

2020

WORK ENVIRONMENT SURVEY

COMMENT REPORT

Education



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COVID-19

Safe Return to Work Plan



Resilient People
– Flexible Workspaces



Ministry of
Education

FACILITIES & WORKPLACE SERVICES

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Version Control

DATE	VERSION	CHANGES
June 28, 2020	07.28.20 Ver. 1.0	1. First Draft of SRWP - 2025WB

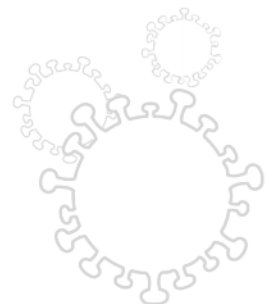
Purpose

The COVID-19 Safe Return to Work Plan – Vancouver (Safety Plan) outlines the policies, guidelines, and procedures the Ministry of Education has put in place to reduce the risk of COVID-19 transmission. This document relates to safety procedures at Ministry of Education, 400-2025 West Broadway, Vancouver, BC only.

As part of the COVID-19 Safe Return to Work Plan, safe work procedures have been developed to help reduce the risk of exposure in the workplace. These procedures apply to all staff at Ministry of Education workplaces. Each of us -alone and together- shares a responsibility for minimizing the impact of COVID-19. We all have a role to play in ensuring that work environments are 'kind, calm, and safe'.

Guiding Principles (Based on BCPSA Workplace Guidelines)

- Follow the orders and direction of the PHO and the Minister of Public Safety and Solicitor General for COVID-19.
- Take measures to protect the health and safety of all BC Public Service staff.
- Take measures to protect clients from COVID-19 exposure from other clients and ministry staff.
- Make decisions using the best science, evidence and policy advice available.
- Involve and educate staff about the procedures and controls that are in place to make workplaces and work processes safe.
- This is a living document in a fluid situation and is subject to change as we learn.



EDUC COVID Controls Committee & Accountabilities

Providing guidance, leadership and support:

- Deputy Minister & EDUC Executive
- Branch Leads & Supervisors

COVID Controls Committee (Resource Management Division- lead)

- **Executive Sponsor:** Reg Bawa
- **Strategic Human Resources & Communications:** Kim Russell/Emma Bennett
- **Facility & Workplace Services:** Jeff Robinson/Bruce Edmonds
- **2025 West Broadway:** Christine Ducharme/Sarvi Brent

COVID Controls Committee Accountabilities

- Workplace Capacity Assessments for: 2025 West Broadway (4th floor and common space).
- Monitor and ensure workplace capacity is not exceeded.
- Amend plan as and when required based on guidance from PHO and / or PSA.
- Conduct regular facility inspections and walkthroughs.
- Create and maintain Safe Work Procedures.
- Coordinate with building tenants and representatives
- Provide ongoing communication and messaging for all staff addressing: questions, concerns and gaps in mitigation strategies.
- Create and provide training and orientation for all returning staff.
- Reporting and monitoring.

To Address Concerns or Questions

For any concerns related to safe work procedures or building strategies please contact the following:

Christine Ducharme at: Christine.Ducharme@gov.bc.ca

Note: *Details of concerns raised and responses will be made available to all employees on the Ministry COVID-19 Resources Page.*

Building & Facilities Contact for 2025 West Broadway Street:

Christine Ducharme at: Christine.Ducharme@gov.bc.ca

Mode of COVID-19 Transmission

COVID-19 is transmitted by large droplets which may be generated when an infected person coughs or sneezes. Droplets travel a short distance through the air (less than two metres) and can be deposited on inanimate surfaces or in the eyes, nose, or mouth. Scenarios that create an increased risk include:

- Exposure to potentially infectious respiratory droplets via close contact (within two metres) with a COVID-19 positive person experiencing respiratory symptoms (e.g., sneezing, coughing).
- Transfer of the virus via direct physical contact (e.g., touching contaminated skin/hands) with a COVID-19 positive person.
- Contact with an inanimate object, such as contaminated surfaces and objects, which can serve as the vehicle for transmission of the COVID-19 virus. This includes contaminated blood and bodily fluids (BBF). Follow your workplace specific BBF protocols for clean up (e.g., call CBRE).

A low risk of contracting COVID-19 from exposure to feces has been established. Workplaces that have identified a risk of exposure to feces will follow the controls in their blood and bodily fluids exposure control plan to reduce the likelihood of contracting the disease.

Signs & Symptoms of COVID-19

Common symptoms are fever, tiredness and a dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat, vomiting or diarrhea. These symptoms are usually mild and begin gradually. They are similar to a cold or flu and may take up to 14 days to appear.

The BC COVID-19 Self-Assessment Tool is available for anyone that develops symptoms and can be used to help determine if you need further assessment or testing for COVID-19.

Resources

Refer to the following links for up-to-date general information on COVID-19:

- BC Center for Disease Control (BCCDC)
- Public Health Agency of Canada (PHAC)
- WorkSafeBC website on COVID-19 and Preventing exposure to COVID-19 in the workplace:
A guide for employers

Refer to the following link for specific questions related to the BC Public Service's response to COVID-19:

- MyHR BC Public Service Agency (BCPSA)

Standard Precautions for COVID-19 in the Workplace

Standard Precautions are a group of infection-prevention practices that apply to all workers, regardless of suspected or confirmed COVID-19 cases encountered. Standard Precautions for COVID-19 or any flu-like illness include:

- Physical distancing: keeping 2 meters of space between staff or clients when possible
- Cough and sneeze etiquette
- Not touching your face
- Hand washing/sanitizing
- Staying home when sick and self-isolation if required or directed to do so

Cough & Sneeze Etiquette

Workers are expected to follow cough and sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet routes. It includes the following:

- Stay home when sick.
- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Do not shake hands; use an elbow bump.
- Wash your hands often, especially after coughing, sneezing or blowing your nose. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.

A Worker Has COVID-19 or Flu-Like Symptoms

Workers with COVID-19/flu symptoms or are otherwise sick should not be in the workplace. For guidance on returning to work after an illness, consult the [COVID-19 FAQs](#) on MyHR.

Hand Washing

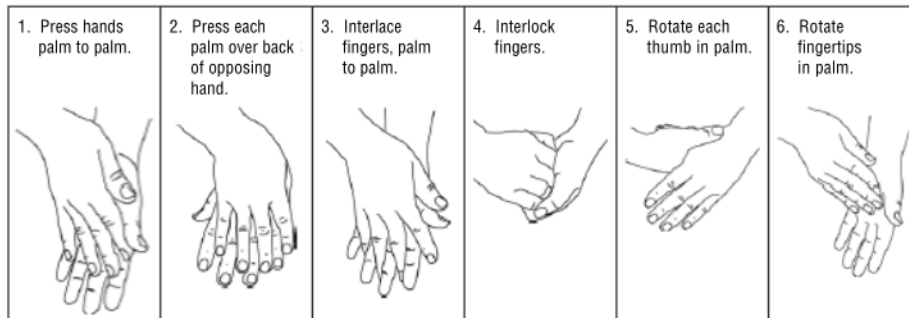
Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth—or to other surfaces that are touched.

Wash your hands immediately:

- When arriving at your work area and when you leave a work area, and often throughout the day.
- After handling materials that may be contaminated.
- Before eating, drinking, smoking, handling contact lenses or applying makeup.
- After wiping down a workstation.

Handwashing procedure:

- Wash with soap and water for at least 20 seconds, or, if soap and water are not available, use an alcohol-based hand sanitizer.



Resources on handwashing:

- HealthLinkBC File #85: Hand Washing: Help Stop the Spread of Germs
- WorkSafeBC Video: Disease Prevention: It's in Your Hands

Physical Distancing

Physical distancing requires us to make changes to our everyday routines and to minimize close contact with others. This means keeping two metres distance between ourselves and others.

While physically distanced workstations for employees help control the spread of COVID-19 while at the workstation, all workplaces have shared equipment, high foot traffic areas and common areas that create close spaces where employees come within two metres of each other. The Provincial Health Officer has stated that the risk of COVID-19 transmission is low between two people briefly passing less than two metres from each other. Workplaces must limit the cumulative duration of these exposures throughout the workday.

It will be impractical to eliminate all less than two-metre interactions. The goal is to limit less than two-metre interactions to short durations (e.g. walk past) and infrequent occurrences.

Examples:

- Acceptable less than two-meter distance interactions:
 - An employee walking past a colleague's workstation several times for breaks and lunch.
- Unacceptable less than two-meter interactions:
 - A busy hallway where employees pass each other every few minutes – traffic controls are required.

NOTE: A high-risk close contact is defined as a person who: provided direct care for the case, including healthcare workers, family members or other caregivers, or who had other similar close physical contact (e.g., intimate partner) without consistent and appropriate use of personal protective equipment, OR; lived with or otherwise had close face to face contact (within 2 metres) with a probable or confirmed case for more than 15 minutes (may be cumulative, i.e., multiple interactions) up to 48 hours prior to symptom onset.

Having short term contact, multiple times during the day (i.e. walking past a colleague on the way to the lunchroom and breaking the 2m distance protocol), would be considered a low risk contact. With this in mind; controls currently applied control traffic flow, entry and exit, wet spaces, and capacity maximums for work and meeting spaces supporting required numbers of employees. Additional engineering controls such as plexiglass barriers at workstations are not under consideration.

General Cleaning

Personal Workstation Cleaning

NOTE: *It is everyone's responsibility to maintain cleanliness in the building, to ensure the well-being of our team.*

Users of dedicated workstations should adhere to the following guidelines:

- Clean daily at a minimum.
- Use regular household cleaners as per the manufacturer's instructions.
- Wipe all horizontal surfaces.
- Ensure handwashing or use of hand sanitizer after cleaning of workspace.

Shared Workstation Cleaning

Users of shared workstations should practice the following guidelines:

- Clean before and after use.
- Use regular household cleaners as per the manufacturer's instructions.
- Wipe all horizontal surfaces.
- Ensure handwashing or use of hand sanitizer after cleaning of workspace.

Meeting Room, Quiet/Privacy Room Cleaning

Users of shared space should practice the following guidelines:

- Clean before and after use.
- Use regular household cleaners as per the manufacturer's instructions.
- Wipe all horizontal surfaces.
- Ensure handwashing or use of hand sanitizer after cleaning of workspace.

Electronics

- For specific information regarding cleaning electronics, please contact **Educ DL Technology Services**.
- For electronics such as cell phones, tablets, touch screens, remote controls, and keyboards, remove visible contamination if present. Turn off the computer/mobile phone before cleaning.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- When possible, consider the use of wipeable covers for electronics. (Program areas to purchase.)
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70 per cent alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquid.

NOTE: *Some disinfecting wipes designed for medical use may cause discoloration, harm surfaces, or even affect functionality of your device.*

Do NOT use wipes containing sodium hypochlorite (Bleach).

Recommend to squeeze out excess liquid from wipe or disinfecting cloth before use, gently wipe the system thoroughly, be careful to ensure no liquids drips into the computer. Do not wipe on connector pins.

Always allow the computer to completely dry prior to any use.

In client-facing offices, also clean high touch surfaces such as service counters, door handles, railings and public workstations frequently.

Building Specific Controls

Stairwell Direction

The stairwells are to be used in the following manner (see Map Appendix D):

- Neither stairwell is available to employees to ascend (no access to our floor from stairwell).
- Both stairwells may be used only to descend.
- Landings may be used as pull out areas for employees to move past one another if required.

NOTE: *In an emergency please use closest stairwell to exit the building as per standard emergency procedures.*

Elevator Etiquette

- The elevators are restricted to two people at a time, to allow 2-meter distancing.
- Waiting areas in the lobby (ground floor) have red lines to indicate 2-meter distancing while waiting to access the elevator.
- Please try to avoid touching elevator buttons with your hands; attempt to use an inanimate object such as a pen/pencil etc.

Traffic Flow

- See Appendix D, Floor Plans - traffic flow patterns are marked in blue on floor(s).
- Traffic flow patterns have been marked with red (tape) arrows on floor(s)
- In narrow spaces that do not allow 2-way traffic with potential for congestion (hallway intersections, two-way hallways), please stop and wait for colleague to pass, ensuring adequate physical distancing. Red (tape) arrows are not placed in these narrow locations (i.e. PCU).
- Traffic pattern is designed to reduce the risk of close contact.

Wet Spaces (kitchens, bathroom)

Kitchen

- Hearing Room kitchen and washroom - **PLEASE DO NOT USE.**
- Please adhere to maximum capacity signage posted in each kitchen area.
- Please remember "You use it - you clean it". DO NOT leave any dishes in the sink or on the counter. Janitorial staff will not clean these areas if dishes are left out.
- Use your own containers/dishes/cutlery.
- Limit the number of containers you store in kitchen fridges used for your lunch to a total of two (2).
- Always ensure physical distancing.
- Main kitchen use:
 - Two (2) staff at a time at counter, maintaining physical distance.
If using the sink to clean, then only one staff should be at the counter.
- Please remember that space is limited, ensure that your meal prep and/or clean-up is timely. We encourage you to take your lunch to your desk to eat, ensuring that all staff can prepare their lunch in a timely manner.
- Remember to wipe/clean/disinfect the counter space you are using in the kitchen prior to and after use.

Bathroom

- Maximum capacity of two (2), ensuring that only one (1) individual is at the sink/counter area at a time.
DO NOT leave anything in the bathrooms and ALWAYS wipe/clean up the counter area before leaving.
- Brushing teeth in the workplace should be avoided. Brushing may create droplets that fall onto the counter and sink surfaces representing a risk to others. If brushing occurs, it should be when alone in a washroom – and the employee should wipe down surfaces and rinse the sink when finished to protect others.

Guidelines for Meeting Rooms

To ensure physical distancing guidelines are maintained, consider the following:

- Hold the meeting virtually (e.g., via Skype) or by other means such as teleconference or email where possible.
- In addition to the above, please ensure that any team meetings are pre-booked to ensure that maximum floor capacity is never exceeded. Contact **Christine Ducharme**.
- Use hearing room only (currently set up for hearings, do not change the set-up).
- Add a reminder about physical distancing guidelines to the meeting invite.
- Ensure cleaning guidelines are followed once the meeting is over (i.e. ensure all surfaces are wiped down/disinfected prior to leaving the meeting room).

For team meetings

- In addition to the above, please ensure that any team meetings are pre-booked to ensure that maximum floor capacity is never exceeded. Contact **Christine Ducharme**.

Appendix A – Safe Work Procedures

The following links are provided to ensure you have access to current safe work procedures available, these are considered relevant to ministry work. Not all may be applicable to your specific work but are considered relevant to the work setting. Please refer to as required, if unsure please contact your supervisor or refer to page 4 of this document, **To Address Concerns or Questions.**

- Air travel
- Field work: residential & community settings
- General cleaning procedures
- General field work
- General procedures for the office environment
- Handling documents in the office and field
- Non-medical (cloth) masks
- Non-surgical procedural masks
- Staying in accommodations for work travel
- Vehicle use



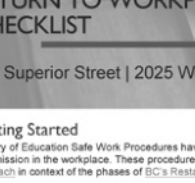
Appendix B – Checklists

The following two checklists are provided for use/review.

The COVID-19 Orientation Checklist is completed with employees working onsite by their supervisor or designate prior to implementing Step 2 of the restart and repopulation process. The orientation informs employees of the COVID-19 hazard, etiquette for the COVID-19 hazard and any other changes to how hazards are protocolled in the workplace.

The weekly inspection report is to ensure that COVID-19 protocols are effective and conducted by ministry managers responsible for the worksite. These inspections will assist in identifying any gaps in our mitigation strategies, with recommendations reflected in the actions log located at the end of this plan.

- Ministry of Education COVID-19 Orientation Checklist
- COVID-19 Weekly Inspection Checklist & Report



RETURN TO WORKPLACE ORIENTATION CHECKLIST

620 Superior Street | 2025 West Broadway

Getting Started

Ministry of Education Safe Work Procedures have been developed to protect against risk of COVID-19 transmission in the workplace. These procedures are in line with the [BC Public Service COVID-19 Approach](#) in context of the phases of [BC's Restart Plan](#).

Each employee is responsible for maintaining a safe and healthy workplace. This document outlines the steps employees must take before returning to 620 Superior Street or 2025 West Broadway. Please check-off each step once you've reviewed the material. Once all steps are complete, you may sign-off in the supervisor.

Supervisors are responsible for checking-in with staff this document.


COVID-19 WEEKLY INSPECTION CHECKLIST

EDUC - 620 Superior Street

Date of Inspection:

Employee Orientation Process

- Watch the [BC Public Service Restart Strategy: All Staff](#) workites are operating during the pandemic in a safe way, and understand their own personal responsibilities to help protect from COVID-19 in and outside of the workplace.
- Read our [Ministry of Education Safe Work Plan](#) specific to your office location to understand how we will maintain a safe and healthy workplace. Follow-up with any questions to your supervisor.
- Watch our [Workplace Orientation Webinar](#) specific to your office location to understand what to expect and familiarize yourself with the new processes.
- Confirm your re-entry date with your supervisor, who will coordinate with SHR and Facilities & Workplace Services to track and manage safe capacity levels.
- Submit this virtually signed and completed checklist to your supervisor by email.



If the employee sees a health or safety concern in the workplace, they are required to report it to their supervisor immediately for appropriate response by Facilities and Workplace Services.

I confirm that I have reviewed the materials above and understand my responsibility to maintain a safe and healthy workplace upon re-entry to the worksite.

Employee Name: [Type Name to Agree]

Strategic HR & Facilities and Workplace Services

1

Appendix C – Providing First Aid During the COVID-19 Pandemic

Workplaces must still maintain first aid levels to ensure compliance with Occupational Health and Safety Regulations, but the requirements may be reduced due to less staff in the workplace as a result of COVID-19. The following document provides information and advice in supporting the provision of first aid during the COVID-19 pandemic.

- Providing First Aid During the COVID-19 Pandemic



FIRST AID

IN A LIFE-THREATENING EMERGENCY CALL 911

Ministry of Education, 400 – 2025 West Broadway,
Vancouver, BC V6J 1Z6

CONTACT AN ATTENDANT

ATTENDANT	CERTIFICATION LEVEL	CONTACT - SKYPE OR CALL PHONE NUMBER	DESK LOCATION
Christine Ducharme	Level 2	778-366-5919	#406 - TCB
Dijana Gres	Level 1	778-366-5948	North Wall #432 - PEO
Erin Stockwell	Level 1	778-366-5945	#415 - TCB
Sheevani Narayan	Level 1	778 366-5905	#444 - PCU

NEED AN AMBULANCE?
CALL 911 FIRST
Then CALL AN ATTENDANT

WorksafeBC requires that all injuries be reported to a First Aid Attendant.

