



TSAWOUT FIRST NATION

# COVID-19 SAFETY PLAN

APPROVED BY CHIEF AND COUNCIL ON SEPTEMBER 23, 2020

This plan is available at the Band Office or the Tsawout website at [www.tsawout.ca](http://www.tsawout.ca), and will be updated on a regular basis.

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## **Step 1 Risk Assessment**

### **Elevator**

#### **Step 1 Identified Hazards**

Interior and exterior buttons, interior handrail and walls.

Overcrowding inside the elevator and at elevator entry areas.

#### **Step 2 Who might be harmed**

All users of the elevator.

#### **Step 3 risks evaluated and recommended precautions**

Establish and display elevator occupancy limits to one person.

Set up a sanitation station at elevator entrance (disinfectant wipes and an open garbage).

Display signage requesting users to disinfect exterior and interior elevator buttons and interior hand rail (if touched) after each use. Also request the users refrain from touching elevator walls.

Tape off an arear on the floor outside the elevator for users to stand behind while waiting for the elevator – this will eliminate any crowding of someone exiting the elevator.

Custodial staff to sanitize elevator panels, hand rails and buttons as per the developed schedule.

### **Gymnasium**

#### **Step 1 Identified Hazards**

Touching: gym walls and floor, bathroom stalls and sinks, light switches, water cooler, gymnasium equipment.

Overcrowding in bathrooms.

Spread by sharing equipment.

Physical contact – sharing sweat and saliva.

Too many entry points.

#### **Step 2 Who might be harmed**

All gymnasium users.

#### **Step 3 risks evaluated and recommended precautions**

Display the entry check screening questions outside the gymnasium entry doors.

The supervisor/event coordinator to verbally screen everyone before entering the gymnasium for a sport. Those who answer yes to any questions will not be allowed to enter. Document name/date/time of everyone who enters the area.

A designated employee to verbally screen everyone before entering the gymnasium for a meeting. Those who answer yes to any questions will not be allowed to enter. Document name/date/time of everyone who enters the area.

Document the name, date, time and telephone number of everyone who enters the area.

Establish and display the maximum occupancy for sport at the designated sport entrance door based on Orders by the Provincial Health Officer.

Establish and display the maximum occupancy for community meetings based on Orders by the Provincial Health Office related to social distancing and the spacing of chairs at the designated meeting entrance door.

Establish and display the maximum occupancy for bathrooms. Close off all but two sinks and bathroom stalls (women's bathroom). Close off all but two sinks, one urinal and one bathroom stall (men's bathroom).

Post handwashing techniques and coughing etiquette posters in the bathrooms.

The supervisor/event coordinator sanitizes all shared equipment (e.g. basketballs, lacrosse sticks), bathroom sinks and stalls, door handles and light switches before and after the sport event.

The custodial staff cleans/sanitizes all chairs and tables, bathroom stalls, toilet seats and sinks, floors and door handles before and after community meetings.

The custodial staff sanitizes floors after the sport events and meetings.

Tape off an area, outside the sport area, for players equipment and for players to sit when not on the sport playing area.

Water cooler will no longer be available. Those attending the gym must bring their own water/water bottle.

Clearly communicate (signage) the entry and exit doors.

For sport – the entry door will be through the south gymnasium door and the exit will be through the west gymnasium door. All doors will be propped open.

For meetings – the entry door will be through the main gymnasium door (from reception area) and the exit will be through the multi-purpose room door.

## **Health Department**

### **Step 1 Identified Hazards**

Too many people encroaching reception area such as touching reception desk area, not practicing physical distancing when approaching reception, going into photocopy room to pick up printing or use the photocopy machine.

Over crowding in the kitchen and bathroom usage by those not working in the health department.

Use of communal kitchen equipment (kettle, microwave, refrigerator).

Tools and surface hazards include the water cooler, sign in binder, coffee maker, microwave, refrigerator, mail box, items on employee desks, chairs, stationary supplies, light switch, door knobs, plus use of bathroom by non health department employees.

