

# Worksite-Specific COVID-19 Prevention Plan

August 2020

VIA ARCHITECTURE | Voluntary Access

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- VIA will train and communicate with staff members and employee representatives on the plan.
  - VIA will regularly evaluate the office workspace for compliance with the plan and document and correct deficiencies identified.
  - VIA will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection.
  - VIA will update the plan as needed to prevent further cases.
  - VIA will identify close contacts (within six feet for 10 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.
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## Information about COVID-19

Below is information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

<http://covid-19.bccdc.ca/>

<https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19>

[Work Safe BC](#)

[Symptoms of Coronavirus](#)

[Self-Assessment Tool](#)

Local Health Department

Seattle: <https://www.kingcounty.gov/depts/health.aspx>

Oakland: <http://www.acphd.org/>

Vancouver: <https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19>

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## What does VIA mean by 'Voluntary Access'?

VIA offices were closed during 'Shelter in Place' and 'Stay at Home' orders. Voluntary Access is VIA's first step in easing restrictions to office access.

- VIA Staff members who can effectively work from home are advised to continue to do so until further notice.
- The office is permitting a limited amount of staff members to work from the office if those staff members deem it necessary.
- Staff members who are interested in working from the office must contact their Office Administrator before heading into the office to control the occupancy standards issued by the state.
- If you request to work from the office and the occupancy for that day has been reached, your request may be denied and you may not work from the office that day.

## **Vancouver BC**

### **Restart Smart Phases 1 - 4**

### **VIA's Phases**

Phase 1	VIA Office is Closed
Phase 2	VIA Office is Closed
Phase 3	Voluntary Access
Phase 4	TBD

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## **Environmental Controls**

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### **Building Management**

VIA is in communication with Derek Hurley, our building manager.

CF introduced a number of enhancements to the base building cleaning services to better address the changing needs of the building as we navigate through the COVID-19 pandemic including but not limited to more frequent elevator sanitizing, disinfecting main entrance ways and regularly frequented areas like the lobbies and washrooms. Hand sanitation stations have also been installed in high traffic areas to better encourage personal hygiene when in our buildings. Signage and distancing protocols are also in place in small space elevators and clear wait pads have been set up to permit appropriate distancing when in line ups and in passing.

VIA will share any updates from our building management as they become available.

### **Physical Distancing**

A physical distance of at least 2 meters is required between staff and clients. This includes staff workspaces as well as when staff are moving around the office and sharing communal spaces.

### **Restricted Common Areas**

#### **Conference Rooms**

To ensure physical distancing, we are limiting the occupancy of conference rooms to 3 staff members at one time.

Staff must maintain physical distancing and wear masks at all times when there is shared occupancy.

Staff must disinfect the surfaces they touch after utilizing the conference room. This includes all surfaces, furniture and office tools.

### **Kitchen and Kitchenette**

The kitchen and kitchenette will be restricted to limited use due to the number of high touch surfaces and the communal nature of this office space.

### **'Carry In / Carry Out' Policy**

VIA is instituting a 'Carry In / Carry Out Policy.'

- Food must be brought in a container that can be sanitized.
- Take-out food is allowed.
- Do not store food in the fridge outside of office hours. Take it home or throw it out at the end of the day.
- Food must be covered in the microwave when heating.
- Garbage, composting, and recycling is still being maintained by the building so disposable cutlery, cups, and plates can be disposed of in the office.
- Any non-disposable food related items that are brought into the office, must be taken home at the end of the day that they were brought in.
  - These items include: used containers, leftover food, cups, reusable bottles, and utensils.
- VIA Staff is strongly encouraged to bring a water bottle to refill at the water cooler. If you do not bring a water bottle, compostable cups are on hand.

### **Restricted Kitchen Use**

No Dishwasher Use

- Wash items by hand or take used containers home.
- Do not leave any food scraps in the sink trap.

No Community Coffee

- Bring your own thermos or disposable cup

No Food Sharing or Communal Food

Wipe down everything you touch after use

- Microwave
- Countertops
- Handles of:
  - Water cooler
  - Fridge

Sink

## **Desk Configuration**

Measures have been put in place to ensure a physical distance of 2 meters.

Any desk not in a configuration that allows 6ft of physical distance between staff members will be moved.

Staff must not share desks or personal desk chairs under any circumstances.

## **Signage**

There will be extensive signage throughout the office about policies related to COVID-19.

Please take a moment to read them as protocol may change.

Any changes in signage will also be communicated to VIA staff through meetings or e-mail.

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## **Administrative Controls**

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### **Symptomatic staff must stay home.**

This includes COVID-19 symptoms as well as cold and flu symptoms.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus.

The symptoms of COVID-19 are:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### **Mandatory Sign In and Out**

Staff is required to sign in and out at the front desk.

This will help VIA track the needs and patterns of our staff.

It is also essential to contact tracing.

Sanitation for surfaces and hand sanitizer will be stationed near the sign-in sheet.