Appendix D – Floor Plan

The following pages provide a visual guide to moving through 2025 West Broadway Street. The floor plan identify the correct points to enter and exit the building and current allowable staffing capacity in; workstations and meeting rooms. This floor plan also provides an overview of general traffic flow on the 4th floor, blue indicating one way traffic. In the building these arrows will be marked on the floor with red tape. Supporting signage is posted throughout the building to assist with understanding of the new capacity and traffic flow.

The floor plan outlines the following points:

- Entry points / Exit points
- Current workstation space capacity
- Meeting room capacity
- Traffic flow pattern





Appendix E – Protocols Action Log

This log will be used by the COVID managers to record actions that occur after the initial COVID-19 Workplace Assessment Walkthrough such as:

- Training.
- Communications.
- Interim solutions that are replaced by long-term solutions.
- Updates made to the Safe Work Procedures.

All information will be documented and posted (EdNet COVID resources page, union boards, main lobby) to keep you informed of issues identified and the work being done or completed in resolving issues and concerns.

COVID-19 Protocols Action Log

[illegible]

COVID-19

Safe Return to the Workplace Plan



Resilient People
– Flexible Workspaces



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Education

FACILITIES & WORKPLACE SERVICES

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Version Control

DATE	VERSION	CHANGES
June 23, 2020	06.23.20_Ver. 1.0	1. First Draft of SWP, includes PSA /OSS edits

Purpose

The COVID-19 Safe Return to Workplace Plan – Victoria (Safety Plan) outlines the policies, guidelines, and procedures the Ministry of Education has put in place to reduce the risk of COVID-19 transmission. This document relates to safety procedures at Ministry Headquarters, 620 Superior Street, Victoria, BC only. For information about Safety Procedures at 2025 West Broadway, Vancouver, please see our COVID-19 Safe Return to Workplace Plan – Vancouver.

As part of the COVID-19 Safe Return to Workplace Plan, safe work procedures have been developed to help reduce the risk of exposure in the workplace. These procedures apply to all staff at Ministry of Education workplaces. Each of us -alone and together- shares a responsibility for minimizing the impact of COVID-19. We all have a role to play in ensuring that workplace environments are 'kind, calm, and safe'.

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- Branch Leads & Supervisors

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- **Executive Sponsor:** Reg Bawa
- **Strategic Human Resources & Communications:** Kim Russell / Emma Bennett
- **Facility & Workplace Services:** Jeff Robinson/Bruce Edmonds

COVID Controls Committee Accountabilities

- Workplace Capacity Assessments for: 620 Superior Street (3rd, 4th, 5th floors and common space).
- Monitor and ensure workplace capacity is not exceeded.
- Amend plan as and when required based on guidance from PHO and / or PSA.
- Conduct regular facility inspections and walkthroughs.
- Create and maintain Safe Workplace Procedures.
- Coordinate with building tenants and representatives (FIN, IGRS, Joint OHS representative, Article 29 representative, CBRE)
- Provide ongoing communication and messaging for all staff addressing: questions, concerns and gaps in mitigation strategies.
- Create and provide training and orientation for all returning staff.
- Reporting and monitoring.

To Address Concerns or Questions

For any concerns related to safe workplace procedures or building strategies please contact any of the following:

Emma Bennett, SHR at:	Emma.Bennett@gov.bc.ca
Jeff Robinson, F&WS at:	Jeff.Robinson@gov.bc.ca
Occupational Health & Safety Committee at:	OH&S

Note: *Details of concerns raised and responses will be made available to all employees on the Ministry COVID-19 Resources Page.*

Building & Facilities Contacts for 620 Superior Street:

- | | |
|--|---|
| • Ministry of Education: | Jeff Robinson, Emma Bennett & Bruce Edmonds |
| • Ministry of Finance: | Shelley Akam, Clancy McDonnell |
| • Intergovernmental Relations Secretariat: | Genevieve Elliot |

Mode of COVID-19 Transmission

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- Contact with an inanimate object, such as contaminated surfaces and objects, which can serve as the vehicle for transmission of the COVID-19 virus. This includes contaminated blood and bodily fluids (BBF). Follow your workplace specific BBF protocols for clean up (e.g., call CBRE).

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Resources

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- [Public Health Agency of Canada \(PHAC\)](#)
- [WorkSafeBC website on COVID-19 and Preventing exposure to COVID-19 in the workplace: A guide for employers](#)

Refer to the following link for specific questions related to the BC Public Service's response to COVID-19:

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Standard Precautions for COVID-19 in the Workplace

Standard Precautions are a group of infection-prevention practices that apply to all workers, regardless of suspected or confirmed COVID-19 cases encountered. Standard Precautions for COVID-19 or any flu-like illness include:

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- Cough and sneeze etiquette
- Not touching your face
- Hand washing/sanitizing
- Staying home when sick and self-isolation if required or directed to do so

Cough & Sneeze Etiquette

Workers are expected to follow cough and sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet routes. It includes the following:

- Stay home when sick.
- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Do not shake hands; use an elbow bump.
- Wash your hands often, especially after coughing, sneezing or blowing your nose. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.

A Worker Has COVID-19 or Flu-Like Symptoms

Workers with COVID-19/flu symptoms or are otherwise sick should not be in the workplace. For guidance on returning to workplace after an illness, consult the [COVID-19 FAQs](#) on MyHR.

Hand Washing

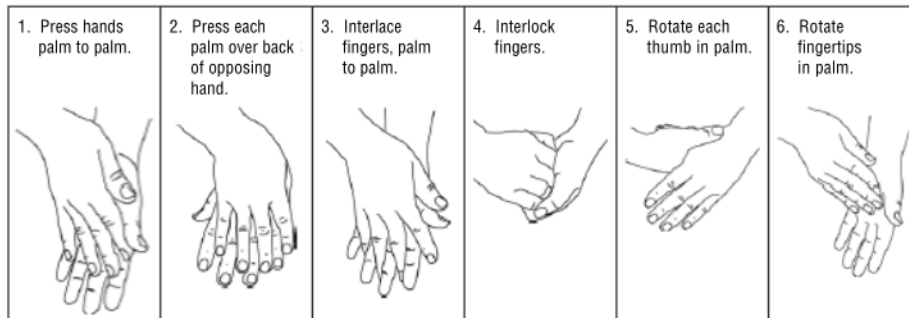
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Wash your hands immediately:

- When arriving at your work area and when you leave a work area, and often throughout the day.
- After handling materials that may be contaminated.
- Before eating, drinking, smoking, handling contact lenses or applying makeup.
- After wiping down a workstation.

Handwashing procedure:

- Wash with soap and water for at least 20 seconds, or, if soap and water are not available, use an alcohol-based hand sanitizer.



Resources on handwashing:

- HealthLinkBC File #85: Hand Washing: Help Stop the Spread of Germs
- WorkSafeBC Video: Disease Prevention: It's in Your Hands

Physical Distancing

Physical distancing requires us to make changes to our everyday routines and to minimize close contact with others. This means keeping two metres distance between ourselves and others.

While physically distanced workstations for employees help control the spread of COVID-19 while at the workstation, all workplaces have shared equipment, high foot traffic areas and common areas that create close spaces where employees come within two metres of each other. The Provincial Health Officer has stated that the risk of COVID-19 transmission is low between two people briefly passing less than two metres from each other. Workplaces must limit the cumulative duration of these exposures throughout the workday.

It will be impractical to eliminate all less than two-metre interactions. The goal is to limit less than two-metre interactions to short durations (e.g. walk past) and infrequent occurrences.

Examples:

- Acceptable less than two-meter distance interactions:
 - An employee walking past a colleague's workstation several times for breaks and lunch.
- Unacceptable less than two-meter interactions:
 - A busy hallway where employees pass each other every few minutes – traffic controls are required.

NOTE: A high-risk close contact is defined as a person who: provided direct care for the case, including healthcare workers, family members or other caregivers, or who had other similar close physical contact (e.g., intimate partner) without consistent and appropriate use of personal protective equipment, OR; lived with or otherwise had close face to face contact (within 2 metres) with a probable or confirmed case for more than 15 minutes (may be cumulative, i.e., multiple interactions) up to 48 hours prior to symptom onset.

Having short term contact, multiple times during the day (i.e. walking past a colleague on the way to the lunchroom and breaking the 2m distance protocol), would be considered a low risk contact. With this in mind; controls currently applied control traffic flow, entry and exit, wet spaces, and capacity maximums for workplace and meeting spaces supporting required numbers of employees. Additional engineering controls such as plexiglass barriers at workstations are not under consideration.

General Cleaning

Personal Workstation Cleaning

NOTE: *It is everyone's responsibility to maintain cleanliness in the building, to ensure the well-being of our team.*

Users of dedicated workstations should adhere to the following guidelines:

- Clean daily at a minimum.
- Use regular household cleaners as per the manufacturer's instructions.
- Wipe all horizontal surfaces.
- Ensure handwashing or use of hand sanitizer after cleaning of workspace.

Shared Workstation Cleaning

Users of shared workstations should practice the following guidelines:

- Clean before and after use.
- Use regular household cleaners as per the manufacturer's instructions.
- Wipe all horizontal surfaces.
- Ensure handwashing or use of hand sanitizer after cleaning of workspace.

Meeting Room, Quiet/Privacy Room Cleaning

Users of shared space should practice the following guidelines:

- Clean before and after use.
- Use regular household cleaners as per the manufacturer's instructions.
- Wipe all horizontal surfaces.
- Ensure handwashing or use of hand sanitizer after cleaning of workspace.

Electronics

- For specific information regarding cleaning electronics, please contact **Educ DL Technology Services**.
- For electronics such as cell phones, tablets, touch screens, remote controls, and keyboards, remove visible contamination if present. Turn off the computer/mobile phone before cleaning.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- When possible, consider the use of wipeable covers for electronics. (Program areas to purchase.)
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70 per cent alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquid.

NOTE: *Some disinfecting wipes designed for medical use may cause discoloration, harm surfaces, or even affect functionality of your device.*

Do NOT use wipes containing sodium hypochlorite (Bleach).

Recommend to squeeze out excess liquid from wipe or disinfecting cloth before use, gently wipe the system thoroughly, be careful to ensure no liquids drips into the computer. Do not wipe on connector pins.

Always allow the computer to completely dry prior to any use.

In client-facing offices, also clean high touch surfaces such as service counters, door handles, railings and public workstations frequently.

Building Specific Controls

Stairwell Direction

The stairwells are to be used in the following manner (see Map Appendix D):

- B-side (nearest Government Street, adjacent to the lobby) stairwell is to be used to ascend only.
- D-side (nearest Douglas Street) stairwell is to be used to descend only.
- Landings may be used as pull out areas for employees to move past one another if required.

NOTE: *In an emergency please use closest stairwell to exit the building as per standard emergency procedures.*

Elevator Etiquette

- The elevators are restricted to one person at a time, 2-meter distancing is not possible in our elevators.
- Waiting areas outside of each elevator on each floor have red lines to indicate 2-meter distancing while waiting to access the elevator.
- It is **strongly** encouraged that elevators be used only by employees who have challenges with using the stairwells.
- Please try to avoid touching elevator buttons with your hands; attempt to use an inanimate object such as a pen/pencil etc.

Traffic Flow

- See Appendix D, Floor Plans
- Traffic flow patterns have been marked with red (tape) arrows on floor(s)
- On each floor plan, one-way traffic is marked with blue arrows
- On each floor two-way traffic is marked with green arrows
- Traffic pattern is designed to reduce the risk of close contact
- Corresponding signage has been posted in areas identified as having a potential for congestion, (hallway intersections, two-way hallways) the signage indicates right of ways and areas to 'pull out' so that others may proceed while ensuring adequate physical distancing.

Wet Spaces (kitchens, bathroom, showers/changerooms)

Kitchen

- Please adhere to maximum capacity signage posted in each kitchen area.
- Please remember "You use it - you clean it". DO NOT leave any dishes in the sink or on the counter. Janitorial staff will not clean these areas if dishes are left out.
- Use your own containers/dishes/cutlery.
- Limit the number of containers you store in kitchen fridges used for your lunch to a total of two (2).
- Always ensure physical distancing.
- Kitchen use for the 3rd and 4th floor:
 - If using microwave, fridge or counter prep area – two (2) staff at a time as indicated by red X.
 - If using the sink to clean, then only one staff should be at the counter.
- Kitchen use for the 5th floor:
 - Only one staff at a time should be at the counter space.
- Please remember that space is limited, ensure that your meal prep and/or clean-up is timely. We encourage you to take your lunch to your desk to eat, ensuring that all staff can prepare their lunch in a timely manner.
- Remember to wipe/clean/disinfect the counter space you are using in the kitchen prior to and after use.

Bathroom

- Maximum capacity of two (2), ensuring that only one (1) individual is at the sink/counter area at a time. **DO NOT** leave anything in the bathrooms and ALWAYS wipe/clean up the counter area before leaving.
- Please be sure to use the **Occupied / Unoccupied** signs posted outside the washrooms.
- Brushing teeth in the workplace should be avoided. Brushing may create droplets that fall onto the counter and sink surfaces representing a risk to others. If brushing occurs, it should be when alone in a washroom – and the employee should wipe down surfaces and rinse the sink when finished to protect others.

Gyms, change rooms and shower facilities

- The shower facilities at 620 Superior Street are open for use under the following directions;
 - Maximum capacity of one (1) person in the change room/shower.
 - Personal belongings are not allowed to be stored in the change room. Examples of personal belongings include deodorant, hair dryers and hair spray. All personal belongings must be removed by the owner after using the space.
 - Towels should be taken home daily and not left out in shared/common areas.
 - Remove unnecessary items to facilitate the cleaning of these areas.
 - All users must disinfect the showers:
 - Spray shower stalls, curtains, floor and fixtures using disinfectant spray before and after showering.
 - If the disinfectant is not available, the showers must be closed. Please report this immediately to the facilities management team.
 - Disinfectant spray is to be left on applied surfaces for 10 minutes prior to use.
 - Please limit your time in the shower/change room to allow for multiple users during peak times.
 - This area will be monitored / inspected on a weekly basis at a minimum.

Guidelines for Meeting Rooms

To ensure physical distancing guidelines are maintained, consider the following:

- Hold the meeting virtually (e.g., via Skype) or by other means such as teleconference or email where possible.
- Ensure compliance with maximum capacity recommendations posted outside of each meeting room.
- Use the largest room available (see Appendix D for room capacity information)
- Add a reminder about physical distancing guidelines to the meeting invite.
- Ensure cleaning guidelines are followed once the meeting is over (i.e. ensure all surfaces are wiped down/disinfected prior to leaving the meeting room).

For team meetings.

- In addition to the above, please ensure that any team meetings are pre-booked as per instructions (contact Strategic Human Resources or Facilities & Workplace Services) – to ensure that maximum floor capacity is never exceeded.

Appendix A – Safe Workplace Procedures

The following links are provided to ensure you have access to current safe workplace procedures available, these are considered relevant to ministry work. Not all may be applicable to your specific work but are considered relevant to the work setting. Please refer to as required, if unsure please contact your supervisor or refer to page 4 of this document, **To Address Concerns or Questions.**

- Air travel
- Field work: residential & community settings
- General cleaning procedures
- General field work
- General procedures for the office environment
- Handling documents in the office and field
- Non-medical (cloth) masks
- Non-surgical procedural masks
- Staying in accommodations for work travel
- Vehicle use



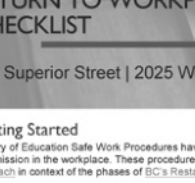
Appendix B – Checklists

The following two checklists are provided for use/review.

The COVID-19 Orientation Checklist is completed with employees working onsite by their supervisor or designate prior to implementing Step 2 of the restart and repopulation process. The orientation informs employees of the COVID-19 hazard, etiquette for the COVID-19 hazard and any other changes to how hazards are protocolled in the workplace.

The weekly inspection report is to ensure that COVID-19 protocols are effective and conducted by ministry managers responsible for the worksite. These inspections will assist in identifying any gaps in our mitigation strategies, with recommendations reflected in the actions log located at the end of this plan.

- Ministry of Education COVID-19 Orientation Checklist
- COVID-19 Weekly Inspection Checklist & Report



RETURN TO WORKPLACE ORIENTATION CHECKLIST

620 Superior Street | 2025 West Broadway

Getting Started

Ministry of Education Safe Work Procedures have been developed to protect against risk of COVID-19 transmission in the workplace. These procedures are in line with the [BC Public Service COVID-19 Approach](#) in context of the phases of [BC's Restart Plan](#).

Each employee is responsible for maintaining a safe and healthy workplace. This document outlines the steps employees must take before returning to 620 Superior Street or 2025 West Broadway. Please check-off each step once you've reviewed the material. Once all steps are complete, you may sign-off in the supervisor.

Supervisors are responsible for checking-in with staff this document.


COVID-19 WEEKLY INSPECTION CHECKLIST

EDUC - 620 Superior Street

Date of Inspection:

Employee Orientation Process

- Watch the [BC Public Service Restart Strategy: All Staff](#) workites are operating during the pandemic in a safe way, and understand their own personal responsibilities to help protect from COVID-19 in and outside of the workplace.
- Read our [Ministry of Education Safe Work Plan](#) specific to your office location to understand how we will maintain a safe and healthy workplace. Follow-up with any questions to your supervisor.
- Watch our [Workplace Orientation Webinar](#) specific to your office location to understand what to expect and familiarize yourself with the new processes.
- Confirm your re-entry date with your supervisor, who will coordinate with SHR and Facilities & Workplace Services to track and manage safe capacity levels.
- Submit this virtually signed and completed checklist to your supervisor by email.



If the employee sees a health or safety concern in the workplace, they are required to report it to their supervisor immediately for appropriate response by Facilities and Workplace Services.

I confirm that I have reviewed the materials above and understand my responsibility to maintain a safe and healthy workplace upon re-entry to the worksite.

Employee Name: [Type Name to Agree]

Strategic HR & Facilities and Workplace Services 1

Appendix C – Providing First Aid During the COVID-19 Pandemic

Workplaces must still maintain first aid levels to ensure compliance with Occupational Health and Safety Regulations, but the requirements may be reduced due to less staff in the workplace as a result of COVID-19. The following document provides information and advice in supporting the provision of first aid during the COVID-19 pandemic.

