

FCBC COVID-19 Safety Plan



Updated December 9, 2020

The following guidelines apply to all Family Caregivers of BC staff, contractors and volunteers during the COVID-19 Public Health Emergency. The purpose is to take all required and reasonable measures to avoid and limit the transmission of COVID-19, putting the health and safety of people above all else. This plan follows Public Health and WorkSafe BC directives, with specific work-site measures developed in consultation with our team.

Measures in Place

Our programs and services will continue to be delivered virtually and via phone, with any exceptions noted below.

Office Use

All staff are working primarily at home, using the office under the following conditions:

- The office remains closed to the general public and the doors will remain locked.
- Maximum 3 people in the office at a time; 1 person per workspace
- 2 maximum in the board room
- Wear a mask if moving between rooms
- Each person will conduct the COVID entry check and fill out the tracking form at the entrance.
- Staff will book space via the shared calendar in advance of coming into the office
- Anyone who has had [symptoms of COVID-19](#) in the last 10 days must self-isolate at home.
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions
- Anyone who has arrived from outside of Canada must [self-isolate for 14 days and monitor](#) for symptoms
- Staff who feel unwell – even a bit – will stay home.
- If staff begin to feel unwell at work, put on a mask, immediately notify their supervisor and colleagues in the office, and go home.
- Hand hygiene will be practiced upon entering and leaving
- Contact tracing list for everyone who enters the office for any reason
- One person in kitchen, bathroom, hallway at a time
- Practice physical distancing

Cleaning Protocols: “you touch it, you clean it” is our practice

- The office space as a whole will have a deep clean bi-weekly.
- Staff are responsible for cleaning their own workspaces and any surfaces a volunteer has touched
- First person in, last person out disinfects common area surfaces:
 - Exterior door handles
 - Alarm keypad
 - Faucet handle
 - Fridge door handle
 - Microwave keypad
 - Photocopier/Printer keypad
 - Board room table and chairs used

In Person Services

- There will be no in person services.

Additional measures:

WorkSafe BC COVID related information – posted and read by all staff:

- Cleaning and Disinfecting
- Handwashing
- How to Use a Mask
- Occupancy Limit
- Working From Home
- Entry Check

Concerns about safety:

- Stay home
- Contact the Executive Director