If you do not feel comfortable touching the sign-in sheet, you may also text Deborah at 778-709-0111 : “This is (Insert your name) signing in” “This is (Insert you name) signing out” when you enter the office and when you leave.

This information will be posted next to the sign-in book.

## **PPE | Masks and Face Shields**

If staff cannot ensure physical distancing, they must wear a mask.

These instances include passing in hallways, occupying the kitchen and other common areas when other staff members are present and physical distancing cannot be met.

This can be thought of as, “If you are away from your desk, wear a mask.”

Staff is strongly encouraged to bring their own mask with them to the office and wash after every use.

If a staff member forgets to bring a mask, there are disposable masks available, but staff are strongly encouraged to provide their own.

Additional Safety Guidance Regarding Face Masks and Face Shields:

- Face coverings must not be shared.
- Staff should have face coverings available and wear them when at work, in offices, or in a vehicle during work-related travel with others.
- VIA will take reasonable measures to remind workers that they should use face coverings.
- Face covering should fit closely to the face. It should cover the nose and fit securely under the chin.

## **Only VIA Staff is Permitted in the Office**

Only VIA Staff is allowed in the office.

- No visitors, family, friends, clients, or vendors.
- In-person meetings are prohibited.
- Meetings will take place through telecommunication.

## **Travel Policy**

There will be no non-essential travel for work.

If you travel out of state for leisure, please assess your risk of exposure and consider only working from home for 14 days to limit risk to office exposure.

## **Exposure to COVID-19**

If you or someone in your immediate household is diagnosed with COVID-19, you must notify Wolf or Lauren.

If a VIA staff member is diagnosed with COVID-19 and they have been present in the office within the last 14 days,

- Their identity will remain confidential.

- VIA management will notify the office that there has been an exposure and notify any staff members who were directly exposed.
- The office will immediately be closed with no
- We will perform a deep clean of the office before staff members are permitted to return.

## **Cleaning and Disinfecting Protocols**

VIA staff is responsible for disinfecting surfaces that they touch. High traffic areas and commonly used surfaces including door knobs, countertops, and handwashing facilities must be disinfected frequently.

Building Management will be frequently disinfecting bathrooms and other common use facilities throughout the building.

VIA also requires staff members to clean and disinfect personal work areas often and will supply the necessary cleaning products.

Staff will avoid sharing phones, other work supplies, or office equipment wherever possible.

Staff will never share PPE.

Where office equipment must be shared, items will be disinfected between shifts or uses, whichever is more frequent, including but not limited to the following: copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc., with a cleaner appropriate for the surface.

VIA will ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.

Cleaning chemicals and products approved for use against COVID-19 will be provided.

These include:

- Disinfectants labeled to be effective against emerging viral pathogens
- Diluted household bleach solutions (5 tablespoons per gallon of water)
- Alcohol solutions with at least 70% alcohol that are appropriate for the surface.

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## **Safety Practices**

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### **Self Screening**

Before coming into the office, staff is encouraged to conduct self-screenings at home in accordance with CDC Guidelines - a temperature and a symptom check.

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The symptoms of COVID-19 are:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches

- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### **Symptomatic Staff Members Must Stay Home.**

It is important that staff members do not come into work if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.

Seek medical attention if symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

### **Commuting Safety**

Driving, biking, and walking is strongly encouraged.

If you take public transit, please adhere to all safety precautions.

[Translink Safety Protocol](#)

### **Sign In and Out of the Office**

(Protocol is listed previously in this document)

### **Practice Frequent Hand Washing**

VIA asks staff members to conduct frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when staff members cannot get to a sink or hand washing station, per CDC guidelines).

### **Proper use of PPE**

Masks must be worn when physical distancing cannot be maintained i.e. communal spaces and walking around the office

Wash reusable masks after use

Wear a mask that fits securely over the nose and under the chin

#### **Please note:**

- Face coverings do not protect the wearer and are not personal protective equipment (PPE).
- Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
- Staff members should wash or sanitize hands before and after using or adjusting face coverings.
- Avoid touching eyes, nose, and mouth.

- Face coverings should be washed after each shift.

### **Physical Distancing (2 meters) Must Be Maintained.**

Measures have been taken to ensure a physical distance of 2 meters.

Do not use other staff members' desks or chairs under any circumstance.

### **Cleaning and Disinfecting Practices**

Staff members must wipe down every surface they touch.

Bleach spray will be available that is safe for all surfaces, including Paperstone.

Bleach solution must be dumped out and re-mixed every day.

10: 1 | Water: Bleach solution

Separate cleaning supplies for screens will be available.

Staff must disinfect their desk, keyboard, mouse, and phone every day.

Follow kitchen protocol (Listed previously in this document)

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## **Questions or Concerns**

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If you have practical questions (i.e. protocols, supplies, scheduling, etc.), please contact your Office Administrator.

All other questions or concerns can be directed to Wolf or Lauren.