



FACT

The virus that causes COVID-19 spreads in multiple ways including:

1. Through droplets when a person coughs or sneezes.
2. Touching a contaminated surface before touching one's face.

REMINDER

Though not the only transmission vehicle, one's hands are likely the biggest transmitter of COVID-19 and many other viruses.

UNDERSTANDING

To understand not just the risk to our own employees, but also the risks to our clients, customers, and anyone entering our premises, or being in contact with, or exposed to, members of the public, we have undertaken the following questions:

1. Where do our employees congregate?
2. Where do our clients meet with our employees?
3. What activities require close person-to-person contact (less than 2 meters)?
4. What common area surfaces require sanitation, and at what frequency?
5. What is the distance between employees at any one time?
 - a. How could the virus spread from one employee to another:
 - i. From a client / customer / visitor to an employee?
 - ii. From a client / customer / visitor / employee to another person and including members of the public?
6. What activities or job tasks or processes require to come into close proximity (less than 2 meters) with one another, or clients / customers / members of the public?
7. What tools, machinery, or equipment do employees come in contact with within the course of their work?
8. What surfaces are touched often, and by whom?

PLAN AND IMPLEMENTATION THEREOF

In order to minimize the risk to us all, we have implemented the following plan for the Phase 2 Re-Opening effective May 20, 2020.

Maintenance of Physical Distance

1. At all times, people must make all efforts to maintain a fiscal distance of 2 meters from one another, and under all circumstances.
2. When multiple people gather to meet, use appropriate size meeting room or area in order to comply with above (1a).
3. Where possible and effective, use Zoom or GoToMeeting or WebEx for meetings.
4. Other people entering the office whether clients, delivery persons, etc. must be told to maintain a 2 meter distance.
5. When it is not possible to maintain the prescribed fiscal distance of 2 meters, wear a non-surgical mask, sanitize hands frequently, and refrain from touching the face or unnecessarily touching common surfaces.
6. As always, non-staff or non-brokers are not allowed beyond the admitted points within the office.

Self-Isolation

1. The provincial health officer and the BCCDC have issued the following guidance around self-isolation which must be strictly adhered to:
 - a. 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 headaches.
 - b. Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
 - c. 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.
 - d. Anyone feeling ill or any of the aforementioned symptoms must:
 - i. If not in the office, immediately notify management and refrain from coming into the office.
 - ii. If in the office, immediately notify management.

Communication

1. Anyone feeling unsafe from the actions of others, or within the environment or any other reason must immediately communicate those concerns to management.
2. Recommendations, suggestions, and ideas to increase the safety of our workspace and our people as well as members of the general public is not only welcomed but encouraged.

Sanitation and Hygiene

1. Proper hygiene and thorough sanitation of one's environment and surroundings as well as one's hands is at the core of preventing not only the virus, but also many other transmittable ailments. It goes without saying that anyone coughing or sneezing would do so in their arm or inside elbow, and always sanitize one's hands after such event as well as blowing one's nose or touching one's mouth or face.

COVID-19 SAFETY PLAN

ACTIVITY	FREQUENCY	PERSON RESPONSIBLE
Sanitize front entry doors including door handles	Before and after office hours, and after each use.	Office Administrator
Sanitize reception area including countertop, chairs, arm rests, and desks	Before and after office hours, and after each use.	Office Administrator
Sanitize all meeting rooms including door handles, tables, desks, chairs, arm rests, computers, and all other touchable surfaces	Before and after office hours, and after each use.	All PMABB Employees
Sanitize light switches	Before and after office hours, and after each use.	Office Administrator
Sanitize office and kitchen counters	Before and after office hours, and after each use.	Office Administrator
Sanitize kitchen area including fridge, cabinet handles, appliances such as the coffee machine and dish washer, tables, chair, and all other touchable surfaces	Before and after each use.	All PMABB Employees
Sanitize personal work space including keyboard, mouse, chair, arm rests, office door knobs, coat hangers, and all other touchable surfaces	Before and after each use.	All PMABB Employees

PERSONAL HYGIENE AND HAND SANITIZING

All PMABB Employees are required to wash their hands with soap and water for 20 seconds before and after office hours, after using office spaces such as the kitchen or bathroom, after using building amenities such as the elevators, gyms, or entry points, after being outside and being in contact with people from the outside, and after receiving deliveries or handling cash.

Hand sanitizers are provided by management to be used by all PMABB Employees throughout the day, especially after arriving to work, after being in physical contact with anyone in the office and their respective property or workspace, after exchanging files or folders within the office, after using shared utensils in the kitchen, after using equipment in the supply room, and touching any other surface.

Masks are allowed in the office, and gloves are available. All PMABB Employees are constantly reminded to avoid touching one's face including the nose, eyes, mouth, etc.

RESOURCES

All PMABB Employees are encouraged to be prudent and responsible with all activities during and after office hours, to stay active whether physically or mentally, and to stay up to date with the guidelines and / or policies provided by the government and local health officials.

General Information:

- WorkSafeBC's publication Preventing exposure to COVID-19 in the workplace: A guide for employers provides general information for employers around assessing and controlling the risk.
- For the latest guidance, visit the British Columbia Centre for Disease Control website for health information and to see the latest news from the government of British Columbia.
- The [BC COVID-19 Self-assessment tool](#) can be used to determine whether additional care and treatment is required.
- The [provincial health officer has issued orders, notices, and guidance](#) to employers from various industries. Review this site frequently to ensure you are apprised of any changes that apply to your workplace.

Mental Health:

- [COVID-19 Psychological First Aid Service: Information and Signup](#) (British Columbia Psychological Association) – Free virtual counselling provided by registered psychologists.
- [COVID-19: Staying Well In Uncertain Times](#) (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak.
- [Managing COVID-19 Stress, Anxiety and Depression](#) (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times.
- [Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#) (World Health Organization) – These mental health considerations were developed by the WHO's Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak.
- [Mental Health and COVID-19](#) (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation.
- [Taking Care of Your Mental Health \(COVID-19\)](#) (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak.

More resources are made available at www.pmabb.com/covid-19.