

# Covid-19 Office Safety Plan

## Outline of Requirements

“Employers must take all necessary precautions to minimize the risk of COVID-19 transmission and illness to themselves, workers, and others at the workplace.” - Worksafe BC

For more details regarding WCB requirements for small businesses see:

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/small-business>

Based on an order made by the BC Provincial Health Officer who was granted authority as part of the Provincial State of Emergency we are required to prepare and maintain the following Covid-19 Safety Plan. This plan must be posted on our company website and front window of the main entrance.

## Who Should Come to Our Office

### WCB best practices recommendations:

- Implement policies that reflect the following guidance from the provincial health officer and the BC Centre for Disease Control around self-isolation:
  - Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
  - Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
  - Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.
- Prioritize the work that needs to occur at the workplace to help your business operate.

### Sproing Policy

- The main door entrance at the reception area will be locked.
- This safety plan will be posted on the front window of the premises.
- Visitations to the office will be limited to pre-arranged and scheduled meetings only.
- The following sign will be posted on the main entrance door.

- Once the visitor has followed the protocols noted in the sign above they will be asked to wait outside until the door is unlocked and then they will be allowed to enter and asked to stop at a line on the floor in the reception area. This line will be a minimum of 2 m from the greeter in the reception area.
- At this point, there will be a hand sanitizer station for them to sanitize their hands and they will be asked to wear a mask or offered a complimentary mask to wear before the guest is allowed to enter beyond the line in the reception area.
- The guest will be immediately guided upstairs to our mezzanine area where they will have their meeting with our Team.
- No drinks or refreshments will be offered to guests (coffee, tea, water)

## Visitor Restrictions

**We are excited to be back working in the office. To protect the health and safety of our Team of Sproingers, our guests and the general public we are restricting visitors to our office to only individuals with pre-scheduled meetings.**



IF YOU OR SOMEONE YOU ARE WITH:

- HAS A FEVER, COUGH, OR SHORTNESS OF BREATH OR
- KNOW EXPOSURE TO SOMEONE DIAGNOSED WITH COVID-19

PLEASE DO NOT VISIT TODAY CONTACT US AT THE PHONE NUMBER TODAY TO RESCHEDULE YOUR MEETING.

IF YOU DO HAVE AN APPOINTMENT PLEASE CONTACT THE NUMBER BELOW AND SOMEONE WILL COME AND LET YOU IN.

**CALL THIS NUMBER BEFORE ENTERING:  
250-549-1200**

# Physical Distancing and Other Preventative Measures

## WCB best practices recommendations:

- If practicable, reconfigure the workplace to maintain an appropriate distance between workers and customers.
- Eliminate in-person team meetings or modify them to incorporate technology such as conference calling and online meetings.
- Limit essential work travel, and eliminate all non-essential work travel.
- Modify work processes and practices to encourage physical distancing, such as instructing workers to not greet one another or customers by shaking hands.

## Sproing Policy

- 2 m physical distancing measures must be maintained at all times. No physical contact such as shaking hands, hugging etc. is permitted.
- We have reconfigured our office desks to ensure that the work station chairs are more than 2 m. from each other. At no time should the desks and workstation chairs be moved.
- Tape on the floor will provide a safe lane for walking from the front of the office to the back washroom.
- The individual offices:
  - Visitor chairs will be removed from all individual offices as proper 2 m distancing can not be maintained in these offices. Access to the individual offices will be restricted to those assigned to the offices (Karina, Heath, Real)
  - Real's office will have one chair located 2 m from his office chair for one on one internal Sproing individuals only meetings.
  - After each one-on-one meeting, the visitors' chair and table will be sanitized/cleaned.
- Visitor/Mezzanine area:
  - The upstairs mezzanine area will be designated as the approved guest meeting area.
  - Guest chairs will be positioned at a minimum of 2 m apart in this area.
  - This area will be sanitized after each visitor leaves.
- Video conferencing or the upstairs mezzanine area (if not being occupied by a guest) will be used for internal individual or team meetings.
  - This includes our morning SCRUM meetings.