- Providing First Aid During the COVID-19 Pandemic
- First Aid Attendants



Appendix D – Floor Plans

The following pages provide a visual guide to moving through 620 Superior Street. The floor plans identify the correct points to enter and exit the building and current allowable staffing capacity in; workstations, quiet rooms and meeting rooms. These floor plans also provide an overview of general traffic flow on each floor, blue indicating one way and green indicating two-way traffic. In the building these arrows will be marked on the floor with red tape. Supporting signage is posted through out the building to assist with understanding of the new capacity and traffic flow.

The floor plans outline the following points:

- Entry points / Exit points
- Current workstation space capacity
- Meeting room capacity
- Traffic flow pattern



A Superior Street

620 Superior Street
Floorplan **Fifth Floor**

A Superior Street

620 Superior Street
Floorplan **Fourth Floor**



620 Superior Street
Floorplan **Third Floor**

Appendix E – Protocols Action Log

This log will be used by the COVID managers to record actions that occur after the initial COVID-19 Workplace Assessment Walkthrough such as:

- Training.
- Communications.
- Interim solutions that are replaced by long-term solutions.
- Updates made to the Safe Workplace Procedures.

All information will be documented and posted (EdNet COVID resources page, union boards, main lobby) to keep you informed of issues identified and the work being done or completed in resolving issues and concerns.

COVID-19 Protocols Action Log

[illegible]

COVID-19

Safe Return to the Workplace Plan



Resilient People
– Flexible Workspaces



Ministry of
Education

FACILITIES & WORKPLACE SERVICES

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Version Control

DATE	VERSION	CHANGES
June 28, 2020	07.28.20 Ver. 1.0	1. First Draft of SRWP - 2025WB
November 23, 2020	11.23.20_Ver. 1.1	2. Daily Health Checks
November 23, 2020	11.23.20_Ver. 1.1	3. Mandatory Masks

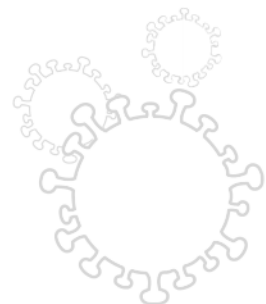
Purpose

The COVID-19 Safe Return to Workplace Plan – Vancouver (Safety Plan) outlines the policies, guidelines, and procedures the Ministry of Education has put in place to reduce the risk of COVID-19 transmission. This document relates to safety procedures at Ministry of Education, 400-2025 West Broadway, Vancouver, BC only.

As part of the COVID-19 Safe Return to Workplace Plan, safe workplace procedures have been developed to help reduce the risk of exposure in the workplace. These procedures apply to all staff at Ministry of Education workplaces. Each of us -alone and together- shares a responsibility for minimizing the impact of COVID-19. We all have a role to play in ensuring that workplace environments are 'kind, calm, and safe'.

Guiding Principles (Based on BCPSA Workplace Guidelines)

- Follow the orders and direction of the PHO and the Minister of Public Safety and Solicitor General for COVID-19.
- Take measures to protect the health and safety of all BC Public Service staff.
- Take measures to protect clients from COVID-19 exposure from other clients and ministry staff.
- Make decisions using the best science, evidence and policy advice available.
- Involve and educate staff about the procedures and controls that are in place to make workplaces and work processes safe.
- This is a living document in a fluid situation and is subject to change as we learn.



EDUC COVID Controls Committee & Accountabilities

Providing guidance, leadership and support:

- Deputy Minister & EDUC Executive
- Branch Leads & Supervisors

COVID Controls Committee (Resource Management Division- lead)

- **Executive Sponsor:** Reg Bawa
- **Strategic Human Resources & Communications:** Kim Russell/Emma Bennett
- **Facility & Workplace Services:** Jeff Robinson/Bruce Edmonds
- **2025 West Broadway:** Christine Ducharme/Sarvi Brent

COVID Controls Committee Accountabilities

- Workplace Capacity Assessments for: 2025 West Broadway (4th floor and common space).
- Monitor and ensure workplace capacity is not exceeded.
- Amend plan as and when required based on guidance from PHO and / or PSA.
- Conduct regular facility inspections and walkthroughs.
- Create and maintain Safeplace Work Procedures.
- Coordinate with building tenants and representatives
- Provide ongoing communication and messaging for all staff addressing: questions, concerns and gaps in mitigation strategies.
- Create and provide training and orientation for all returning staff.
- Reporting and monitoring.

To Address Concerns or Questions

For any concerns related to safe workplace procedures or building strategies please contact the following:

Christine Ducharme at:

Christine.Ducharme@gov.bc.ca

Note: *Details of concerns raised and responses will be made available to all employees on the Ministry COVID-19 Resources Page.*

Building & Facilities Contact for 2025 West Broadway Street:

Christine Ducharme at:

Christine.Ducharme@gov.bc.ca

Mode of COVID-19 Transmission

COVID-19 is transmitted by large droplets which may be generated when an infected person coughs or sneezes. Droplets travel a short distance through the air (less than two metres) and can be deposited on inanimate surfaces or in the eyes, nose, or mouth. Scenarios that create an increased risk include:

- Exposure to potentially infectious respiratory droplets via close contact (within two metres) with a COVID-19 positive person experiencing respiratory symptoms (e.g., sneezing, coughing).
- Transfer of the virus via direct physical contact (e.g., touching contaminated skin/hands) with a COVID-19 positive person.
- Contact with an inanimate object, such as contaminated surfaces and objects, which can serve as the vehicle for transmission of the COVID-19 virus. This includes contaminated blood and bodily fluids (BBF). Follow your workplace specific BBF protocols for clean up (e.g., call CBRE).

A low risk of contracting COVID-19 from exposure to feces has been established. Workplaces that have identified a risk of exposure to feces will follow the controls in their blood and bodily fluids exposure control plan to reduce the likelihood of contracting the disease.

Signs & Symptoms of COVID-19

Common symptoms are fever, tiredness and a dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat, vomiting or diarrhea. These symptoms are usually mild and begin gradually. They are similar to a cold or flu and may take up to 14 days to appear.

The BC COVID-19 Self-Assessment Tool is available for anyone that develops symptoms and can be used to help determine if you need further assessment or testing for COVID-19.

Resources

Refer to the following links for up-to-date general information on COVID-19:

- [BC Center for Disease Control \(BCCDC\)](#)
- [Public Health Agency of Canada \(PHAC\)](#)
- [WorkSafeBC website on COVID-19 and Preventing exposure to COVID-19 in the workplace: A guide for employers](#)

Refer to the following link for specific questions related to the BC Public Service's response to COVID-19:

- [MyHR BC Public Service Agency \(BCPSA\)](#)

Standard Precautions for COVID-19 in the Workplace

Standard Precautions are a group of infection-prevention practices that apply to all workers, regardless of suspected or confirmed COVID-19 cases encountered. Standard Precautions for COVID-19 or any flu-like illness include:

- Physical distancing: keeping 2 meters of space between staff or clients when possible
- Cough and sneeze etiquette
- Not touching your face
- Hand washing/sanitizing
- Staying home when sick and self-isolation if required or directed to do so

Daily Health Check Requirement

There is a requirement for on-site employees to complete a daily health check before entering the office and beginning their shift. Supervisors must ensure that the health check has taken place with each staff member prior to them commencing work.

Supervisors can email staff the Daily Health Check questions (page 4) of the **Daily Health Check for BC Public Service Workplaces** and then ask them to confirm daily that they completed their daily health check and are ready to begin or attend the workplace. The supervisor or designated screener should not be inquiring about the person's health status, how they answered a specific question and should not be recording any health data or the answers to any of the questions. The health check confirmation can be done by the supervisor or a designated staff member(s). The verification that the staff member has completed their health check can be done in-person or by email, phone or instant messaging.

Note: Daily Health Check Questionnaire

Have you completed your Daily Health Check?

1. Are you experiencing any of the following new or worsening symptoms? **Yes** ☐ **No** ☐

Fever or Chills	Cough
Sore throat	Difficulty breathing
Diarrhea Nausea /or vomiting	Body aches
Extreme fatigue or tiredness	Loss of appetite Headache
Loss of sense of smell or taste	

2. Have you traveled outside of Canada, including the United States, within the last 14 days? ☐ **Yes** ☐ **No**

3. Have you been identified as a close contact of a COVID-positive case by Public Health? ☐ **Yes** ☐ **No**

4. Have you been told to self-isolate by Public Health? ☐ **Yes** ☐ **No**

If you answered **Yes** to any of the questions above, please do not enter the workspace and notify your supervisor that you are unable to attend work at the worksite today.

Reminder: Connect with your supervisor to confirm completion of the daily health check before entering the workplace.

Masks at the Workplace

Staff and guests are required to wear masks in all shared and common spaces at the workplace. Examples of common and shared spaces include; lobby, elevators, stairwells, hallways, printer/copy rooms, kitchen-breakrooms, and washrooms. The requirement for wearing a mask also includes any situation where two-meter physical distancing cannot be maintained.

Cough & Sneeze Etiquette

Workers are expected to follow cough and sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet routes. It includes the following:

- Stay home when sick.
- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Do not shake hands; use an elbow bump.
- Wash your hands often, especially after coughing, sneezing or blowing your nose. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.

A Worker Has COVID-19 or Flu-Like Symptoms

Workers with COVID-19/flu symptoms or are otherwise sick should not be in the workplace. For guidance on returning to workplace after an illness, consult the [COVID-19 FAQs](#) on MyHR.

Hand Washing

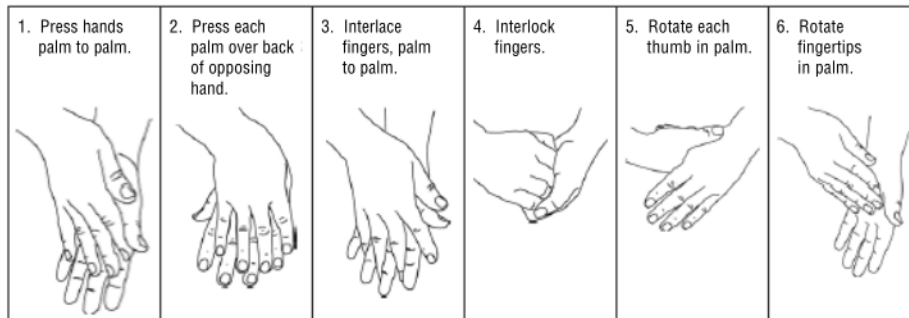
Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth—or to other surfaces that are touched.

Wash your hands immediately:

- When arriving at your work area and when you leave a work area, and often throughout the day.
- After handling materials that may be contaminated.
- Before eating, drinking, smoking, handling contact lenses or applying makeup.
- After wiping down a workstation.

Handwashing procedure:

- Wash with soap and water for at least 20 seconds, or, if soap and water are not available, use an alcohol-based hand sanitizer.



Resources on handwashing:

- HealthLinkBC File #85: Hand Washing: Help Stop the Spread of Germs
- WorkSafeBC Video: Disease Prevention: It's in Your Hands

Physical Distancing

Physical distancing requires us to make changes to our everyday routines and to minimize close contact with others. This means keeping two metres distance between ourselves and others.

While physically distanced workstations for employees help control the spread of COVID-19 while at the workstation, all workplaces have shared equipment, high foot traffic areas and common areas that create close spaces where employees come within two metres of each other. The Provincial Health Officer has stated that the risk of COVID-19 transmission is low between two people briefly passing less than two metres from each other. Workplaces must limit the cumulative duration of these exposures throughout the workday.

It will be impractical to eliminate all less than two-metre interactions. The goal is to limit less than two-metre interactions to short durations (e.g. walk past) and infrequent occurrences.

Examples:

- Acceptable less than two-meter distance interactions:
 - An employee walking past a colleague's workstation several times for breaks and lunch.
- Unacceptable less than two-meter interactions:
 - A busy hallway where employees pass each other every few minutes – traffic controls are required.

NOTE: A high-risk close contact is defined as a person who: provided direct care for the case, including healthcare workers, family members or other caregivers, or who had other similar close physical contact (e.g., intimate partner) without consistent and appropriate use of personal protective equipment, OR; lived with or otherwise had close face to face contact (within 2 metres) with a probable or confirmed case for more than 15 minutes (may be cumulative, i.e., multiple interactions) up to 48 hours prior to symptom onset.

Having short term contact, multiple times during the day (i.e. walking past a colleague on the way to the lunchroom and breaking the 2m distance protocol), would be considered a low risk contact. With this in mind; controls currently applied control traffic flow, entry and exit, wet spaces, and capacity maximums for work and meeting spaces supporting required numbers of employees. Additional engineering controls such as plexiglass barriers at workstations are not under consideration.

General Cleaning

Personal Workstation Cleaning

NOTE: *It is everyone's responsibility to maintain cleanliness in the building, to ensure the well-being of our team.*

Users of dedicated workstations should adhere to the following guidelines:

- Clean daily at a minimum.
- Use regular household cleaners as per the manufacturer's instructions.
- Wipe all horizontal surfaces.
- Ensure handwashing or use of hand sanitizer after cleaning of workspace.

Shared Workstation Cleaning

Users of shared workstations should practice the following guidelines:

- Clean before and after use.
- Use regular household cleaners as per the manufacturer's instructions.
- Wipe all horizontal surfaces.
- Ensure handwashing or use of hand sanitizer after cleaning of workspace.

Meeting Room, Quiet/Privacy Room Cleaning

Users of shared space should practice the following guidelines:

- Clean before and after use.
- Use regular household cleaners as per the manufacturer's instructions.
- Wipe all horizontal surfaces.
- Ensure handwashing or use of hand sanitizer after cleaning of workspace.

Electronics

- For specific information regarding cleaning electronics, please contact **Educ DL Technology Services**.
- For electronics such as cell phones, tablets, touch screens, remote controls, and keyboards, remove visible contamination if present. Turn off the computer/mobile phone before cleaning.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- When possible, consider the use of wipeable covers for electronics. (Program areas to purchase.)
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70 per cent alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquid.

NOTE: *Some disinfecting wipes designed for medical use may cause discoloration, harm surfaces, or even affect functionality of your device.*

Do NOT use wipes containing sodium hypochlorite (Bleach).

Recommend to squeeze out excess liquid from wipe or disinfecting cloth before use, gently wipe the system thoroughly, be careful to ensure no liquids drips into the computer. Do not wipe on connector pins.

Always allow the computer to completely dry prior to any use.

In client-facing offices, also clean high touch surfaces such as service counters, door handles, railings and public workstations frequently.

Building Specific Controls

Stairwell Direction

The stairwells are to be used in the following manner (see Map Appendix D):

- Neither stairwell is available to employees to ascend (no access to our floor from stairwell).
- Both stairwells may be used only to descend.
- Landings may be used as pull out areas for employees to move past one another if required.

NOTE: *In an emergency please use closest stairwell to exit the building as per standard emergency procedures.*

Elevator Etiquette

- The elevators are restricted to two people at a time, to allow 2-meter distancing.
- Waiting areas in the lobby (ground floor) have red lines to indicate 2-meter distancing while waiting to access the elevator.
- Please try to avoid touching elevator buttons with your hands; attempt to use an inanimate object such as a pen/pencil etc.

Traffic Flow

- See Appendix D, Floor Plans - traffic flow patterns are marked in blue on floor(s).
- Traffic flow patterns have been marked with red (tape) arrows on floor(s)
- In narrow spaces that do not allow 2-way traffic with potential for congestion (hallway intersections, two-way hallways), please stop and wait for colleague to pass, ensuring adequate physical distancing. Red (tape) arrows are not placed in these narrow locations (i.e. PCU).
- Traffic pattern is designed to reduce the risk of close contact.

Wet Spaces (kitchens, bathroom)

Kitchen

- Hearing Room kitchen and washroom - **PLEASE DO NOT USE.**
- Please adhere to maximum capacity signage posted in each kitchen area.
- Please remember "You use it - you clean it". DO NOT leave any dishes in the sink or on the counter. Janitorial staff will not clean these areas if dishes are left out.
- Use your own containers/dishes/cutlery.
- Limit the number of containers you store in kitchen fridges used for your lunch to a total of two (2).
- Always ensure physical distancing.
- Main kitchen use:
 - Two (2) staff at a time at counter, maintaining physical distance.
If using the sink to clean, then only one staff should be at the counter.
- Please remember that space is limited, ensure that your meal prep and/or clean-up is timely. We encourage you to take your lunch to your desk to eat, ensuring that all staff can prepare their lunch in a timely manner.
- Remember to wipe/clean/disinfect the counter space you are using in the kitchen prior to and after use.

Bathroom

- Maximum capacity of two (2), ensuring that only one (1) individual is at the sink/counter area at a time.
DO NOT leave anything in the bathrooms and ALWAYS wipe/clean up the counter area before leaving.
- Brushing teeth in the workplace should be avoided. Brushing may create droplets that fall onto the counter and sink surfaces representing a risk to others. If brushing occurs, it should be when alone in a washroom – and the employee should wipe down surfaces and rinse the sink when finished to protect others.

Guidelines for Meeting Rooms

To ensure physical distancing guidelines are maintained, consider the following:

- Hold the meeting virtually (e.g., via Skype) or by other means such as teleconference or email where possible.
- In addition to the above, please ensure that any team meetings are pre-booked to ensure that maximum floor capacity is never exceeded. Contact **Christine Ducharme**.
- Use hearing room only (currently set up for hearings, do not change the set-up).
- Add a reminder about physical distancing guidelines to the meeting invite.
- Ensure cleaning guidelines are followed once the meeting is over (i.e. ensure all surfaces are wiped down/disinfected prior to leaving the meeting room).

For team meetings

- In addition to the above, please ensure that any team meetings are pre-booked to ensure that maximum floor capacity is never exceeded. Contact **Christine Ducharme**.

Appendix A – Safe Workplace Procedures

The following links are provided to ensure you have access to current safe workplace procedures available, these are considered relevant to ministry work. Not all may be applicable to your specific work but are considered relevant to the workplace setting. Please refer to as required, if unsure please contact your supervisor or refer to page 4 of this document, **To Address Concerns or Questions**.