Inability to practice physical distancing in individual offices.

## **Step 2 Who might be harmed**

Everyone who enters the health department.

## **Step 3 Risks evaluated and recommended precautions**

Display the entry check screening questions outside the health department entry doors and verbally ask the questions of each person entering the area. Those who answer yes to any questions will not be allowed to enter.

Document the name, date, time and telephone number of everyone who enters the area.

Reception, or in the Receptionists absence, employee's receiving visitors to verbally screen everyone before entering the department.

Establish and display department occupancy limits (include the total number of employees and visitors).

Put up a barrier for the reception area.

Restrict access to the photocopy area to receptionist only.

Receptionist is responsible for sanitizing the reception area and photocopy room.

Employees are responsible for sanitizing their work area (desk, telephones, chair etc.) at the start of their work day, when they leave and return from lunch and when they leave at the end of the work day

Employees should be provided with their own stationary supplies (e.g. stapler, pens, desk phones, computers) and not use other employee's supplies.

Each desk should be provided with disinfectant wipes and hand sanitizer.

To avoid congregating at the reception area, remove pamphlets, flyers etc. and post them on the bulletin board.

Establish and display kitchen occupancy limits to one person.

Temporarily remove the micro wave and coffee maker from the kitchen.

Remove all communal cutlery, dishes etc. in the kitchen. Employees are responsible for bringing their own dishes and for the cleaning and storing their dishes.

Post signage for users to sanitize kitchen counter surfaces and refrigerator door handles after each use.

Restrict the use of the health department bathroom to health department employees and visitors.

Employees must sanitize/wipe down toilet seat, sink and door knob after each use.

Employees must sanitize/wiper down toilet seat, sink and door knob each time someone visiting them uses the bathroom.

Place an open garbage can outside the bathroom door for users to dispose the used disinfectant wipes.

Post handwashing techniques and coughing etiquette posters in the bathroom.

Limit the number of people in individual offices to 2 people (the employee and one guest) only if physical distancing can be maintained. Maximum of one guest chair. The employee must sanitize guest chairs after each guest leaves their office.

## **Language Nest**

### **Step 1 Identified Hazards**

Frequently touched tools/equipment: kitchen surfaces; all furniture such as chairs, tables and strollers, printer and watercooler; bathroom stalls, toilets and sinks; door knobs, handrails and light switches; toys learning tools and sports equipment.

### **Step 2 Who might be harmed**

Employees, elders, children, parents, guests.

### **Step 3 Risks evaluated and recommended precautions**

Display the entry check screening questions outside the Language Nest entry doors and verbally ask the questions of each person entering the area. Those who answer yes to any questions will not be allowed to enter.

Document the name, date, time and telephone number of everyone who enters the area.

Establish and display classroom and department occupancy limits (include the total number of employees and visitors).

Post handwashing techniques and coughing etiquette posters in the bathroom and outside the entry door.

Ensure bathroom equipment is sanitized after being used.

Cooks must wear a mask, gloves, hair net and practice frequent hand washing.

Children's hands and face will be cleaned after using the outdoor playground equipment.

Playground equipment will be sanitized before and after each usage.

Wear face masks throughout the day.

Wear gloves when toileting children and sanitizing the bathrooms.

Increase the supply of hand sanitizer and sanitizing wipes

## **Learning House**

### **Step 1 Identified Hazards**

Frequently touched tools/equipment: all furniture including tables, plastic chairs, office/classroom/computer lab desks and chairs, photo copier, classroom phones, computers; art/crafts supplies, games, toys, books; all kitchenware, sink/counter/dishwasher; sports equipment; handrails, bathroom stalls, toilets and sinks; door knobs and light switches; meeting rooms.

### **Step 2 Who might be harmed**

Employees, elders, children, parents, guests.