- All attendees of in-person internal meetings must maintain the 2 m physical distance and the area
- The use of the “board room” and “kitchen communal area” for meetings or any other use is prohibited.
  - This includes both the mini-fridge and larger board room fridge for storing lunches
- The communal coffee and tea stations will be removed from that area and not available for office use.
- Use of the mezzanine area for corporate client photos is allowed however the entire mezzanine area will have to be sanitized before and after the photo shoot.
  - The videographer and photographer must maintain a minimum of 2 m distance from the subject in the photo or video.
- Phones and incoming phone calls: as we currently utilizing a shared phone system, to protect everyone's health and safety the office phone use will be limited to Cathy only. Incoming calls will be screened, and a return call or video conference will be set up.

## **Cleaning and Hygiene**

### **WCB best practices recommendations:**

- Ensure workers are provided with appropriate supplies, such as soap and water, hand sanitizer, disinfectant wipes, nitrile gloves and garbage bags, and sufficient washing facilities.
- Remind staff of effective personal hygiene practices. Add signage about best practices for personal hygiene for customers who may interact with your workers.
- Remove shared items where cross-contamination is possible (e.g., shared coffee and water stations and snack bins).
- Enhance cleaning and disinfecting practices in high contact areas like door and cabinet handles, keyboards, and light switches.
- Incorporate end-of-shift wipe downs for all shared spaces.

### **Sproing Policy**

- Each team member will be given a basket of cleaning supplies, labelled with their name, along with instructions on how to maintain effective personal hygiene at the workplace and what is acceptable interactions with their fellow employees.
- Each employee will be responsible for emptying their own garbage, spraying and wiping down all areas they have used with their own personal cleaning basket supplies.
  - After each use of the bathroom, employees will be expected to wipe down the bathroom door handles, light switches, and taps

- The kitchen sink will be available for hand washing and water bottle fill-ups only. Employees must wipe down taps and adjacent surfaces after every use
- The front door will need to be sanitized and locked by each employee on leaving and re-entering the office.
- The office will be routinely cleaned at 10 am, 1 pm and at the end of the day. This cleaning will involve using disinfectant to sanitize door handles, light switches, railings, the kitchen counter, the alarm, handles and taps.
- A mask will be provided for client use and any Sproingers meeting with clients will be required to wear a mask during face to face meetings.
- There will not be access to shared conveniences such as fridges, coffee machines, kettles, microwaves, toaster ovens, water coolers or cutlery.
- Employees will eat lunches at their desks or outside the office as the board room and all communal spaces will be off-limits.

## Documentation and Training

### WCB best practices recommendations:

- Train your staff on changes you've made to work policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.
- Ensure that workers can raise safety concerns. This may be through a worker representative in workplaces of 9 to 20 employees, or through a joint health and safety committee for workplaces of more than 20 employees. Employers with fewer than 9 employees must also have a way for workers to raise health and safety concerns at the workplace.

### Sproing Policy

- We will have a team virtual meeting Friday, May 28, 2020, to review this safety plan. At this time this safety plan will be made available electronically to all of the Sproing Team on our shared Google drive and that link posted on our Slack communications tool.
- On Monday, June 1st after our normal daily scrum virtual meeting we will review the safety plan and policies for the office again and provide an opportunity for individuals to ask questions.
- This safety plan will be posted on our website and on the window at the front entrance.
- Cathy Chirkoff will be our worker representative who workers can raise safety concerns with. She will have a direct line of communication with the Operations Manager - Karina Hettler.

## Protecting Mental Health

### WCB best practices recommendations:

COVID-19 has impacted businesses, livelihoods, and lifestyles in very challenging ways, particularly small businesses, and workers may be affected by the anxiety, stress, and uncertainty created by the outbreak. It's important to remember that mental health is just as important as physical health, and employers should take measures to support mental well-being and health.

See resources that can assist with maintaining mental health

(<https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/staying-safe-at-work#mentalhealth>) in the workplace during this time.

### Sproing Policy:

- Maintaining a fun, safe and inclusive work environment is one of our primary company values. We encourage and support employees to review some of the mental health tips and suggestions provided in the link noted above.
- We encourage individuals who are feeling overwhelmed to contact our assigned worker representative or direct report manager immediately so that we can make necessary arrangements to ensure your mental health is protected.