhysicalDistancingPoster.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_PhysicalDistancingPoster.pdf)

BCCDC do not enter poster:

http://www.bccdc.ca/Health-Info-Site/Documents/COVID19_DoNotEnterPoster.pdf

BCCDC employers and businesses information:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/employers-businesses>

Public Health Agency of Canada approved disinfectant list:

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

WHO getting your workplace ready for COVID-19:

<https://www.who.int/docs/default-source/coronaviruse/advice-for-workplace-clean-19-03-2020.pdf>

WHO hands protect against infection:

https://www.who.int/gpsc/clean_hands_protection/en/

Globus Group how to remove gloves:

<https://www.globus.co.uk/how-to-safely-remove-disposable-gloves>



<http://www.comfire.ca/>

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