### **Step 3 Risks evaluated and recommended precautions**

Display the entry check screening questions outside the Learning House entry doors and verbally ask the questions of each person entering the area. Those who answer yes to any questions will not be allowed to enter.

Staff preparing and distributing lunch/snacks must wear a mask, gloves, hair net and practice frequent hand washing.

Document the name, date, time and telephone number of everyone who enters the area.

Reduce classroom furniture to ensure physical distancing.

Close youth lounge until further notice.

Establish and display classroom, computer lab, and department occupancy limits (include the total number of employees and visitors).

Only permit the use of primary and intermediate classrooms.

Limit recreation to outdoor activities to the Tsawout field or the beach (no gymnasium or auditorium use).

Post handwashing techniques and coughing etiquette posters in the bathroom and outside the entry door.

Ensure bathroom equipment is sanitized after being used.

Wear face masks throughout the day.

Wear gloves when sanitizing bathrooms.

Increase the supply of hand sanitizer and sanitizing wipes

### **Main Reception Area**

#### **Step 1 Identified Hazards**

Too many people encroaching reception area, not practicing physical distancing when approaching reception, touching the reception desk surface.

Use of communal equipment such as coffee machine, chairs, tables, vending machines.

Tools and surface hazards include the sign in binder, coffee machine, tables and chairs, door knobs.

#### **Step 2 Who might be harmed**

All people entering the building.

#### **Step 3 Risks evaluated and recommended precautions**

Display the entry check screening questions outside the entry doors and verbally ask the questions of each person entering the area. Those who answer yes to any questions will not be allowed to enter.

Document the name, date, time and telephone number of everyone who enters the area.

Establish and display reception area and building occupancy limits.

Limit the number of people waiting in the reception area to 4 people. Mark spots on the floor to indicate where people can stand in the reception area.

Post handwashing techniques and coughing etiquette posters in the bathroom and outside the entry door.

Request everyone entering and exiting the building to use hand sanitizer.

Put up a barrier for the reception area.

Remove all tables and limit the number of chairs to one or two in the reception area.

Receptionist is responsible to opening the entry doors to administration and health department and will sanitize the door handle each time.

Receptionist is responsible for sanitizing the reception area chairs.

Receptionist are responsible for sanitizing their work area (desk, telephones, chair etc.) at the start of their work day, when they leave and return from lunch and when they leave at the end of the work day and every time someone covers them in their absence. The Receptionist will also sanitize the reception desk after each visitor leaves the reception desk.

## **Staircases**

### **Step 1 Identified Hazards**

Hand rails and the door knobs at the top/bottom of the staircase.

### **Step 2 Who might be harmed**

All users of staircases.

### **Step 3 risks evaluated and recommended precautions**

Custodial staff to sanitize staircase hand rails and door knobs as per the developed schedule.

To reduce the amount of clean by custodial staff, make some stair cases off limits except in the case of emergency evacuation. Post signage at each stair case indicating if it is off limits or usage is permitted.

## **Step 2A Office Protocols**

### **Building Access**

Everyone entering the building must sanitize their hands. Visitors refusing to sanitize their hands will not be allowed to enter the building.

Entry check screening questions will be posted outside every entry door. Everyone entering the building will be asked those screening questions and anyone who answer yes to any questions will not be allowed to enter.

It is not necessary to stagger employee workday start and end times because physical distance can be maintained at entry and exit locations.

Signage will be posted to designated building entry doors and exit doors. All employees will enter through the main building door except those working in the Language Nest and Learning House (they have their own designated doors).



Building occupancy limits will be posted at the entry doors.

Departmental occupancy limits will be posted in each department.

A maximum of 4 people will be permitted in the main Reception area. This information will be posted outside the main entry area.

Documentation of everyone (name, date, time, telephone number) entering and exiting the building will be required.