- Air travel
- Field work: residential & community settings
- General cleaning procedures
- General field work
- General procedures for the office environment
- Handling documents in the office and field
- Non-medical (cloth) masks
- Non-surgical procedural masks
- Staying in accommodations for work travel
- Vehicle use



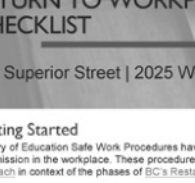
Appendix B – Checklists

The following two checklists are provided for use/review.

The COVID-19 Orientation Checklist is completed with employees working onsite by their supervisor or designate prior to implementing Step 2 of the restart and repopulation process. The orientation informs employees of the COVID-19 hazard, etiquette for the COVID-19 hazard and any other changes to how hazards are protocolled in the workplace.

The weekly inspection report is to ensure that COVID-19 protocols are effective and conducted by ministry managers responsible for the worksite. These inspections will assist in identifying any gaps in our mitigation strategies, with recommendations reflected in the actions log located at the end of this plan.

- Ministry of Education COVID-19 Orientation Checklist
- COVID-19 Weekly Inspection Checklist & Report



RETURN TO WORKPLACE ORIENTATION CHECKLIST

620 Superior Street | 2025 West Broadway

Getting Started

Ministry of Education Safe Work Procedures have been developed to protect against risk of COVID-19 transmission in the workplace. These procedures are in line with the [BC Public Service COVID-19 Approach](#) in context of the phases of [BC's Restart Plan](#).

Each employee is responsible for maintaining a safe and healthy workplace. This document outlines the steps employees must take before returning to 620 Superior Street or 2025 West Broadway. Please check-off each step once you've reviewed the material. Once all steps are complete, you may sign-off in the supervisor.

Supervisors are responsible for checking-in with staff this document.

COVID-19 WEEKLY INSPECTION CHECKLIST

EDUC - 620 Superior Street

Date of Inspection:

Employee Orientation Process

- Watch the [BC Public Service Restart Strategy: All Staff](#) workites are operating during the pandemic in a safe way, and understand their own personal responsibilities to help protect from COVID-19 in and outside of the workplace.
- Read our Ministry of Education [Safe Work Plan](#) specific to your office location to understand how we will maintain a safe and healthy workplace. Follow-up with any questions to your supervisor.
- Watch our [Workplace Orientation Webinar](#) specific to your office location to understand what to expect and familiarize yourself with the new processes.
- Confirm your re-entry date with your supervisor, who will coordinate with SHR and Facilities & Workplace Services to track and manage safe capacity levels.
- Submit this virtually signed and completed checklist to your supervisor by email.



If the employee sees a health or safety concern in the workplace, they are required to report it to their supervisor immediately for appropriate response by Facilities and Workplace Services.

I confirm that I have reviewed the materials above and understand my responsibility to maintain a safe and healthy workplace upon re-entry to the worksite.

Employee Name: [Type Name to Agree]

Strategic HR & Facilities and Workplace Services

1

Appendix C – Providing First Aid During the COVID-19 Pandemic

Workplaces must still maintain first aid levels to ensure compliance with Occupational Health and Safety Regulations, but the requirements may be reduced due to less staff in the workplace as a result of COVID-19. The following document provides information and advice in supporting the provision of first aid during the COVID-19 pandemic.

- Providing First Aid During the COVID-19 Pandemic



FIRST AID

IN A LIFE-THREATENING EMERGENCY CALL 911

Ministry of Education, 400 – 2025 West Broadway,
Vancouver, BC V6J 1Z6

CONTACT AN ATTENDANT

ATTENDANT	CERTIFICATION LEVEL	CONTACT - SKYPE OR CALL PHONE NUMBER	DESK LOCATION
Christine Ducharme	Level 2	778-366-5919	#406 - TCB
Dijana Gres	Level 1	778-366-5948	North Wall #432 - PEO
Erin Stockwell	Level 1	778-366-5945	#415 - TCB
Sheevani Narayan	Level 1	778 366-5905	#444 - PCU

NEED AN AMBULANCE?
CALL 911 FIRST
Then CALL AN ATTENDANT

WorksafeBC requires that all injuries be reported to a First Aid Attendant.

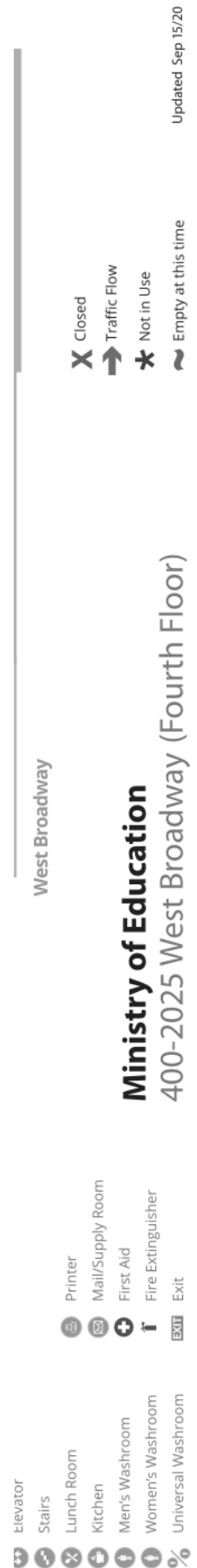
Appendix D – Floor Plan

The following pages provide a visual guide to moving through 2025 West Broadway Street. The floor plan identify the correct points to enter and exit the building and current allowable staffing capacity in; workstations and meeting rooms. This floor plan also provides an overview of general traffic flow on the 4th floor, blue indicating one way traffic. In the building these arrows will be marked on the floor with red tape. Supporting signage is posted throughout the building to assist with understanding of the new capacity and traffic flow.

The floor plan outlines the following points:

- Entry points / Exit points
- Current workstation space capacity
- Meeting room capacity
- Traffic flow pattern





Appendix E – Protocols Action Log

This log will be used by the COVID managers to record actions that occur after the initial COVID-19 Workplace Assessment Walkthrough such as:

- Training.
- Communications.
- Interim solutions that are replaced by long-term solutions.
- Updates made to the Safe Workplace Procedures.

All information will be documented and posted (EdNet COVID resources page, union boards, main lobby) to keep you informed of issues identified and the work being done or completed in resolving issues and concerns.

COVID-19 Protocols Action Log

[illegible]

COVID-19

Safe Return to the Workplace Plan



Resilient People
– Flexible Workspaces



BRITISH
COLUMBIA

Ministry of
Education

FACILITIES & WORKPLACE SERVICES

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Version Control

DATE	VERSION	CHANGES
June 23, 2020	06.23.20_Ver. 1.0	1. First Draft of SWP, includes PSA /OSS edits
November 23, 2020	11.23.20_Ver. 1.1	2. Daily Health Checks
November 23, 2020	11.23.20_Ver. 1.1	3. Mandatory Masks

Purpose

The COVID-19 Safe Return to Workplace Plan – Victoria (Safety Plan) outlines the policies, guidelines, and procedures the Ministry of Education has put in place to reduce the risk of COVID-19 transmission. This document relates to safety procedures at Ministry Headquarters, 620 Superior Street, Victoria, BC only. For information about Safety Procedures at 2025 West Broadway, Vancouver, please see our COVID-19 Safe Return to Workplace Plan – Vancouver.

As part of the COVID-19 Safe Return to Workplace Plan, safe work procedures have been developed to help reduce the risk of exposure in the workplace. These procedures apply to all staff at Ministry of Education workplaces. Each of us -alone and together- shares a responsibility for minimizing the impact of COVID-19. We all have a role to play in ensuring that workplace environments are 'kind, calm, and safe'.

Guiding Principles (Based on BCPSA Workplace Guidelines)

- Follow the orders and direction of the PHO and the Minister of Public Safety and Solicitor General for COVID-19.
- Take measures to protect the health and safety of all BC Public Service staff.
- Take measures to protect clients from COVID-19 exposure from other clients and ministry staff.
- Make decisions using the best science, evidence and policy advice available.
- Involve and educate staff about the procedures and controls that are in place to make workplaces and work processes safe.
- This is a living document in a fluid situation and is subject to change as we learn.



EDUC COVID Controls Committee & Accountabilities

Providing guidance, leadership and support:

- Deputy Minister & EDUC Executive
- Branch Leads & Supervisors

COVID Controls Committee (Resource Management Division- lead)

- **Executive Sponsor:** Reg Bawa
- **Strategic Human Resources & Communications:** Kim Russell / Emma Bennett
- **Facility & Workplace Services:** Jeff Robinson/Bruce Edmonds

COVID Controls Committee Accountabilities

- Workplace Capacity Assessments for: 620 Superior Street (3rd, 4th, 5th floors and common space).
- Monitor and ensure workplace capacity is not exceeded.
- Amend plan as and when required based on guidance from PHO and / or PSA.
- Conduct regular facility inspections and walkthroughs.
- Create and maintain Safe Workplace Procedures.
- Coordinate with building tenants and representatives (FIN, IGRS, Joint OHS representative, Article 29 representative, CBRE)
- Provide ongoing communication and messaging for all staff addressing: questions, concerns and gaps in mitigation strategies.
- Create and provide training and orientation for all returning staff.
- Reporting and monitoring.

To Address Concerns or Questions

For any concerns related to safe workplace procedures or building strategies please contact any of the following:

Emma Bennett, SHR at:	Emma.Bennett@gov.bc.ca
Jeff Robinson, F&WS at:	Jeff.Robinson@gov.bc.ca
Occupational Health & Safety Committee at:	OH&S

Note: *Details of concerns raised and responses will be made available to all employees on the Ministry COVID-19 Resources Page.*

Building & Facilities Contacts for 620 Superior Street:

- | | |
|--|---|
| • Ministry of Education: | Jeff Robinson, Emma Bennett & Bruce Edmonds |
| • Ministry of Finance: | Shelley Akam, Clancy McDonnell |
| • Intergovernmental Relations Secretariat: | Genevieve Elliot |

Mode of COVID-19 Transmission

COVID-19 is transmitted by large droplets which may be generated when an infected person coughs or sneezes. Droplets travel a short distance through the air (less than two metres) and can be deposited on inanimate surfaces or in the eyes, nose, or mouth. Scenarios that create an increased risk include:

- Exposure to potentially infectious respiratory droplets via close contact (within two metres) with a COVID-19 positive person experiencing respiratory symptoms (e.g., sneezing, coughing).
- Transfer of the virus via direct physical contact (e.g., touching contaminated skin/hands) with a COVID-19 positive person.
- Contact with an inanimate object, such as contaminated surfaces and objects, which can serve as the vehicle for transmission of the COVID-19 virus. This includes contaminated blood and bodily fluids (BBF). Follow your workplace specific BBF protocols for clean up (e.g., call CBRE).

A low risk of contracting COVID-19 from exposure to feces has been established. Workplaces that have identified a risk of exposure to feces will follow the controls in their blood and bodily fluids exposure control plan to reduce the likelihood of contracting the disease.

Signs & Symptoms of COVID-19

Common symptoms are fever, tiredness and a dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat, vomiting or diarrhea. These symptoms are usually mild and begin gradually. They are similar to a cold or flu and may take up to 14 days to appear.

The BC COVID-19 Self-Assessment Tool is available for anyone that develops symptoms and can be used to help determine if you need further assessment or testing for COVID-19.

Resources

Refer to the following links for up-to-date general information on COVID-19:

- [BC Center for Disease Control \(BCCDC\)](#)
- [Public Health Agency of Canada \(PHAC\)](#)
- [WorkSafeBC website on COVID-19 and Preventing exposure to COVID-19 in the workplace: A guide for employers](#)

Refer to the following link for specific questions related to the BC Public Service's response to COVID-19:

- [MyHR BC Public Service Agency \(BCPSA\)](#)

Standard Precautions for COVID-19 in the Workplace

Standard Precautions are a group of infection-prevention practices that apply to all workers, regardless of suspected or confirmed COVID-19 cases encountered. Standard Precautions for COVID-19 or any flu-like illness include:

- Physical distancing: keeping 2 meters of space between staff or clients when possible
- Cough and sneeze etiquette
- Not touching your face
- Hand washing/sanitizing
- Staying home when sick and self-isolation if required or directed to do so

Daily Health Check Requirement

There is a requirement for on-site employees to complete a daily health check before entering the office and beginning their shift. Supervisors must ensure that the health check has taken place with each staff member prior to them commencing work.

Supervisors can email staff the Daily Health Check questions (page 4) of the **Daily Health Check for BC Public Service Workplaces** and then ask them to confirm daily that they completed their daily health check and are ready to begin or attend the workplace. The supervisor or designated screener should not be inquiring about the person's health status, how they answered a specific question and should not be recording any health data or the answers to any of the questions. The health check confirmation can be done by the supervisor or a designated staff member(s). The verification that the staff member has completed their health check can be done in-person or by email, phone or instant messaging.

Note: Daily Health Check Questionnaire

Have you completed your Daily Health Check?

1. Are you experiencing any of the following new or worsening symptoms? **Yes** ☐ **No** ☐

Fever or Chills	Cough
Sore throat	Difficulty breathing
Diarrhea Nausea /or vomiting	Body aches
Extreme fatigue or tiredness	Loss of appetite Headache
Loss of sense of smell or taste	

2. Have you traveled outside of Canada, including the United States, within the last 14 days? ☐ **Yes** ☐ **No**

3. Have you been identified as a close contact of a COVID-positive case by Public Health? ☐ **Yes** ☐ **No**

4. Have you been told to self-isolate by Public Health? ☐ **Yes** ☐ **No**

If you answered **Yes** to *any* of the questions above, please do not enter the workspace and notify your supervisor that you are unable to attend work at the worksite today.

Reminder: Connect with your supervisor to confirm completion of the daily health check before entering the workplace.

Masks at the Workplace

Staff and guests are required to wear masks in all shared and common spaces at the workplace. Examples of common and shared spaces include; lobby, elevators, stairwells, hallways, printer/copy rooms, kitchen-breakrooms, and washrooms. The requirement for wearing a mask also includes any situation where two-meter physical distancing cannot be maintained.

Cough & Sneeze Etiquette

Workers are expected to follow cough and sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet routes. It includes the following:

- Stay home when sick.
- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Do not shake hands; use an elbow bump.
- Wash your hands often, especially after coughing, sneezing or blowing your nose. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.

A Worker Has COVID-19 or Flu-Like Symptoms

Workers with COVID-19/flu symptoms or are otherwise sick should not be in the workplace. For guidance on returning to workplace after an illness, consult the [COVID-19 FAQs](#) on MyHR.

Hand Washing

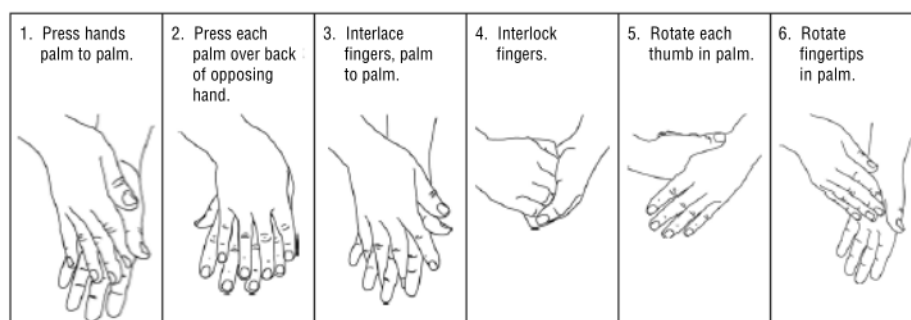
Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth—or to other surfaces that are touched.

Wash your hands immediately:

- When arriving at your work area and when you leave a work area, and often throughout the day.
- After handling materials that may be contaminated.
- Before eating, drinking, smoking, handling contact lenses or applying makeup.
- After wiping down a workstation.

Handwashing procedure:

- Wash with soap and water for at least 20 seconds, or, if soap and water are not available, use an alcohol-based hand sanitizer.



Resources on handwashing:

- HealthLinkBC File #85: [Hand Washing: Help Stop the Spread of Germs](#)
- WorkSafeBC Video: [Disease Prevention: It's in Your Hands](#)

Physical Distancing

Physical distancing requires us to make changes to our everyday routines and to minimize close contact with others. This means keeping two metres distance between ourselves and others.

While physically distanced workstations for employees help control the spread of COVID-19 while at the workstation, all workplaces have shared equipment, high foot traffic areas and common areas that create close spaces where employees come within two metres of each other. The Provincial Health Officer has stated that the risk of COVID-19 transmission is low between two people briefly passing less than two metres from each other. Workplaces must limit the cumulative duration of these exposures throughout the workday.

It will be impractical to eliminate all less than two-metre interactions. The goal is to limit less than two-metre interactions to short durations (e.g. walk past) and infrequent occurrences.

Examples:

- Acceptable less than two-meter distance interactions:
 - An employee walking past a colleague's workstation several times for breaks and lunch.
- Unacceptable less than two-meter interactions:
 - A busy hallway where employees pass each other every few minutes – traffic controls are required.

NOTE: *A high-risk close contact is defined as a person who: provided direct care for the case, including healthcare workers, family members or other caregivers, or who had other similar close physical contact (e.g., intimate partner) without consistent and appropriate use of personal protective equipment, OR; lived with or otherwise had close face to face contact (within 2 metres) with a probable or confirmed case for more than 15 minutes (may be cumulative, i.e., multiple interactions) up to 48 hours prior to symptom onset.*

Having short term contact, multiple times during the day (i.e. walking past a colleague on the way to the lunchroom and breaking the 2m distance protocol), would be considered a low risk contact. With this in mind; controls currently applied control traffic flow, entry and exit, wet spaces, and capacity maximums for workplace and meeting spaces supporting required numbers of employees. Additional engineering controls such as plexiglass barriers at workstations are not under consideration.

General Cleaning

Personal Workstation Cleaning

NOTE: *It is everyone's responsibility to maintain cleanliness in the building, to ensure the well-being of our team.*

Users of dedicated workstations should adhere to the following guidelines:

- Clean daily at a minimum.
- Use regular household cleaners as per the manufacturer's instructions.
- Wipe all horizontal surfaces.
- Ensure handwashing or use of hand sanitizer after cleaning of workspace.

Shared Workstation Cleaning

Users of shared workstations should practice the following guidelines:

- Clean before and after use.
- Use regular household cleaners as per the manufacturer's instructions.
- Wipe all horizontal surfaces.
- Ensure handwashing or use of hand sanitizer after cleaning of workspace.

