

# BC Wine Institute COVID-19 Workplace Safety Plan

As of November 17, 2020

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## UNDERSTANDING COVID-19

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

The risk of person-to-person transmission increases the closer you come to other people, the amount of time you spend near them and the number of people you come near. Physical distancing measures help to mitigate this risk.

The risk of surface transmission increases when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

## WHAT WE ARE DOING TO KEEP YOU AND OUR OFFICE SAFE AND HEALTHY

### PHYSICAL DISTANCING PROTOCOLS

Implementation of the following protocols will help reduce the risk of person-to-person transmission.

#### General:

- A team schedule has been created with alternating shifts to minimize contact and to avoid cross-contamination.
  - Whenever possible - no more than five employees in the office at one time. Visitors are included in the five people count.
  - If you must come into the office on a “work from home” day, please check in with your supervisor to ensure there won’t be more than five people in the office at once.
- Where possible please modify or eliminate in-person meetings; when in-person meetings are required, hold them on Teams or outside where the risk of transmission is lower. Also see Boardroom guidelines outlined in this plan.
- Masks are required for employees and guests when in the common areas of the office, e.g. kitchen, hallway, storage area. This does not include individual offices (refer to individual workspaces section below.) Please see further resources on the M:Drive in the Staff Folder *COVID Safety Plan and materials* on the proper use of masks.
- Shared hallway traffic flow has been designated one-way. Please follow the floors markers to maintain the correct flow and reduce contact with other team members. In the event you need to visit the office next to yours and it goes against the floor markers, please check the hallway is clear before proceeding. No need to walk all the way around the office in this case unless of course there are others in the hallway you could come into contact with.

#### Lunchroom:

- One person at a time.
- Take lunch or breaks outdoors or within your own office.

#### Printer room:

- One person at a time.

#### Boardroom room:

- No more than two people at a time.

#### Individual workspaces

- One person only in individual workspaces.
- Masks are not required in individual workspaces where only one person is present.
- Where possible, try to eliminate visiting other team members offices. If it is necessary to do so, wear a mask and stand at office doorway to maintain two-metre distance.
- If a meeting is needed, please use Teams or meet outdoors to reduce transmission. If the meeting involves two people or less the Boardroom is also an option to allow for two-metre physical distancing.

### **CLEANING & SANITIZATION PROTOCOLS**

#### General:

- Hand sanitizer and sanitizer wipes/spray made available in all shared office spaces, e.g. lunchroom, printer room, boardroom, bathrooms.
- Sanitize shared light switches and door handles daily.

#### Lunchroom:

- Use available hand sanitizer upon entry and exit.
- After each use, wipe down all contact services (including fridge, dishwasher, cupboard handles or garbage) with available sanitizer wipes/spray.
- Shared sponges and clothes have been removed.
- Shared dishes and cutlery should be avoided/eliminated if possible, however if a dish is used, please use dishwasher to clean and ensure it is run at end of day.
- Minimize use of shared items where cross-contamination is possible (e.g., shared coffee and water stations and snack bins). If used, be sure to wipe down with sanitizer wipes/spray.
- Outside/shared food is not permitted at this time.

#### Printer room:

- Use available hand sanitizer upon entry and exit.
- Wipe down all contact services (including printer, cupboard door handles or counter) with available sanitizer wipes/spray.

#### Boardroom room:

- Use available hand sanitizer upon entry and exit.
- Wipe down all contact services (including table, armrests, phone, light switch and door handle) with available sanitizer wipes/spray.

#### Individual workspaces:

- Sanitize high contact touchpoints daily (or every time you are in the office) e.g. light switches, door handles, phone, keyboard.

### Restrooms:

- Follow WorkSafeBC handwashing guidelines posted in washrooms.
- Use available sanitizer wipes/spray to wipe down light switch and door handle when exiting.

### HEALTH & HYGIENE

#### General:

- Team members are required to inform management immediately of any flu-like symptoms, stay home & quarantine for 14 days - no exceptions.
- Please wash your hands\* or use sanitizer when a sink is not available, after the following activities:
  - using the restroom
  - sneezing
  - touching your face
  - blowing your nose
  - cleaning
  - eating
  - drinking
  - before or after entering the office. *\*Please see WorkSafeBC proper handwashing signs posted throughout the office.*
- Eliminate hand-to-hand contact with team members (handshakes, fist bumps, high-fives, wine glass clinks, etc.).
- Maximize use of digital transactions and eliminate the sharing of paper where possible i.e. digital invoices, payment methods, etc. Minimize sharing of documents between multiple people wherever possible.

### OUTSIDE VISITORS

- Minimize or eliminate non-essential in-person interaction between team members and visitors (e.g., use of virtual meeting tools, email, or telephone). Always maintain a limit of five people in the office.
- If required, visits to the workplace should be prearranged, staggered and safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to entrance). Post sign-in sheet at front door for visitors to keep a record of any visitors in the workplace.
- Visitors should be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.
- Visitors required to use hand sanitizer upon entry and exit of office or meeting rooms.
- Beverages (coffee, tea, water) should not be offered or shared at this time.

### DELIVERIES

- Ensure that delivery zones are clearly identified and limited to receivers and deliverers only.
- Arrange for suppliers and/or delivery persons to drop off goods at building entrance to avoid searching for business within the premises.
- Ensure hand washing station in place and request delivery persons sanitize their hands upon entering the office space.
- Request contactless delivery to maintain physical distancing requirement (e.g. delivery person leaves packages in a pre-arranged location). This option may be limited if signing or proof of receipt is required.

## TRANSPORTATION

- Non-essential transportation or business travel should be limited and on an exceptional basis only. Restrict travel between offices or work locations to critical business functions.
- Minimize the use of shared vehicles. If required, follow appropriate disinfection procedures before and after travel for vehicle surfaces such as the steering wheel, gear shift, and door handles.
- Where possible, communicate using telephone, text message, or other communication technology.

### Resources:

- [WorkSafeBC: Offices; Protocols for Returning to Operation](#)
- [Order of the BC Provincial Health Officer: Workplace COVID-19 Safety Plans](#)