- Main Reception will track this for everyone meeting with Administration employees;
- Health Reception will document everyone (name, date, time, telephone number) entering and exiting the health department;
- Language Nest and Learning House staff will document everyone (name, date, time, telephone number) entering and exiting those areas.

To ensure physical distancing at entry and exit doors, the Language Nest will provide parents set times to drop off and pick up children.

If possible, no one should enter the building unless they have a scheduled appointment.

Hand sanitizer will be made available at every entry and exit door – signage will be posted to encourage people to use the sanitizer.

Signage will be posted throughout the building regarding physical distancing, coughing and sneezing etiquette, and hand washing techniques.

### **Communal Spaces**

Occupancy limits will be posted in the following common areas based on Orders by the Provincial Health Officer:

- Any kitchen area;
- Health department wash room may only be used by Health department employees or their clients;
- Bathrooms in the gymnasium. All but two sinks and bathroom stalls will be closed off in the women's bathroom. All but two sinks, one urinal and one bathroom stall will be closed off in the men's bathroom;
- Maximum 4 persons will be permitted in the main Reception area;
- Gymnasium for sports;
- Gymnasium for meetings. The spacing of chairs for meetings is also based on Orders by the Provincial Health Office Order related to social distancing.

Visitors refusing to comply with occupancy limits will be asked to leave the building.

Employee failure to comply with occupancy limits will be treated as a work performance issue.  
Bathroom cleanup:

- Language Nest and Learning House employees will sanitize toilet seats, sinks, bathroom stalls, and door handles after every child's use;
- Health department employees will sanitize toilet seats, sinks, bathroom stalls, and door handles after their client's use;
- The supervisor/event coordinator sanitizes all shared equipment (e.g. basketballs, lacrosse sticks), bathroom sinks and stalls, door handles and light switched before and after the sport event;

- The custodial staff cleans/sanitizes all chairs and tables, bathroom stalls, toilet seats and sinks, floors and door handles before and after community meetings.

If staying in the office during meal breaks, employees should either eat outside or at their desk.

Employees must bring their own dishes and utensils and are responsible for cleaning of the same. To avoid use by other, these dishes should be kept at the employee's workstation.

To ensure hygiene practices are followed, providing and consuming communal foods is not permitted.

Hand sanitizer will be available at all communal doors.

Employees will use their own equipment, such as pens, staplers, and computers and will be required to disinfect their desk, chair, keyboard, computer etc. at the start and end of their work day.

Coffee machines, microwave ovens and water coolers are not available for use and have been temporarily removed.

Vending machines and coffee/tea service in the main Reception area are not available for use.

Signage will be posted by shared equipment such as printers, photocopiers, refrigerators or kitchen counter surfaces instructing users to clean/disinfect after each use.

Access to the printer/photocopier in the Health Department is restricted to the receptionist only. The receptionist will photocopy or hand over printed documents. The Receptionist is responsible for sanitizing the reception area and photocopy room. In the receptionist's absence health department employees may enter the printer area but must follow disinfecting protocols after using/touching the equipment.

Posters on handwashing techniques and coughing etiquette will be posted in all common areas.

Tables and all but 2 chairs have been removed from the main reception area. 1 chair is available in the Health department reception area.

Custodial cleaning and disinfecting schedules have been updated This includes frequent touchpoints such as door handles, light switches and elevator buttons, to ensure they remain clean and disinfected. The custodial staff sanitizes the gymnasium floor after sport events and meetings.

### **Deliveries**

Delivery persons will be given priority access to enter the building through the main and meet with Reception.

Delivery zones are clearly identified in the main Reception area and limited to receivers and deliverers only.

Suppliers and/or delivery persons will be instructed by the person receiving or ordering the delivery to drop off goods at the delivery zone to avoid searching for departments or employees within the building.

If signing or proof of receipt is required, deliver person will be given priority access to the main Receptionist.

## **Elevators and Staircases**

Elevator occupancy will be limited to one person. This information will be posted beside the elevator door on each floor.