Meeting Room, Quiet/Privacy Room Cleaning

Users of shared space should practice the following guidelines:

- Clean before and after use.
- Use regular household cleaners as per the manufacturer's instructions.
- Wipe all horizontal surfaces.
- Ensure handwashing or use of hand sanitizer after cleaning of workspace.

Electronics

- For specific information regarding cleaning electronics, please contact **Educ DL Technology Services**.
- For electronics such as cell phones, tablets, touch screens, remote controls, and keyboards, remove visible contamination if present. Turn off the computer/mobile phone before cleaning.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- When possible, consider the use of wipeable covers for electronics. (Program areas to purchase.)
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70 per cent alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquid.

NOTE: *Some disinfecting wipes designed for medical use may cause discoloration, harm surfaces, or even affect functionality of your device.*

Do NOT use wipes containing sodium hypochlorite (Bleach).

Recommend to squeeze out excess liquid from wipe or disinfecting cloth before use, gently wipe the system thoroughly, be careful to ensure no liquids drips into the computer. Do not wipe on connector pins.

Always allow the computer to completely dry prior to any use.

In client-facing offices, also clean high touch surfaces such as service counters, door handles, railings and public workstations frequently.

Building Specific Controls

Stairwell Direction

The stairwells are to be used in the following manner (see Map Appendix D):

- B-side (nearest Government Street, adjacent to the lobby) stairwell is to be used to ascend only.
- D-side (nearest Douglas Street) stairwell is to be used to descend only.
- Landings may be used as pull out areas for employees to move past one another if required.

NOTE: *In an emergency please use closest stairwell to exit the building as per standard emergency procedures.*

Elevator Etiquette

- The elevators are restricted to one person at a time, 2-meter distancing is not possible in our elevators.
- Waiting areas outside of each elevator on each floor have red lines to indicate 2-meter distancing while waiting to access the elevator.
- It is **strongly** encouraged that elevators be used only by employees who have challenges with using the stairwells.
- Please try to avoid touching elevator buttons with your hands; attempt to use an inanimate object such as a pen/pencil etc.

Traffic Flow

- See Appendix D, Floor Plans
- Traffic flow patterns have been marked with red (tape) arrows on floor(s)
- On each floor plan, one-way traffic is marked with blue arrows
- On each floor two-way traffic is marked with green arrows
- Traffic pattern is designed to reduce the risk of close contact
- Corresponding signage has been posted in areas identified as having a potential for congestion, (hallway intersections, two-way hallways) the signage indicates right of ways and areas to 'pull out' so that others may proceed while ensuring adequate physical distancing.

Wet Spaces (kitchens, bathroom, showers/changerooms)

Kitchen

- Please adhere to maximum capacity signage posted in each kitchen area.
- Please remember "You use it - you clean it". DO NOT leave any dishes in the sink or on the counter. Janitorial staff will not clean these areas if dishes are left out.
- Use your own containers/dishes/cutlery.
- Limit the number of containers you store in kitchen fridges used for your lunch to a total of two (2).
- Always ensure physical distancing.
- Kitchen use for the 3rd and 4th floor:
 - If using microwave, fridge or counter prep area – two (2) staff at a time as indicated by red X.
 - If using the sink to clean, then only one staff should be at the counter.
- Kitchen use for the 5th floor:
 - Only one staff at a time should be at the counter space.
- Please remember that space is limited, ensure that your meal prep and/or clean-up is timely. We encourage you to take your lunch to your desk to eat, ensuring that all staff can prepare their lunch in a timely manner.
- Remember to wipe/clean/disinfect the counter space you are using in the kitchen prior to and after use.

Bathroom

- Maximum capacity of two (2), ensuring that only one (1) individual is at the sink/counter area at a time. **DO NOT** leave anything in the bathrooms and ALWAYS wipe/clean up the counter area before leaving.
- Please be sure to use the tap lights mounted outside of each washroom to indicate occupancy. Lightly depress the center of the light to turn the light on and off. Light on means washroom is occupied, light off means washroom is vacant.
- Brushing teeth in the workplace should be avoided. Brushing may create droplets that fall onto the counter and sink surfaces representing a risk to others. If brushing occurs, it should be when alone in a washroom – and the employee should wipe down surfaces and rinse the sink when finished to protect others.

Gyms, change rooms and shower facilities

- The shower facilities at 620 Superior Street are open for use under the following directions;
 - Maximum capacity of one (1) person in the change room/shower.
 - Personal belongings are not allowed to be stored in the change room. Examples of personal belongings include deodorant, hair dryers and hair spray. All personal belongings must be removed by the owner after using the space.
 - Towels should be taken home daily and not left out in shared/common areas.
 - Remove unnecessary items to facilitate the cleaning of these areas.
 - All users must disinfect the showers:
 - Spray shower stalls, curtains, floor and fixtures using disinfectant spray before and after showering.
 - If the disinfectant is not available, the showers must be closed. Please report this immediately to the facilities management team.
 - Disinfectant spray is to be left on applied surfaces for 10 minutes prior to use.
 - Please limit your time in the shower/change room to allow for multiple users during peak times.
 - This area will be monitored / inspected on a weekly basis at a minimum.

Guidelines for Meeting Rooms

To ensure physical distancing guidelines are maintained, consider the following:

- Hold the meeting virtually (e.g., via Skype) or by other means such as teleconference or email where possible.
- Ensure compliance with maximum capacity recommendations posted outside of each meeting room.
- Use the largest room available (see Appendix D for room capacity information)
- Add a reminder about physical distancing guidelines to the meeting invite.
- Ensure cleaning guidelines are followed once the meeting is over (i.e. ensure all surfaces are wiped down/disinfected prior to leaving the meeting room).

For team meetings.

- In addition to the above, please ensure that any team meetings are pre-booked as per instructions (contact Strategic Human Resources or Facilities & Workplace Services) – to ensure that maximum floor capacity is never exceeded.

Appendix A – Safe Workplace Procedures

The following links are provided to ensure you have access to current safe workplace procedures available, these are considered relevant to ministry work. Not all may be applicable to your specific work but are considered relevant to the work setting. Please refer to as required, if unsure please contact your supervisor or refer to page 4 of this document, **To Address Concerns or Questions.**

- Air travel
- Field work: residential & community settings
- General cleaning procedures
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- General procedures for the office environment
- Handling documents in the office and field
- Non-medical (cloth) masks
- Non-surgical procedural masks
- Staying in accommodations for work travel
- Vehicle use



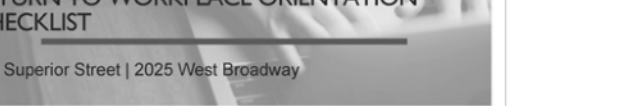
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The weekly inspection report is to ensure that COVID-19 protocols are effective and conducted by ministry managers responsible for the worksite. These inspections will assist in identifying any gaps in our mitigation strategies, with recommendations reflected in the actions log located at the end of this plan.

- Ministry of Education COVID-19 Orientation Checklist
- COVID-19 Weekly Inspection Checklist & Report



RETURN TO WORKPLACE ORIENTATION CHECKLIST

620 Superior Street | 2025 West Broadway

Getting Started

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Each employee is responsible for maintaining a safe and healthy workplace. This document outlines the steps employees must take before returning to 620 Superior Street or 2025 West Broadway. Please check-off each step you've reviewed the material.

Once all steps are complete, you may sign-off in the supervisor.

Supervisors are responsible for checking-in with staff this document.

Employee Orientation Process

EDUC - 620 Superior Street	Date of Inspection
<ol style="list-style-type: none"> Watch the BC Public Service Restart Strategy. All Staff work sites are operating during the pandemic in a safe way, as demonstrated by the clear, visible new responsibilities to help protect from COVID-19 in and outside of the workplace. Read our Ministry of Education Safe Work Plan specific to your office location to understand how we will maintain a safe and healthy workplace. Follow-up with any questions to your supervisor. Watch our Workplace Orientation Webinar specific to your office location to understand what to expect and familiarize yourself with the new processes. Confirm your re-entry date with your supervisor, who will coordinate with SHR and Facilities & Workplace Services to track and manage safe capacity levels. Submit this virtually signed and completed checklist to your supervisor by email. 	



If the employee sees a health or safety concern in the workplace, they are required to report it to their supervisor immediately for appropriate response by Facilities and Workplace Services.

I confirm that I have reviewed the materials above and understand my responsibility to maintain a safe and healthy workplace upon re-entry to the worksite.

Employee Name: [Type Name to Agree]

Strategic HR & Facilities and Workplace Services

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Appendix C – Providing First Aid During the COVID-19 Pandemic

Workplaces must still maintain first aid levels to ensure compliance with Occupational Health and Safety Regulations, but the requirements may be reduced due to less staff in the workplace as a result of COVID-19. The following document provides information and advice in supporting the provision of first aid during the COVID-19 pandemic.

- Providing First Aid During the COVID-19 Pandemic
- First Aid Attendants



Appendix D – Floor Plans

The following pages provide a visual guide to moving through 620 Superior Street. The floor plans identify the correct points to enter and exit the building and current allowable staffing capacity in; workstations, quiet rooms and meeting rooms. These floor plans also provide an overview of general traffic flow on each floor, blue indicating one way and green indicating two-way traffic. In the building these arrows will be marked on the floor with red tape. Supporting signage is posted through out the building to assist with understanding of the new capacity and traffic flow.

The floor plans outline the following points:

- Entry points / Exit points
- Current workstation space capacity
- Meeting room capacity
- Traffic flow pattern



A Superior Street

620 Superior Street
Floorplan **Fifth Floor**

620 Superior Street
Floorplan **Fourth Floor**

A Superior Street

A Superior Street

620 Superior Street
Floorplan **Third Floor**

Appendix E – Protocols Action Log

This log will be used by the COVID managers to record actions that occur after the initial COVID-19 Workplace Assessment Walkthrough such as:

- Training.
- Communications.
- Interim solutions that are replaced by long-term solutions.
- Updates made to the Safe Workplace Procedures.

All information will be documented and posted (EdNet COVID resources page, union boards, main lobby) to keep you informed of issues identified and the work being done or completed in resolving issues and concerns.

COVID-19 Protocols Action Log

[illegible]

COVID-19

Safe Return to the Workplace Plan



Resilient People
– Flexible Workspaces



Ministry of
Education

FACILITIES & WORKPLACE SERVICES

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Version Control

DATE	VERSION	CHANGES
June 23, 2020	06.23.20_Ver. 1.0	1. First Draft of SWP, includes PSA /OSS edits
November 23, 2020	11.23.20_Ver. 1.1	2. Daily Health Checks
November 23, 2020	11.23.20_Ver. 1.1	3. Mandatory Masks
February 11, 2021	02.11.21_Ver. 1.2	4. Update to Meeting Room use

Purpose

The COVID-19 Safe Return to Workplace Plan – Victoria (Safety Plan) outlines the policies, guidelines, and procedures the Ministry of Education has put in place to reduce the risk of COVID-19 transmission. This document relates to safety procedures at Ministry Headquarters, 620 Superior Street, Victoria, BC only. For information about Safety Procedures at 2025 West Broadway, Vancouver, please see our COVID-19 Safe Return to Workplace Plan – Vancouver.

As part of the COVID-19 Safe Return to Workplace Plan, safe work procedures have been developed to help reduce the risk of exposure in the workplace. These procedures apply to all staff at Ministry of Education workplaces. Each of us -alone and together- shares a responsibility for minimizing the impact of COVID-19. We all have a role to play in ensuring that workplace environments are 'kind, calm, and safe'.

Guiding Principles (Based on BCPSA Workplace Guidelines)

- Follow the orders and direction of the PHO and the Minister of Public Safety and Solicitor General for COVID-19.
- Take measures to protect the health and safety of all BC Public Service staff.
- Take measures to protect clients from COVID-19 exposure from other clients and ministry staff.
- Make decisions using the best science, evidence and policy advice available.
- Involve and educate staff about the procedures and controls that are in place to make workplaces and work processes safe.
- This is a living document in a fluid situation and is subject to change as we learn.



EDUC COVID Controls Committee & Accountabilities

Providing guidance, leadership and support:

- Deputy Minister & EDUC Executive
- Branch Leads & Supervisors

COVID Controls Committee (Resource Management Division- lead)

- **Executive Sponsor:** Reg Bawa
- **Strategic Human Resources & Communications:** Kim Russell / Emma Bennett
- **Facility & Workplace Services:** Jeff Robinson/Bruce Edmonds

COVID Controls Committee Accountabilities

- Workplace Capacity Assessments for: 620 Superior Street (3rd, 4th, 5th floors and common space).
- Monitor and ensure workplace capacity is not exceeded.
- Amend plan as and when required based on guidance from PHO and / or PSA.
- Conduct regular facility inspections and walkthroughs.
- Create and maintain Safe Workplace Procedures.
- Coordinate with building tenants and representatives (FIN, IGRS, Joint OHS representative, Article 29 representative, CBRE)
- Provide ongoing communication and messaging for all staff addressing: questions, concerns and gaps in mitigation strategies.
- Create and provide training and orientation for all returning staff.
- Reporting and monitoring.

To Address Concerns or Questions

For any concerns related to safe workplace procedures or building strategies please contact any of the following:

Emma Bennett, SHR at:	Emma.Bennett@gov.bc.ca
Jeff Robinson, F&WS at:	Jeff.Robinson@gov.bc.ca
Occupational Health & Safety Committee at:	OH&S

Note: *Details of concerns raised and responses will be made available to all employees on the Ministry COVID-19 Resources Page.*

Building & Facilities Contacts for 620 Superior Street:

- | | |
|--|---|
| • Ministry of Education: | Jeff Robinson, Emma Bennett & Bruce Edmonds |
| • Ministry of Finance: | Shelley Akam, Clancy McDonnell |
| • Intergovernmental Relations Secretariat: | Genevieve Elliot |

Mode of COVID-19 Transmission

COVID-19 is transmitted by large droplets which may be generated when an infected person coughs or sneezes. Droplets travel a short distance through the air (less than two metres) and can be deposited on inanimate surfaces or in the eyes, nose, or mouth. Scenarios that create an increased risk include:

- Exposure to potentially infectious respiratory droplets via close contact (within two metres) with a COVID-19 positive person experiencing respiratory symptoms (e.g., sneezing, coughing).
- Transfer of the virus via direct physical contact (e.g., touching contaminated skin/hands) with a COVID-19 positive person.
- Contact with an inanimate object, such as contaminated surfaces and objects, which can serve as the vehicle for transmission of the COVID-19 virus. This includes contaminated blood and bodily fluids (BBF). Follow your workplace specific BBF protocols for clean up (e.g., call CBRE).

A low risk of contracting COVID-19 from exposure to feces has been established. Workplaces that have identified a risk of exposure to feces will follow the controls in their blood and bodily fluids exposure control plan to reduce the likelihood of contracting the disease.

Signs & Symptoms of COVID-19

Common symptoms are fever, tiredness and a dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat, vomiting or diarrhea. These symptoms are usually mild and begin gradually. They are similar to a cold or flu and may take up to 14 days to appear.

The BC COVID-19 Self-Assessment Tool is available for anyone that develops symptoms and can be used to help determine if you need further assessment or testing for COVID-19.

Resources

Refer to the following links for up-to-date general information on COVID-19:

- [BC Center for Disease Control \(BCCDC\)](#)
- [Public Health Agency of Canada \(PHAC\)](#)
- [WorkSafeBC website on COVID-19 and Preventing exposure to COVID-19 in the workplace: A guide for employers](#)

Refer to the following link for specific questions related to the BC Public Service's response to COVID-19:

- [MyHR BC Public Service Agency \(BCPSA\)](#)

Standard Precautions for COVID-19 in the Workplace

Standard Precautions are a group of infection-prevention practices that apply to all workers, regardless of suspected or confirmed COVID-19 cases encountered. Standard Precautions for COVID-19 or any flu-like illness include:

- Physical distancing: keeping 2 meters of space between staff or clients when possible
- Cough and sneeze etiquette
- Not touching your face
- Hand washing/sanitizing
- Staying home when sick and self-isolation if required or directed to do so

Daily Health Check Requirement

There is a requirement for on-site employees to complete a daily health check before entering the office and beginning their shift. Supervisors must ensure that the health check has taken place with each staff member prior to them commencing work.

Supervisors can email staff the Daily Health Check questions (page 4) of the **Daily Health Check for BC Public Service Workplaces** and then ask them to confirm daily that they completed their daily health check and are ready to begin or attend the workplace. The supervisor or designated screener should not be inquiring about the person's health status, how they answered a specific question and should not be recording any health data or the answers to any of the questions. The health check confirmation can be done by the supervisor or a designated staff member(s). The verification that the staff member has completed their health check can be done in-person or by email, phone or instant messaging.

Note: Daily Health Check Questionnaire

Have you completed your Daily Health Check?

1. Are you experiencing any of the following new or worsening symptoms? **Yes** ☐ **No** ☐

Fever or Chills	Cough
Sore throat	Difficulty breathing
Diarrhea Nausea /or vomiting	Body aches
Extreme fatigue or tiredness	Loss of appetite Headache
Loss of sense of smell or taste	
2. Have you traveled outside of Canada, including the United States, within the last 14 days? ☐ **Yes** ☐ **No**
3. Have you been identified as a close contact of a COVID-positive case by Public Health? ☐ **Yes** ☐ **No**
4. Have you been told to self-isolate by Public Health? ☐ **Yes** ☐ **No**

If you answered **Yes** to *any* of the questions above, please do not enter the workspace and notify your supervisor that you are unable to attend work at the worksite today.

Reminder: Connect with your supervisor to confirm completion of the daily health check before entering the workplace.

Masks at the Workplace

Staff and guests are required to wear masks in all shared and common spaces at the workplace. Examples of common and shared spaces include; lobby, elevators, stairwells, hallways, printer/copy rooms, kitchen-breakrooms, and washrooms. The requirement for wearing a mask also includes any situation where two-meter physical distancing cannot be maintained.

Cough & Sneeze Etiquette

Workers are expected to follow cough and sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet routes. It includes the following:

- Stay home when sick.
- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Do not shake hands; use an elbow bump.
- Wash your hands often, especially after coughing, sneezing or blowing your nose. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.

A Worker Has COVID-19 or Flu-Like Symptoms

Workers with COVID-19/flu symptoms or are otherwise sick should not be in the workplace. For guidance on returning to workplace after an illness, consult the [COVID-19 FAQs](#) on MyHR.