Elevator use will be limited to those with mobility or health issues.

Disinfectant wipes will be available beside elevator doors.

Signage will be posted beside the elevator door, requesting elevator users to disinfect exterior and interior elevator buttons and interior hand rail (if touched) after each use. Additionally, users will be asked to refrain from touching elevator walls.

A garbage can will be placed beside each elevator door for users to discard the disinfectant wipe as they exit the elevator.

A taped off an arear on the floor outside the elevator to indicate where users should stand behind while waiting for the elevator – this will Ensure adequate space is provided for those exiting the elevator.

Custodial staff will disinfect elevator panels, hand rails and buttons as well as sanitize staircase hand rails and door knobs as per the developed schedule.

## **Outside Visitors**

Initially, a greeter will be located outside the entry door to explain entry protocol, open the door, disinfect door handles and monitor the number of people inside. The greeter will also disinfect outside benches.

Ideally visits to the workplace will be prearranged, staggered, and safety protocols will be communicated before entry into the workplace (e.g., email and/or signage posted at the entrance).

When booking appointments, visitors will be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.

When booking appointments, visitors will be reminded to attend appointments alone and minimize time spent in the waiting area before their appointments (e.g., request visitors to wait in vehicles and text message or call when ready).

To ensure physical distancing, visitors must wait in the waiting area, in their vehicle, or outside the entry door until the employee they are meeting with comes to get them.

Non-essential in-person interaction between employees and visitors will be minimized (e.g., use of virtual meeting tools, email, or telephone).

Documentation of everyone (name, date, time, telephone number) entering and exiting the building will be required. Main Reception will track this for everyone meeting with Administration employees.

Health Reception will document everyone (name, date, time, telephone number) entering and exiting the health department.

Language Nest and Learning House staff will document everyone (name, date, time, telephone number) entering and exiting those areas.

Waiting areas will be arranged to maintain physical distancing requirement. Markings will be placed on the floor to direct visitors where to stand when approaching reception desk and elevators.

Visitors will be asked to use the hand sanitizer, located at the entry and exit doors, when they enter and exit the building.

All non-essential communal items, such as excess furniture, vending machines, newspapers and beverages will be removed.

Garbage cans will be available out exit door for visitors to dispose of used sanitizing wipes and other personal protective equipment.

Signs will be at the workplace to inform everyone of the measures in place such as building occupancy, physical distancing requirements, flow of persons, and any other issues to be noted.

All visitors will be asked to review the “entry check questionnaire” posted outside the entry door and to not enter the building if they display symptoms listed on the questionnaire.

## **Transportation**

Non-essential transportation or business travel will be limited and on an exceptional basis only.

The use of shared vehicles will be minimized and before and after travel vehicle surfaces such as the steering wheel, gear shift, and door handles will be disinfected by the user.

Where possible, communication by telephone, text message, or other communication technology will be utilized instead of travelling to a face-to-face meeting.

When transporting clients to medical appointments or shopping the Transportation driver(s) will follow the following protocols:

- Maintain a travel log of who/when (date and time) they are transporting and also the times the vehicle is cleaned;
- Verbally screen each client before they enter the vehicle and if the client displays any symptoms, they will not be permitted to enter the vehicle;
- Only the driver and 1 client (except a parent accompanying a child age 18 or younger) will be permitted in the vehicle;
- The driver and client must wear a mask. Clients may not sit in the front seat with the driver
- The driver will sanitize the vehicle surfaces such as seats, door handles, windows or any other touch points each time a client leaves the vehicle;
- TFN will provide the driver with sanitizing product and masks (for clients and driver) for use when a client is in the vehicle.

## **Workplace Operations**

Meetings or gatherings will be avoided if physical distances cannot be maintained. Alternative methods of meetings such as virtual meeting will be utilized where possible.

Employees who come to work when they are sick or if they get sick while at work will be sent home immediately.

remote work options will be considered and communicated for employees who do not require office attendance.

Barriers will be erected between receptionists and visitors.

Gloves will be worn by employees when they are handling food and when disinfecting work areas.

Face masks and hairnets will be worn by employees when they are handling food.

The Maintenance Coordinator will coordinate the ordering and purchasing of shared cleaning supplies.

The Medical Office Assistant will coordinate the ordering and purchasing of masks.

### **Workstations**

If office attendance is required, employees will be positioned in a location that allows them to put more distance between themselves and their co-workers or visitors. Workstations follow the social distancing requirements ordered by the Provincial Health Office and are away from communal pathways.

If necessary, barriers will be installed between workstations.

Where possible, in-person meetings will be cancelled and held by teleconference, virtually, or email instead. If this is not possible then physical distancing measures will be adhered to.

The sharing office space or workstations will be kept at a minimum. If employees must share office space, integrate these locations into cleaning and hygiene protocols, ensuring that frequently-touched surfaces are addressed such as the computer keyboard and mouse, desk surface, and telephone.

Each workstation will be provided with hand sanitizer and disinfectant wipes. Employees will wipe down work stations at the start and end of their workday.

## **Step 2B Protocols to Reduce the Risks of Person-to-Person Transmission**

### **Level 1 Elimination Checklist and Control Measures**

- ✓ We have established and posted an occupancy limit for the workplace.
- ✓ In order to reduce the number of people at the worksite, we have considered work from home arrangements, virtual meetings, rescheduling work tasks and limiting the number of visitors in the workplace.
- ✓ We have established and posted occupancy limits for common areas such as kitchens, meeting rooms, washrooms, gymnasium, Health department, Learning House, Language Nest, reception area, and elevators.
- ✓ We have implemented measures to keep visitors and others socially distant based on Orders by the Provincial Health Office wherever possible.

### Control measures in place

Occupancy level signage for the building and various areas have been posted.

Physical distancing signs have been posted throughout the building.

Employees have been notified in writing of any changes to their regular hours of work.

Critical business functions (critical business functions and resources, identify essential services, identify essential services staffing) have been identified and communicated in writing to employees.

An “entry check” questionnaire has been posted outside all entry doors for review by employees and visitors entering the building.

All employees must self evaluate daily and if they have displayed the symptoms on the questionnaire, they must notify their supervisor and immediately go home.

Visitors will be verbally asked if they have any of the symptoms listed on the questionnaire and if they answer yes, they will not be permitted entry into the building.

Workstations follow the social distancing requirements based on Orders by the Provincial Health Office and are away from communal pathways.

Waiting areas have been arranged to maintain physical distancing requirement (removal of excess chairs, tables). Markings have been placed on the floor to direct visitors where to stand when approaching reception desk and elevators.

Employees have received an orientation to the Safety Plan.

Visitors who do not comply with the Safety Plan (physical distancing, occupancy limits) will be asked to leave the building.

Failure to comply with the Safety Plan by employees will be treated as a work performance issue.

### **Level 2 Engineering and Control Measures**

- ✓ We have installed barriers in situations where workers can't keep physically distant from co-workers or visitors.
- ✓ We have included barrier cleaning in our cleaning protocols.
- ✓ We have installed barriers so they don't introduce other risks to employees (e.g. ensure barriers installed inside a vehicle don't affect the safe operation of the vehicle).

### Control measures in place

Barriers have been erected between the Receptionist (Main administration and Health Department) and the public.

Written cleaning protocols have been developed and/or updated.

Custodial employees are aware of changes to cleaning protocols and have been trained on how to clean barriers.

### **Level 3 Administrative Controls and Control Measures**

- ✓ We have identified rules and guidelines for how employees should conduct themselves.
- ✓ We have clearly communicated these rules and guidelines to employees through a combination of training and signage.

#### Control measures in place

The COVID-19 Safety Plan has been posted inside entry areas to the building and departments.