Hand Washing

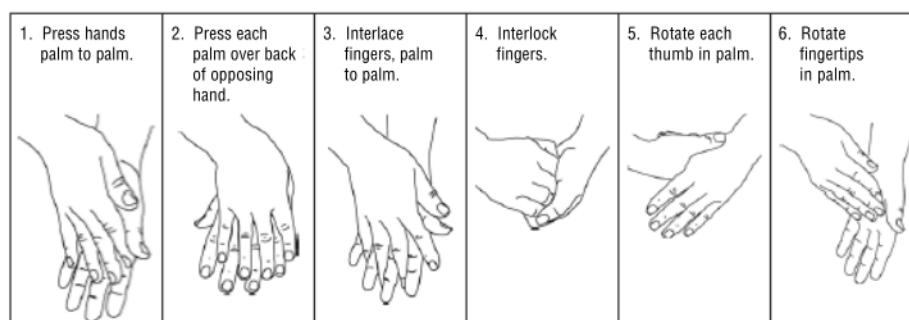
Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth—or to other surfaces that are touched.

Wash your hands immediately:

- When arriving at your work area and when you leave a work area, and often throughout the day.
- After handling materials that may be contaminated.
- Before eating, drinking, smoking, handling contact lenses or applying makeup.
- After wiping down a workstation.

Handwashing procedure:

- Wash with soap and water for at least 20 seconds, or, if soap and water are not available, use an alcohol-based hand sanitizer.



Resources on handwashing:

- HealthLinkBC File #85: [Hand Washing: Help Stop the Spread of Germs](#)
- WorkSafeBC Video: [Disease Prevention: It's in Your Hands](#)

Physical Distancing

Physical distancing requires us to make changes to our everyday routines and to minimize close contact with others. This means keeping two metres distance between ourselves and others.

While physically distanced workstations for employees help control the spread of COVID-19 while at the workstation, all workplaces have shared equipment, high foot traffic areas and common areas that create close spaces where employees come within two metres of each other. The Provincial Health Officer has stated that the risk of COVID-19 transmission is low between two people briefly passing less than two metres from each other. Workplaces must limit the cumulative duration of these exposures throughout the workday.

It will be impractical to eliminate all less than two-metre interactions. The goal is to limit less than two-metre interactions to short durations (e.g. walk past) and infrequent occurrences.

Examples:

- Acceptable less than two-meter distance interactions:
 - An employee walking past a colleague's workstation several times for breaks and lunch.
- Unacceptable less than two-meter interactions:
 - A busy hallway where employees pass each other every few minutes – traffic controls are required.

NOTE: *A high-risk close contact is defined as a person who: provided direct care for the case, including healthcare workers, family members or other caregivers, or who had other similar close physical contact (e.g., intimate partner) without consistent and appropriate use of personal protective equipment, OR; lived with or otherwise had close face to face contact (within 2 metres) with a probable or confirmed case for more than 15 minutes (may be cumulative, i.e., multiple interactions) up to 48 hours prior to symptom onset.*

Having short term contact, multiple times during the day (i.e. walking past a colleague on the way to the lunchroom and breaking the 2m distance protocol), would be considered a low risk contact. With this in mind; controls currently applied control traffic flow, entry and exit, wet spaces, and capacity maximums for workplace and meeting spaces supporting required numbers of employees. Additional engineering controls such as plexiglass barriers at workstations are not under consideration.

General Cleaning

Personal Workstation Cleaning

NOTE: *It is everyone's responsibility to maintain cleanliness in the building, to ensure the well-being of our team.*

Users of dedicated workstations should adhere to the following guidelines:

- Clean daily at a minimum.
- Use regular household cleaners as per the manufacturer's instructions.
- Wipe all horizontal surfaces.
- Ensure handwashing or use of hand sanitizer after cleaning of workspace.

Shared Workstation Cleaning

Users of shared workstations should practice the following guidelines:

- Clean before and after use.
- Use regular household cleaners as per the manufacturer's instructions.
- Wipe all horizontal surfaces.
- Ensure handwashing or use of hand sanitizer after cleaning of workspace.

Meeting Room, Quiet/Privacy Room Cleaning

Users of shared space should practice the following guidelines:

- Clean before and after use.
- Use regular household cleaners as per the manufacturer's instructions.
- Wipe all horizontal surfaces.
- Ensure handwashing or use of hand sanitizer after cleaning of workspace.

Electronics

- For specific information regarding cleaning electronics, please contact **Educ DL Technology Services**.
- For electronics such as cell phones, tablets, touch screens, remote controls, and keyboards, remove visible contamination if present. Turn off the computer/mobile phone before cleaning.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- When possible, consider the use of wipeable covers for electronics. (Program areas to purchase.)
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70 per cent alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquid.

NOTE: *Some disinfecting wipes designed for medical use may cause discoloration, harm surfaces, or even affect functionality of your device.*

Do NOT use wipes containing sodium hypochlorite (Bleach).

Recommend to squeeze out excess liquid from wipe or disinfecting cloth before use, gently wipe the system thoroughly, be careful to ensure no liquids drips into the computer. Do not wipe on connector pins.

Always allow the computer to completely dry prior to any use.

In client-facing offices, also clean high touch surfaces such as service counters, door handles, railings and public workstations frequently.

Building Specific Controls

Stairwell Direction

The stairwells are to be used in the following manner (see Map Appendix D):

- B-side (nearest Government Street, adjacent to the lobby) stairwell is to be used to ascend only.
- D-side (nearest Douglas Street) stairwell is to be used to descend only.
- Landings may be used as pull out areas for employees to move past one another if required.

NOTE: *In an emergency please use closest stairwell to exit the building as per standard emergency procedures.*

Elevator Etiquette

- The elevators are restricted to one person at a time, 2-meter distancing is not possible in our elevators.
- Waiting areas outside of each elevator on each floor have red lines to indicate 2-meter distancing while waiting to access the elevator.
- It is **strongly** encouraged that elevators be used only by employees who have challenges with using the stairwells.
- Please try to avoid touching elevator buttons with your hands; attempt to use an inanimate object such as a pen/pencil etc.

Traffic Flow

- See Appendix D, Floor Plans
- Traffic flow patterns have been marked with red (tape) arrows on floor(s)
- On each floor plan, one-way traffic is marked with blue arrows
- On each floor two-way traffic is marked with green arrows
- Traffic pattern is designed to reduce the risk of close contact
- Corresponding signage has been posted in areas identified as having a potential for congestion, (hallway intersections, two-way hallways) the signage indicates right of ways and areas to 'pull out' so that others may proceed while ensuring adequate physical distancing.

Wet Spaces (kitchens, bathroom, showers/changerooms)

Kitchen

- Please adhere to maximum capacity signage posted in each kitchen area.
- Please remember "You use it - you clean it". DO NOT leave any dishes in the sink or on the counter. Janitorial staff will not clean these areas if dishes are left out.
- Use your own containers/dishes/cutlery.
- Limit the number of containers you store in kitchen fridges used for your lunch to a total of two (2).
- Always ensure physical distancing.
- Kitchen use for the 3rd and 4th floor:
 - If using microwave, fridge or counter prep area – two (2) staff at a time as indicated by red X.
 - If using the sink to clean, then only one staff should be at the counter.
- Kitchen use for the 5th floor:
 - Only one staff at a time should be at the counter space.
- Please remember that space is limited, ensure that your meal prep and/or clean-up is timely. We encourage you to take your lunch to your desk to eat, ensuring that all staff can prepare their lunch in a timely manner.
- Remember to wipe/clean/disinfect the counter space you are using in the kitchen prior to and after use.

Bathroom

- Maximum capacity of two (2), ensuring that only one (1) individual is at the sink/counter area at a time. **DO NOT** leave anything in the bathrooms and ALWAYS wipe/clean up the counter area before leaving.
- Please be sure to use the tap lights mounted outside of each washroom to indicate occupancy. Lightly depress the center of the light to turn the light on and off. Light on means washroom is occupied, light off means washroom is vacant.
- Brushing teeth in the workplace should be avoided. Brushing may create droplets that fall onto the counter and sink surfaces representing a risk to others. If brushing occurs, it should be when alone in a washroom – and the employee should wipe down surfaces and rinse the sink when finished to protect others.

Gyms, change rooms and shower facilities

- The shower facilities at 620 Superior Street are open for use under the following directions;
 - Maximum capacity of one (1) person in the change room/shower.
 - Personal belongings are not allowed to be stored in the change room. Examples of personal belongings include deodorant, hair dryers and hair spray. All personal belongings must be removed by the owner after using the space.
 - Towels should be taken home daily and not left out in shared/common areas.
 - Remove unnecessary items to facilitate the cleaning of these areas.
 - All users must disinfect the showers:
 - Spray shower stalls, curtains, floor and fixtures using disinfectant spray before and after showering.
 - If the disinfectant is not available, the showers must be closed. Please report this immediately to the facilities management team.
 - Disinfectant spray is to be left on applied surfaces for 10 minutes prior to use.
 - Please limit your time in the shower/change room to allow for multiple users during peak times.
 - This area will be monitored / inspected on a weekly basis at a minimum.

Guidelines for Meeting Rooms

The first question all meeting organizers need to ask: **Can the meeting be held virtually?** This applies to meetings for staff in the office as well as meetings where teleworking staff or clients would come to the office for the meeting.

Meetings where the expected number of attendees exceeds the COVID-19 capacity of the meeting room must be held virtually or a larger meeting room used.

If it's necessary to meet in person, continue to observe the safety protocols established for the office/meeting room and when attending or transiting the office, including physical distancing, cleaning, and maximum occupancies. Staff must wear a mask anytime a distance of two metres from others cannot be maintained or while transiting through the office hallways and common spaces.

Maintain Physical Distancing. Physical distancing means maintaining a distance of at least two metres when in the meeting room. Masks are not required when physical distancing can be maintained in meeting rooms.

Do not exceed the COVID-19 capacity of the meeting room by having attendees wear masks Two-metre physical distancing must be maintained.

Use the largest meeting room available and physical distance as much as the room allows.

For example, if your meeting will have four attendees and there is a meeting room available with a capacity of nine, use that meeting room and space as far away from each other as possible.

- Hold the meeting virtually (e.g., via Skype) or by other means such as teleconference or email where possible.

Procedures in the Meeting Room:

- If you are feeling sick, stay at home. Self-isolate if required or directed to do so.
- Do not exceed the posted capacity of the meeting room.
- *CLEAN IN - CLEAN OUT.*
 - Wipe down all horizontal surfaces, including the arms of your chair.
 - If you use it, you clean it, *IMMEDIATELY.*
- Do not gather or socialize at the entrance to the meeting room.
- Enter the meeting room while maintaining physical distancing.
- First person in the room goes to the furthest available space from the door, the next person entering goes to the next furthest available space from the door, etc.
- Sanitize your hands upon entering the meeting room and prior to touching any surfaces or equipment.
- NO shared food or beverages in the meeting room.
- Do not leave used containers, mugs, or coffee cups in the meeting room. Take them home or dispose of them in the garbage.
- Do not place a mask or face covering on any surface in the meeting room. Place them in your pocket or lower them around your neck.
- Leave the meeting room in order of who is closest to the door to maintain physical distancing.
- *CLEAN OUT*
 - Wipe down all horizontal surfaces, including the arms of your chair
- Wash your hands or use hand sanitizer after cleaning out.

For team meetings.

- In addition to the above, please ensure that any team meetings are pre-booked as per instructions (contact Strategic Human Resources or Facilities & Workplace Services) – to ensure that maximum floor capacity is never exceeded.

Appendix A – Safe Workplace Procedures

The following links are provided to ensure you have access to current safe workplace procedures available, these are considered relevant to ministry work. Not all may be applicable to your specific work but are considered relevant to the work setting. Please refer to as required, if unsure please contact your supervisor or refer to page 4 of this document, **To Address Concerns or Questions.**

- Air travel
- Field work: residential & community settings
- General cleaning procedures
- General field work
- General procedures for the office environment
- Handling documents in the office and field
- Non-medical (cloth) masks
- Non-surgical procedural masks
- Staying in accommodations for work travel
- Vehicle use



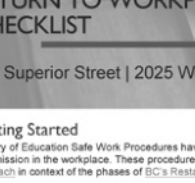
Appendix B – Checklists

The following two checklists are provided for use/review.

The COVID-19 Orientation Checklist is completed with employees working onsite by their supervisor or designate prior to implementing Step 2 of the restart and repopulation process. The orientation informs employees of the COVID-19 hazard, etiquette for the COVID-19 hazard and any other changes to how hazards are protocolled in the workplace.

The weekly inspection report is to ensure that COVID-19 protocols are effective and conducted by ministry managers responsible for the worksite. These inspections will assist in identifying any gaps in our mitigation strategies, with recommendations reflected in the actions log located at the end of this plan.

- Ministry of Education COVID-19 Orientation Checklist
- COVID-19 Weekly Inspection Checklist & Report



RETURN TO WORKPLACE ORIENTATION CHECKLIST

620 Superior Street | 2025 West Broadway

Getting Started

Ministry of Education Safe Work Procedures have been developed to protect against risk of COVID-19 transmission in the workplace. These procedures are in line with the [BC Public Service COVID-19 Approach](#) in context of the phases of [BC's Restart Plan](#).

Each employee is responsible for maintaining a safe and healthy workplace. This document outlines the steps employees must take before returning to 620 Superior Street or 2025 West Broadway. Please check-off each step once you've reviewed the material. Once all steps are complete, you may sign-off in the supervisor.

Supervisors are responsible for checking-in with staff this document.


COVID-19 WEEKLY INSPECTION CHECKLIST

EDUC - 620 Superior Street

Date of Inspection:

Employee Orientation Process

- Watch the [BC Public Service Restart Strategy: All Staff](#) workites are operating during the pandemic in a safe way, and understand their own personal responsibilities to help protect from COVID-19 in and outside of the workplace.
- Read our [Ministry of Education Safe Work Plan](#) specific to your office location to understand how we will maintain a safe and healthy workplace. Follow-up with any questions to your supervisor.
- Watch our [Workplace Orientation Webinar](#) specific to your office location to understand what to expect and familiarize yourself with the new processes.
- Confirm your re-entry date with your supervisor, who will coordinate with SHR and Facilities & Workplace Services to track and manage safe capacity levels.
- Submit this virtually signed and completed checklist to your supervisor by email.



If the employee sees a health or safety concern in the workplace, they are required to report it to their supervisor immediately for appropriate response by Facilities and Workplace Services.

I confirm that I have reviewed the materials above and understand my responsibility to maintain a safe and healthy workplace upon re-entry to the worksite.

Employee Name: [Type Name to Agree]

Strategic HR & Facilities and Workplace Services

1

Appendix C – Providing First Aid During the COVID-19 Pandemic

Workplaces must still maintain first aid levels to ensure compliance with Occupational Health and Safety Regulations, but the requirements may be reduced due to less staff in the workplace as a result of COVID-19. The following document provides information and advice in supporting the provision of first aid during the COVID-19 pandemic.

- Providing First Aid During the COVID-19 Pandemic
- First Aid Attendants



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The following pages provide a visual guide to moving through 620 Superior Street. The floor plans identify the correct points to enter and exit the building and current allowable staffing capacity in; workstations, quiet rooms and meeting rooms. These floor plans also provide an overview of general traffic flow on each floor, blue indicating one way and green indicating two-way traffic. In the building these arrows will be marked on the floor with red tape. Supporting signage is posted through out the building to assist with understanding of the new capacity and traffic flow.

The floor plans outline the following points:

- Entry points / Exit points
- Current workstation space capacity
- Meeting room capacity
- Traffic flow pattern



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COVID-19 Protocols Action Log

[illegible]

COVID-19

Safe Return to the Workplace Plan



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Version Control

DATE	VERSION	CHANGES
June 23, 2020	06.23.20_Ver. 1.0	1. First Draft of SWP, includes PSA /OSS edits
November 23, 2020	11.23.20_Ver. 1.1	2. Daily Health Checks
November 23, 2020	11.23.20_Ver. 1.1	3. Mandatory Masks
February 11, 2021	02.11.21_Ver. 1.2	4. Update to Meeting Room use
April 21, 2021	04.21.21_Ver. 1.3	5. Update as per PHO direction

Purpose

The COVID-19 Safe Return to Workplace Plan – Victoria (Safety Plan) outlines the policies, guidelines, and procedures the Ministry of Education has put in place to reduce the risk of COVID-19 transmission. This document relates to safety procedures at Ministry Headquarters, 620 Superior Street, Victoria, BC only. For information about Safety Procedures at 2025 West Broadway, Vancouver, please see our COVID-19 Safe Return to Workplace Plan – Vancouver.

As part of the COVID-19 Safe Return to Workplace Plan, safe work procedures have been developed to help reduce the risk of exposure in the workplace. These procedures apply to all staff at Ministry of Education workplaces. Each of us -alone and together- shares a responsibility for minimizing the impact of COVID-19. We all have a role to play in ensuring that workplace environments are 'kind, calm, and safe'.

Guiding Principles (Based on BCPSA Workplace Guidelines)

- Follow the orders and direction of the PHO and the Minister of Public Safety and Solicitor General for COVID-19.
- Take measures to protect the health and safety of all BC Public Service staff.
- Take measures to protect clients from COVID-19 exposure from other clients and ministry staff.
- Make decisions using the best science, evidence and policy advice available.
- Involve and educate staff about the procedures and controls that are in place to make workplaces and work processes safe.
- This is a living document in a fluid situation and is subject to change as we learn.



EDUC COVID Controls Committee & Accountabilities

Providing guidance, leadership and support:

- Deputy Minister & EDUC Executive
- Branch Leads & Supervisors

COVID Controls Committee (Resource Management Division- lead)

- **Executive Sponsor:** Reg Bawa
- **Strategic Human Resources & Communications:** Kim Russell / Emma Bennett
- **Facility & Workplace Services:** Jeff Robinson/Bruce Edmonds

COVID Controls Committee Accountabilities

- Workplace Capacity Assessments for: 620 Superior Street (3rd, 4th, 5th floors and common space).
- Monitor and ensure workplace capacity is not exceeded.
- Amend plan as and when required based on guidance from PHO and / or PSA.
- Conduct regular facility inspections and walkthroughs.
- Create and maintain Safe Workplace Procedures.
- Coordinate with building tenants and representatives (FIN, IGRS, Joint OHS representative, Article 29 representative, CBRE)
- Provide ongoing communication and messaging for all staff addressing: questions, concerns and gaps in mitigation strategies.
- Create and provide training and orientation for all returning staff.
- Reporting and monitoring.