All employees have received a copy of the COVID-19 Safety Plan, have undergone an orientation to the Safety Plan, and have access to the Safety Plan on the Public Access Drive on the server.

Occupancy levels, physical distancing, and handwashing signage has been posted throughout the building.

### **Level 4 Personal Protective Equipment (PPE) and Control Measures**

- ✓ We have you reviewed the information on selecting and using masks and instructions on how to use a mask.
- ✓ We understand the limitations of masks to protect the wearer from respiratory droplets and understand that masks should only be considered when other control measures cannot be implemented (i.e. physical distancing is not possible).
- ✓ We have trained employees in the proper use of masks.
- ✓ Employees have been notified both verbally and in writing when and/or if they must wear a mask in the workplace.

#### Control measures in place

All health team members (when meeting with clients), the Transportation driver, Language Nest and Learning House employees, and the Meals On Wheels cook are required to wear masks.

We have posted signage on how to properly wear a mask. We have demonstrated the proper way to wear a mask during the return to work Safety Plan orientation.

We have identified personnel (Maintenance Coordinator and Medical Office Assistant) responsible for ordering and purchasing PPE and cleaning supplies.

### **Step 3 Develop Policies**

Policies related to COVID-19 have been developed and approved and can be located on the Public Access Drive on the server.

### **Step 4 Develop Communication Plans and Training**

Signage has been posted outside all entry doors, departments and common areas advising what the occupancy limits of these areas are.

Signage has been posted throughout the building and at all entry points advising visitors and employees on social distancing requirements; coughing, sneezing and handwashing etiquette.

An “Entry Check Questionnaire” is posted at all entry doors and before entering the building all employees and visitors must review the questionnaire. Employees and visitors exhibiting or having any of the symptoms listed may not enter the building.

A copy of the COVID-19 Safety Plan has been posted on all employee and community bulletin boards in the administration building and the treatment plant.

The COVID-19 Safety Plan and all related policies are posted on the Public Access Drive on the server.

All supervisors have been orientated to and understand the COVID-19 Safety Plan.

All supervisors will verbally orientate the employees who report to them to the COVID-19 Safety Plan before the employees return to work. Supervisors will also email employees the approved COVID-19 Safety Plan.

All new and existing employees receive a verbal orientation to the COVID-19 Safety Plan. All new and existing employees receive the COVID-19 via email.

All employees sign a declaration of understanding (see Appendix A), acknowledging that they have received both a verbal COVID-19 orientation and a copy of the Safety Plan. The declaration of understanding will be filed in the employee personnel file.

To avoid the spread of infection, employees who are sick for any reason must not come to work. Employees who become sick while at work will be sent home. This information is also communicated in the Human Resource Policy Manual.

#### **Step 5 Monitor the Workplace and Update Plans as Necessary**

Initially the Safety Plan will be reviewed by the Safety Plan team on a bi-weekly basis and modified as necessary or as changes occur through the Public and Provincial health authorities.

#### **Step 6 Assess and Address Risks from Resuming Operations**

All new employees hired during the COVID-19 pandemic will undergo a COVID-19 Safety Plan orientation before they start working with the Tsawout First Nation.

Vehicles, equipment and machinery have been in use during the pandemic and do not require any start-up maintenance.



**Appendix A Declaration of Understanding - COVID-19 Safety Plan Orientation**

I, \_\_\_\_\_ (print name), have received a verbal orientation to the COVID-19 Safety Plan by my Supervisor.

I understand that the COVID-19 Safety Plan may be revised or replaced from time to time, in which case I will be asked to sign a new Declaration of Understanding.

I understand that if I am unsure of any part of the Safety Plan it is my responsibility to seek clarification from my Supervisor.

I acknowledge that I have received a copy of COVID-19 Safety Plan by email and I have read the Safety Plan.

I understand and acknowledge that if I breach the terms and conditions of the COVID-19 Safety Plan, I may be subject to disciplinary action, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date