To Address Concerns or Questions

For any concerns related to safe workplace procedures or building strategies please contact any of the following:

Emma Bennett, SHR at:	Emma.Bennett@gov.bc.ca
Jeff Robinson, F&WS at:	Jeff.Robinson@gov.bc.ca
Occupational Health & Safety Committee at:	OH&S

Note: *Details of concerns raised and responses will be made available to all employees on the Ministry COVID-19 Resources Page.*

Building & Facilities Contacts for 620 Superior Street:

- | | |
|--|---|
| • Ministry of Education: | Jeff Robinson, Emma Bennett & Bruce Edmonds |
| • Ministry of Finance: | Shelley Akam, Clancy McDonnell |
| • Intergovernmental Relations Secretariat: | Genevieve Elliot |

Mode of COVID-19 Transmission

COVID-19 is transmitted by large droplets which may be generated when an infected person coughs or sneezes. Droplets travel a short distance through the air (less than two metres) and can be deposited on inanimate surfaces or in the eyes, nose, or mouth. Scenarios that create an increased risk include:

- Exposure to potentially infectious respiratory droplets via close contact (within two metres) with a COVID-19 positive person experiencing respiratory symptoms (e.g., sneezing, coughing).
- Transfer of the virus via direct physical contact (e.g., touching contaminated skin/hands) with a COVID-19 positive person.
- Contact with an inanimate object, such as contaminated surfaces and objects, which can serve as the vehicle for transmission of the COVID-19 virus. This includes contaminated blood and bodily fluids (BBF). Follow your workplace specific BBF protocols for clean up (e.g., call CBRE).

A low risk of contracting COVID-19 from exposure to feces has been established. Workplaces that have identified a risk of exposure to feces will follow the controls in their blood and bodily fluids exposure control plan to reduce the likelihood of contracting the disease.

Signs & Symptoms of COVID-19

Common symptoms are fever, tiredness and a dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat, vomiting or diarrhea. These symptoms are usually mild and begin gradually. They are similar to a cold or flu and may take up to 14 days to appear.

The BC COVID-19 Self-Assessment Tool is available for anyone that develops symptoms and can be used to help determine if you need further assessment or testing for COVID-19.

Resources

Refer to the following links for up-to-date general information on COVID-19:

- BC Center for Disease Control (BCCDC)
- Public Health Agency of Canada (PHAC)
- WorkSafeBC website on COVID-19 and Preventing exposure to COVID-19 in the workplace:
A guide for employers

Refer to the following link for specific questions related to the BC Public Service's response to COVID-19:

- MyHR BC Public Service Agency (BCPSA)

Standard Precautions for COVID-19 in the Workplace

Standard Precautions are a group of infection-prevention practices that apply to all workers, regardless of suspected or confirmed COVID-19 cases encountered. Standard Precautions for COVID-19 or any flu-like illness include:

- Physical distancing: keeping 2 meters of space between staff or clients when possible
- Cough and sneeze etiquette
- Not touching your face
- Hand washing/sanitizing
- Staying home when sick and self-isolation if required or directed to do so

Daily Health Check Requirement

There is a requirement for on-site employees to complete a daily health check before entering the office and beginning their shift. Supervisors must ensure that the health check has taken place with each staff member prior to them commencing work.

Supervisors can email staff the Daily Health Check questions (page 4) of the **Daily Health Check for BC Public Service Workplaces** and then ask them to confirm daily that they completed their daily health check and are ready to begin or attend the workplace. The supervisor or designated screener should not be inquiring about the person's health status, how they answered a specific question and should not be recording any health data or the answers to any of the questions. The health check confirmation can be done by the supervisor or a designated staff member(s). The verification that the staff member has completed their health check can be done in-person or by email, phone or instant messaging.

Note: Daily Health Check Questionnaire

Have you completed your Daily Health Check?

1. Are you experiencing any of the following new or worsening symptoms? **Yes** ☐ **No** ☐

Fever or Chills	Cough
Sore throat	Difficulty breathing
Diarrhea Nausea /or vomiting	Body aches
Extreme fatigue or tiredness	Loss of appetite Headache
Loss of sense of smell or taste	
2. Have you traveled outside of Canada, including the United States, within the last 14 days? ☐ **Yes** ☐ **No**
3. Have you been identified as a close contact of a COVID-positive case by Public Health? ☐ **Yes** ☐ **No**
4. Have you been told to self-isolate by Public Health? ☐ **Yes** ☐ **No**

If you answered **Yes** to *any* of the questions above, please do not enter the workspace and notify your supervisor that you are unable to attend work at the worksite today.

NEW Online Daily Health Check

The health check can be completed using a mobile device, home or work computer and does not require VPN or IDIR access. The use of the new online tool is optional. Please visit the **Public Service Workplace Health Check** website on your computer or mobile device.

On the website, employees answer the four health check questions, provide their email address and contact information for their supervisor or designated health check screener. The application sends an email to confirm the employee has responded to the health check and if they can or cannot attend the workplace.

The first time you visit the website you will see the privacy notice. Hit the "Public Service Daily Health Check" button. Follow the prompts, answer the questions and then insert your supervisor or designated screener's email. You are ready and able to attend your workplace.

No private data is stored by the daily health check and the answers to the questions themselves are not tracked or shared with the supervisor or designated screener.

Reminder: Connect with your supervisor to confirm completion of the daily health check before entering the workplace.

Masks at the Workplace

Staff and guests are required to wear masks in all shared and common spaces at the workplace. Examples of common and shared spaces include; lobby, elevators, stairwells, hallways, printer/copy rooms, kitchen-breakrooms, and washrooms. The requirement for wearing a mask also includes any situation where two-meter physical distancing cannot be maintained.

Cough & Sneeze Etiquette

Workers are expected to follow cough and sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet routes. It includes the following:

- Stay home when sick.
- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Do not shake hands; use an elbow bump.
- Wash your hands often, especially after coughing, sneezing or blowing your nose. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.

A Worker Has COVID-19 or Flu-Like Symptoms

Workers with COVID-19/flu symptoms or are otherwise sick should not be in the workplace. For guidance on returning to workplace after an illness, consult the [COVID-19 FAQs](#) on MyHR.

Hand Washing

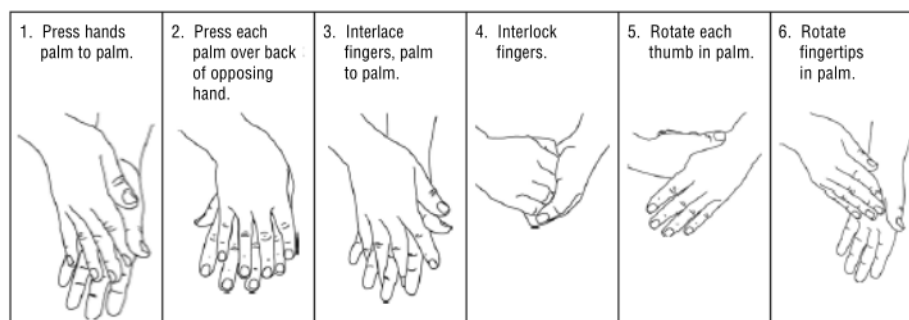
Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth—or to other surfaces that are touched.

Wash your hands immediately:

- When arriving at your work area and when you leave a work area, and often throughout the day.
- After handling materials that may be contaminated.
- Before eating, drinking, smoking, handling contact lenses or applying makeup.
- After wiping down a workstation.

Handwashing procedure:

- Wash with soap and water for at least 20 seconds, or, if soap and water are not available, use an alcohol-based hand sanitizer.



Resources on handwashing:

- HealthLinkBC File #85: Hand Washing: Help Stop the Spread of Germs
- WorkSafeBC Video: Disease Prevention: It's in Your Hands

Physical Distancing

Physical distancing requires us to make changes to our everyday routines and to minimize close contact with others. This means keeping two metres distance between ourselves and others.

While physically distanced workstations for employees help control the spread of COVID-19 while at the workstation, all workplaces have shared equipment, high foot traffic areas and common areas that create close spaces where employees come within two metres of each other. The Provincial Health Officer has stated that the risk of COVID-19 transmission is low between two people briefly passing less than two metres from each other. Workplaces must limit the cumulative duration of these exposures throughout the workday.

It will be impractical to eliminate all less than two-metre interactions. The goal is to limit less than two-metre interactions to short durations (e.g. walk past) and infrequent occurrences.

Examples:

- Acceptable less than two-meter distance interactions:
 - An employee walking past a colleague's workstation several times for breaks and lunch.
- Unacceptable less than two-meter interactions:
 - A busy hallway where employees pass each other every few minutes – traffic controls are required.

NOTE: A high-risk close contact is defined as a person who: provided direct care for the case, including healthcare workers, family members or other caregivers, or who had other similar close physical contact (e.g., intimate partner) without consistent and appropriate use of personal protective equipment, OR; lived with or otherwise had close face to face contact (within 2 metres) with a probable or confirmed case for more than 15 minutes (may be cumulative, i.e., multiple interactions) up to 48 hours prior to symptom onset.

Having short term contact, multiple times during the day (i.e. walking past a colleague on the way to the lunchroom and breaking the 2m distance protocol), would be considered a low risk contact. With this in mind; controls currently applied control traffic flow, entry and exit, wet spaces, and capacity maximums for workplace and meeting spaces supporting required numbers of employees. Additional engineering controls such as plexiglass barriers at workstations are not under consideration.

General Cleaning

Personal Workstation Cleaning

NOTE: *It is everyone's responsibility to maintain cleanliness in the building, to ensure the well-being of our team.*

Users of dedicated workstations should adhere to the following guidelines:

- Clean daily at a minimum.
- Use regular household cleaners as per the manufacturer's instructions.
- Wipe all horizontal surfaces.
- Ensure handwashing or use of hand sanitizer after cleaning of workspace.

Shared Workstation Cleaning

Users of shared workstations should practice the following guidelines:

- Clean before and after use.
- Use regular household cleaners as per the manufacturer's instructions.
- Wipe all horizontal surfaces.
- Ensure handwashing or use of hand sanitizer after cleaning of workspace.

Meeting Room, Quiet/Privacy Room Cleaning

Users of shared space should practice the following guidelines:

- Clean before and after use.
- Use regular household cleaners as per the manufacturer's instructions.
- Wipe all horizontal surfaces.
- Ensure handwashing or use of hand sanitizer after cleaning of workspace.

Electronics

- For specific information regarding cleaning electronics, please contact **Educ DL Technology Services**.
- For electronics such as cell phones, tablets, touch screens, remote controls, and keyboards, remove visible contamination if present. Turn off the computer/mobile phone before cleaning.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- When possible, consider the use of wipeable covers for electronics. (Program areas to purchase.)
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70 per cent alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquid.

NOTE: *Some disinfecting wipes designed for medical use may cause discoloration, harm surfaces, or even affect functionality of your device.*

Do NOT use wipes containing sodium hypochlorite (Bleach).

Recommend to squeeze out excess liquid from wipe or disinfecting cloth before use, gently wipe the system thoroughly, be careful to ensure no liquids drips into the computer. Do not wipe on connector pins.

Always allow the computer to completely dry prior to any use.

In client-facing offices, also clean high touch surfaces such as service counters, door handles, railings and public workstations frequently.

Building Specific Controls

Stairwell Direction

The stairwells are to be used in the following manner (see Map Appendix D):

- B-side (nearest Government Street, adjacent to the lobby) stairwell is to be used to ascend only.
- D-side (nearest Douglas Street) stairwell is to be used to descend only.
- Landings may be used as pull out areas for employees to move past one another if required.

NOTE: *In an emergency please use closest stairwell to exit the building as per standard emergency procedures.*

Elevator Etiquette

- The elevators are restricted to one person at a time, 2-meter distancing is not possible in our elevators.
- Waiting areas outside of each elevator on each floor have red lines to indicate 2-meter distancing while waiting to access the elevator.
- It is **strongly** encouraged that elevators be used only by employees who have challenges with using the stairwells.
- Please try to avoid touching elevator buttons with your hands; attempt to use an inanimate object such as a pen/pencil etc.

Traffic Flow

- See Appendix D, Floor Plans
- Traffic flow patterns have been marked with red (tape) arrows on floor(s)
- On each floor plan, one-way traffic is marked with blue arrows
- On each floor two-way traffic is marked with green arrows
- Traffic pattern is designed to reduce the risk of close contact
- Corresponding signage has been posted in areas identified as having a potential for congestion, (hallway intersections, two-way hallways) the signage indicates right of ways and areas to 'pull out' so that others may proceed while ensuring adequate physical distancing.

Wet Spaces (kitchens, bathroom, showers/changerooms)

Kitchen

- Please adhere to maximum capacity signage posted in each kitchen area.
- Do not gather or socialize at the entrance to the lunch or breakroom
- Masks must be worn while in the kitchen areas. Do not place a mask or face coverings on any surface in in the lunch or break room, place them in your pocket or lower them around your neck
- Wash/sanitize your hands upon entering the lunchroom, prior to touching any surfaces or equipment
- Wipe microwave buttons, appliances used, handles, etc. you have touched, or use a piece of paper towel to press buttons or grab handles to avoid skin contact
- Please remember "You use it - you clean it". DO NOT leave any dishes in the sink or on the counter. Janitorial staff will not clean these areas if dishes are left out.
- Do not share containers, mugs, plates, or utensils with others. Bring your own plates, containers and utensils and take them home daily, or use disposable utensils and plates that are recyclable or compostable
- Use one coffee mug or water bottle and store it at your desk, in your locker, office or take it home.
- Do not share food or organize communal sharing of food events such as potlucks (Timbits included!) with others
- Arrange for single servings/packaging if you want to share food with someone while physically distanced.
- No communal condiments, such as salt and pepper shakers, ketchup bottles, soy sauce, etc.
- Limit the number of containers you store in kitchen fridges used for your lunch to a total of two (2).
- Always ensure physical distancing.

- Kitchen use for the 3rd and 4th floor:
 - If using microwave, fridge or counter prep area – two (2) staff at a time as indicated by red X. If using the sink to clean, then only one staff should be at the counter.
- Kitchen use for the 5th floor:
 - Only one staff at a time should be at the counter space.
- Please remember that space is limited, ensure that your meal prep and/or clean-up is timely. We encourage you to take your lunch to your desk to eat, ensuring that all staff can prepare their lunch in a timely manner.
- Remember to wipe/clean/disinfect the counter space you are using in the kitchen prior to and after use.

Bathroom

- Maximum capacity of two (2), ensuring that only one (1) individual is at the sink/counter area at a time. **DO NOT** leave anything in the bathrooms and ALWAYS wipe/clean up the counter area before leaving.
- Please be sure to use the tap lights mounted outside of each washroom to indicate occupancy. Lightly depress the center of the light to turn the light on and off. Light on means washroom is occupied, light off means washroom is vacant.
- Brushing teeth in the workplace should be avoided. Brushing may create droplets that fall onto the counter and sink surfaces representing a risk to others. If brushing occurs, it should be when alone in a washroom – and the employee should wipe down surfaces and rinse the sink when finished to protect others.

Gyms, change rooms and shower facilities

- The shower facilities at 620 Superior Street are open for use under the following directions;
 - Maximum capacity of one (1) person in the change room/shower.
 - Masks must be worn when in the change room at all times (except in the shower).
 - Personal belongings are not allowed to be stored in the change room. Examples of personal belongings include deodorant, hair dryers and hair spray. All personal belongings must be removed by the owner after using the space.
 - Towels should be taken home daily and not left out in shared/common areas.
 - Remove unnecessary items to facilitate the cleaning of these areas.
 - All users must disinfect the showers:
 - Spray shower stalls, curtains, floor and fixtures using disinfectant spray before and after showering.
 - If the disinfectant is not available, the showers must be closed. Please report this immediately to the facilities management team.
 - Disinfectant spray is to be left on applied surfaces for 10 minutes prior to use.
 - Please limit your time in the shower/change room to allow for multiple users during peak times.
 - This area will be monitored / inspected on a weekly basis at a minimum.
 - If first aid is required, please contact **250-216-3875**.

Guidelines for Meeting Rooms

The first question all meeting organizers need to ask: **Can the meeting be held virtually?** This applies to meetings for staff in the office as well as meetings where teleworking staff or clients would come to the office for the meeting.

Meetings where the expected number of attendees exceeds the COVID-19 capacity of the meeting room must be held virtually or a larger meeting room used.

Employees must wear a mask while transitioning to a meeting room. Once seated, they may remove their mask. Two-metre physical distancing must be maintained at all times. The COVID-19 occupancy limit for the meeting room must not be exceeded and should not be increased to allow more staff in the room because of mask use by meeting participants. Physical distancing is the most effective control for COVID-19 transmission.

Maintain Physical Distancing. Physical distancing means maintaining a distance of at least two metres when in the meeting room. Masks are not required when physical distancing can be maintained in meeting rooms.

Do not exceed the COVID-19 capacity of the meeting room by having attendees wear masks Two-metre physical distancing must be maintained.

Use the largest meeting room available and physical distance as much as the room allows.

For example, if your meeting will have four attendees and there is a meeting room available with a capacity of nine, use that meeting room and space as far away from each other as possible.

- Hold the meeting virtually (e.g., via Skype) or by other means such as teleconference or email where possible.

Procedures in the Meeting Room:

- If you are feeling sick, stay at home. Self-isolate if required or directed to do so.
- Do not exceed the posted capacity of the meeting room.
- *CLEAN IN - CLEAN OUT.*
 - Wipe down all horizontal surfaces, including the arms of your chair.
 - If you use it, you clean it, *IMMEDIATELY.*
- Review COVID-19 protocols with all attendees at the start of the meeting.
- Do not gather or socialize at the entrance to the meeting room.
- Enter the meeting room while maintaining physical distancing.
- First person in the room goes to the furthest available space from the door, the next person entering goes to the next furthest available space from the door, etc.
- Sanitize your hands upon entering the meeting room and prior to touching any surfaces or equipment.
- NO shared food or beverages in the meeting room.
- Do not leave used containers, mugs, or coffee cups in the meeting room. Take them home or dispose of them in the garbage.
- Do not place a mask or face covering on any surface in the meeting room. Place them in your pocket or lower them around your neck.
- Leave the meeting room in order of who is closest to the door to maintain physical distancing.
- *CLEAN OUT*
 - Wipe down all horizontal surfaces, including the arms of your chair
- Wash your hands or use hand sanitizer after cleaning out.

For team meetings.

- In addition to the above, please ensure that any team meetings are pre-booked as per instructions (contact Strategic Human Resources or Facilities & Workplace Services) – to ensure that maximum floor capacity is never exceeded.

Appendix A – Safe Workplace Procedures

The following links are provided to ensure you have access to current safe workplace procedures available, these are considered relevant to ministry work. Not all may be applicable to your specific work but are considered relevant to the work setting. Please refer to as required, if unsure please contact your supervisor or refer to page 4 of this document, **To Address Concerns or Questions.**

- Air travel
- Field work: residential & community settings
- General cleaning procedures
- General field work
- General procedures for the office environment
- Handling documents in the office and field
- Non-medical (cloth) masks
- Non-surgical procedural masks
- Staying in accommodations for work travel
- Vehicle use



Appendix B – Checklists

The following two checklists are provided for use/review.

The COVID-19 Orientation Checklist is completed with employees working onsite by their supervisor or designate prior to implementing Step 2 of the restart and repopulation process. The orientation informs employees of the COVID-19 hazard, etiquette for the COVID-19 hazard and any other changes to how hazards are protocolled in the workplace.

The weekly inspection report is to ensure that COVID-19 protocols are effective and conducted by ministry managers responsible for the worksite. These inspections will assist in identifying any gaps in our mitigation strategies, with recommendations reflected in the actions log located at the end of this plan.

- Ministry of Education COVID-19 Orientation Checklist
- COVID-19 Weekly Inspection Checklist & Report



RETURN TO WORKPLACE ORIENTATION CHECKLIST

620 Superior Street | 2025 West Broadway

Getting Started

Ministry of Education Safe Work Procedures have been developed to protect against risk of COVID-19 transmission in the workplace. These procedures are in line with the [BC Public Service COVID-19 Approach](#) in context of the phases of [BC's Restart Plan](#).

Each employee is responsible for maintaining a safe and healthy workplace. This document outlines the steps employees must take before returning to 620 Superior Street or 2025 West Broadway. Please check-off each step once you've reviewed the material. Once all steps are complete, you may sign-off in the supervisor.

Supervisors are responsible for checking-in with staff this document.

COVID-19 WEEKLY INSPECTION CHECKLIST

EDUC - 620 Superior Street

Date of Inspection:

Employee Orientation Process

- Watch the [BC Public Service Restart Strategy: All Staff](#) workites are operating during the pandemic in a safe way, and understand their own personal responsibilities to help protect from COVID-19 in and outside of the workplace.
- Read our [Ministry of Education Safe Work Plan](#) specific to your office location to understand how we will maintain a safe and healthy workplace. Follow-up with any questions to your supervisor.
- Watch our [Workplace Orientation Webinar](#) specific to your office location to understand what to expect and familiarize yourself with the new processes.
- Confirm your re-entry date with your supervisor, who will coordinate with SHR and Facilities & Workplace Services to track and manage safe capacity levels.
- Submit this virtually signed and completed checklist to your supervisor by email.



If the employee sees a health or safety concern in the workplace, they are required to report it to their supervisor immediately for appropriate response by Facilities and Workplace Services.

I confirm that I have reviewed the materials above and understand my responsibility to maintain a safe and healthy workplace upon re-entry to the worksite.

Employee Name: [Type Name to Agree]

Strategic HR & Facilities and Workplace Services

1

Appendix C – Providing First Aid During the COVID-19 Pandemic

Workplaces must still maintain first aid levels to ensure compliance with Occupational Health and Safety Regulations, but the requirements may be reduced due to less staff in the workplace as a result of COVID-19. The following document provides information and advice in supporting the provision of first aid during the COVID-19 pandemic.

- Providing First Aid During the COVID-19 Pandemic
- First Aid Attendants



Appendix D – Floor Plans

The following pages provide a visual guide to moving through 620 Superior Street. The floor plans identify the correct points to enter and exit the building and current allowable staffing capacity in; workstations, quiet rooms and meeting rooms. These floor plans also provide an overview of general traffic flow on each floor, blue indicating one way and green indicating two-way traffic. In the building these arrows will be marked on the floor with red tape. Supporting signage is posted through out the building to assist with understanding of the new capacity and traffic flow.

The floor plans outline the following points:

- Entry points / Exit points
- Current workstation space capacity
- Meeting room capacity
- Traffic flow pattern



A Superior Street

620 Superior Street
Floorplan **Fifth Floor**

620 Superior Street
Floorplan **Fourth Floor**

A Superior Street

A Superior Street

620 Superior Street
Floorplan **Third Floor**

Appendix E – Protocols Action Log

This log will be used by the COVID managers to record actions that occur after the initial COVID-19 Workplace Assessment Walkthrough such as:

- Training.
- Communications.
- Interim solutions that are replaced by long-term solutions.
- Updates made to the Safe Workplace Procedures.

All information will be documented and posted (EdNet COVID resources page, union boards, main lobby) to keep you informed of issues identified and the work being done or completed in resolving issues and concerns.

COVID-19 Protocols Action Log

[illegible]

COVID-19

Safe Return to the Workplace Plan



Resilient People
– Flexible Workspaces



Ministry of
Education

FACILITIES & WORKPLACE SERVICES

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DATE	VERSION	CHANGES
June 28, 2020	07.28.20 Ver. 1.0	1. First Draft of SRWP - 2025WB
November 23, 2020	11.23.20_Ver. 1.1	2. Daily Health Checks
February 11, 2021	02.11.21_Ver. 1.2	3. Mandatory Masks
April 21, 2021	04.21.21_Ver. 1.3	4. Update as per PHO direction

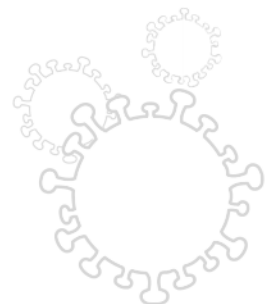
Purpose

The COVID-19 Safe Return to Workplace Plan – Vancouver (Safety Plan) outlines the policies, guidelines, and procedures the Ministry of Education has put in place to reduce the risk of COVID-19 transmission. This document relates to safety procedures at Ministry of Education, 400-2025 West Broadway, Vancouver, BC only.

As part of the COVID-19 Safe Return to Workplace Plan, safe workplace procedures have been developed to help reduce the risk of exposure in the workplace. These procedures apply to all staff at Ministry of Education workplaces. Each of us -alone and together- shares a responsibility for minimizing the impact of COVID-19. We all have a role to play in ensuring that workplace environments are 'kind, calm, and safe'.

Guiding Principles (Based on BCPSA Workplace Guidelines)

- Follow the orders and direction of the PHO and the Minister of Public Safety and Solicitor General for COVID-19.
- Take measures to protect the health and safety of all BC Public Service staff.
- Take measures to protect clients from COVID-19 exposure from other clients and ministry staff.
- Make decisions using the best science, evidence and policy advice available.
- Involve and educate staff about the procedures and controls that are in place to make workplaces and work processes safe.
- This is a living document in a fluid situation and is subject to change as we learn.



EDUC COVID Controls Committee & Accountabilities

Providing guidance, leadership and support:

- Deputy Minister & EDUC Executive
- Branch Leads & Supervisors

COVID Controls Committee (Resource Management Division- lead)

- **Executive Sponsor:** Reg Bawa
- **Strategic Human Resources & Communications:** Kim Russell/Emma Bennett
- **Facility & Workplace Services:** Jeff Robinson/Bruce Edmonds
- **2025 West Broadway:** Christine Ducharme/Sarvi Brent

COVID Controls Committee Accountabilities

- Workplace Capacity Assessments for: 2025 West Broadway (4th floor and common space).
- Monitor and ensure workplace capacity is not exceeded.
- Amend plan as and when required based on guidance from PHO and / or PSA.
- Conduct regular facility inspections and walkthroughs.
- Create and maintain Safeplace Work Procedures.
- Coordinate with building tenants and representatives
- Provide ongoing communication and messaging for all staff addressing: questions, concerns and gaps in mitigation strategies.
- Create and provide training and orientation for all returning staff.
- Reporting and monitoring.

To Address Concerns or Questions

For any concerns related to safe workplace procedures or building strategies please contact the following:

Christine Ducharme at: Christine.Ducharme@gov.bc.ca

Note: *Details of concerns raised and responses will be made available to all employees on the Ministry COVID-19 Resources Page.*

Building & Facilities Contact for 2025 West Broadway Street:

Christine Ducharme at: Christine.Ducharme@gov.bc.ca

Mode of COVID-19 Transmission

COVID-19 is transmitted by large droplets which may be generated when an infected person coughs or sneezes. Droplets travel a short distance through the air (less than two metres) and can be deposited on inanimate surfaces or in the eyes, nose, or mouth. Scenarios that create an increased risk include:

- Exposure to potentially infectious respiratory droplets via close contact (within two metres) with a COVID-19 positive person experiencing respiratory symptoms (e.g., sneezing, coughing).
- Transfer of the virus via direct physical contact (e.g., touching contaminated skin/hands) with a COVID-19 positive person.
- Contact with an inanimate object, such as contaminated surfaces and objects, which can serve as the vehicle for transmission of the COVID-19 virus. This includes contaminated blood and bodily fluids (BBF). Follow your workplace specific BBF protocols for clean up (e.g., call CBRE).

A low risk of contracting COVID-19 from exposure to feces has been established. Workplaces that have identified a risk of exposure to feces will follow the controls in their blood and bodily fluids exposure control plan to reduce the likelihood of contracting the disease.

Signs & Symptoms of COVID-19

Common symptoms are fever, tiredness and a dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat, vomiting or diarrhea. These symptoms are usually mild and begin gradually. They are similar to a cold or flu and may take up to 14 days to appear.

The BC COVID-19 Self-Assessment Tool is available for anyone that develops symptoms and can be used to help determine if you need further assessment or testing for COVID-19.

Resources

Refer to the following links for up-to-date general information on COVID-19:

- [BC Center for Disease Control \(BCCDC\)](#)
- [Public Health Agency of Canada \(PHAC\)](#)
- [WorkSafeBC website on COVID-19 and Preventing exposure to COVID-19 in the workplace: A guide for employers](#)

Refer to the following link for specific questions related to the BC Public Service's response to COVID-19:

- [MyHR BC Public Service Agency \(BCPSA\)](#)

Standard Precautions for COVID-19 in the Workplace

Standard Precautions are a group of infection-prevention practices that apply to all workers, regardless of suspected or confirmed COVID-19 cases encountered. Standard Precautions for COVID-19 or any flu-like illness include:

- Physical distancing: keeping 2 meters of space between staff or clients when possible
- Cough and sneeze etiquette
- Not touching your face
- Hand washing/sanitizing
- Staying home when sick and self-isolation if required or directed to do so

Daily Health Check Requirement

There is a requirement for on-site employees to complete a daily health check before entering the office and beginning their shift. Supervisors must ensure that the health check has taken place with each staff member prior to them commencing work.

Supervisors can email staff the Daily Health Check questions (page 4) of the [Daily Health Check for BC Public Service Workplaces](#) and then ask them to confirm daily that they completed their daily health check and are ready to begin or attend the workplace. The supervisor or designated screener should not be inquiring about the person's health status, how they answered a specific question and should not be recording any health data or the answers to any of the questions. The health check confirmation can be done by the supervisor or a designated staff member(s). The verification that the staff member has completed their health check can be done in-person or by email, phone or instant messaging.

Note: Daily Health Check Questionnaire

Have you completed your Daily Health Check?

1. Are you experiencing any of the following new or worsening symptoms? **Yes** ☐ **No** ☐

Fever or Chills	Cough
Sore throat	Difficulty breathing
Diarrhea Nausea /or vomiting	Body aches
Extreme fatigue or tiredness	Loss of appetite Headache
Loss of sense of smell or taste	

2. Have you traveled outside of Canada, including the United States, within the last 14 days? ☐ **Yes** ☐ **No**

3. Have you been identified as a close contact of a COVID-positive case by Public Health? ☐ **Yes** ☐ **No**

4. Have you been told to self-isolate by Public Health? ☐ **Yes** ☐ **No**

If you answered **Yes** to any of the questions above, please do not enter the workspace and notify your supervisor that you are unable to attend work at the worksite today.

NEW Online Daily Health Check

The health check can be completed using a mobile device, home or work computer and does not require VPN or IDIR access. The use of the new online tool is optional. Please visit the [Public Service Workplace Health Check](#) website on your computer or mobile device.

On the website, employees answer the four health check questions, provide their email address and contact information for their supervisor or designated health check screener. The application sends an email to confirm the employee has responded to the health check and if they can or cannot attend the workplace.

The first time you visit the website you will see the privacy notice. Hit the "Public Service Daily Health Check" button. Follow the prompts, answer the questions and then insert your supervisor or designated screener's email. You are ready and able to attend your workplace.

No private data is stored by the daily health check and the answers to the questions themselves are not tracked or shared with the supervisor or designated screener.

Reminder: Connect with your supervisor to confirm completion of the daily health check before entering the workplace.

Masks at the Workplace

Staff and guests are required to wear masks in all shared and common spaces at the workplace. Examples of common and shared spaces include; lobby, elevators, stairwells, hallways, printer/copy rooms, kitchen-breakrooms, and washrooms. The requirement for wearing a mask also includes any situation where two-meter physical distancing cannot be maintained.

Cough & Sneeze Etiquette

Workers are expected to follow cough and sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet routes. It includes the following:

- Stay home when sick.
- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Do not shake hands; use an elbow bump.
- Wash your hands often, especially after coughing, sneezing or blowing your nose. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.

A Worker Has COVID-19 or Flu-Like Symptoms

Workers with COVID-19/flu symptoms or are otherwise sick should not be in the workplace. For guidance on returning to workplace after an illness, consult the [COVID-19 FAQs](#) on MyHR.

Hand Washing

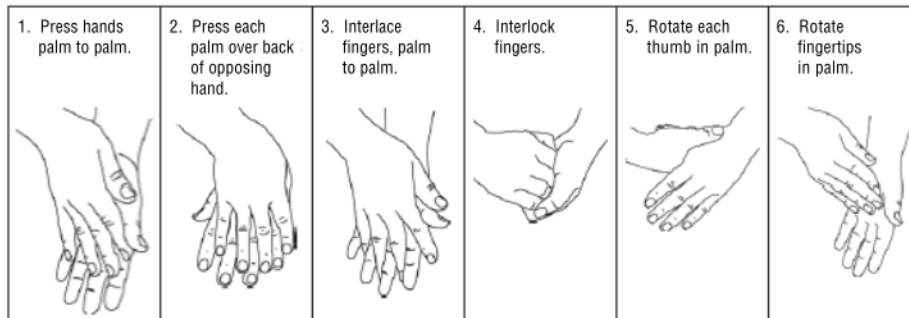
Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth—or to other surfaces that are touched.

Wash your hands immediately:

- When arriving at your work area and when you leave a work area, and often throughout the day.
- After handling materials that may be contaminated.
- Before eating, drinking, smoking, handling contact lenses or applying makeup.
- After wiping down a workstation.

Handwashing procedure:

- Wash with soap and water for at least 20 seconds, or, if soap and water are not available, use an alcohol-based hand sanitizer.



Resources on handwashing:

- HealthLinkBC File #85: Hand Washing: Help Stop the Spread of Germs
- WorkSafeBC Video: Disease Prevention: It's in Your Hands

Physical Distancing

Physical distancing requires us to make changes to our everyday routines and to minimize close contact with others. This means keeping two metres distance between ourselves and others.

While physically distanced workstations for employees help control the spread of COVID-19 while at the workstation, all workplaces have shared equipment, high foot traffic areas and common areas that create close spaces where employees come within two metres of each other. The Provincial Health Officer has stated that the risk of COVID-19 transmission is low between two people briefly passing less than two metres from each other. Workplaces must limit the cumulative duration of these exposures throughout the workday.

It will be impractical to eliminate all less than two-metre interactions. The goal is to limit less than two-metre interactions to short durations (e.g. walk past) and infrequent occurrences.

Examples:

- Acceptable less than two-meter distance interactions:
 - An employee walking past a colleague's workstation several times for breaks and lunch.
- Unacceptable less than two-meter interactions:
 - A busy hallway where employees pass each other every few minutes – traffic controls are required.

NOTE: A high-risk close contact is defined as a person who: provided direct care for the case, including healthcare workers, family members or other caregivers, or who had other similar close physical contact (e.g., intimate partner) without consistent and appropriate use of personal protective equipment, OR; lived with or otherwise had close face to face contact (within 2 metres) with a probable or confirmed case for more than 15 minutes (may be cumulative, i.e., multiple interactions) up to 48 hours prior to symptom onset.

Having short term contact, multiple times during the day (i.e. walking past a colleague on the way to the lunchroom and breaking the 2m distance protocol), would be considered a low risk contact. With this in mind; controls currently applied control traffic flow, entry and exit, wet spaces, and capacity maximums for work and meeting spaces supporting required numbers of employees. Additional engineering controls such as plexiglass barriers at workstations are not under consideration.

General Cleaning

Personal Workstation Cleaning

NOTE: *It is everyone's responsibility to maintain cleanliness in the building, to ensure the well-being of our team.*

Users of dedicated workstations should adhere to the following guidelines:

- Clean daily at a minimum.
- Use regular household cleaners as per the manufacturer's instructions.
- Wipe all horizontal surfaces.
- Ensure handwashing or use of hand sanitizer after cleaning of workspace.

Shared Workstation Cleaning

Users of shared workstations should practice the following guidelines:

- Clean before and after use.
- Use regular household cleaners as per the manufacturer's instructions.
- Wipe all horizontal surfaces.
- Ensure handwashing or use of hand sanitizer after cleaning of workspace.

Meeting Room, Quiet/Privacy Room Cleaning

Users of shared space should practice the following guidelines:

- Clean before and after use.
- Use regular household cleaners as per the manufacturer's instructions.
- Wipe all horizontal surfaces.
- Ensure handwashing or use of hand sanitizer after cleaning of workspace.

Electronics

- For specific information regarding cleaning electronics, please contact **Educ DL Technology Services**.
- For electronics such as cell phones, tablets, touch screens, remote controls, and keyboards, remove visible contamination if present. Turn off the computer/mobile phone before cleaning.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- When possible, consider the use of wipeable covers for electronics. (Program areas to purchase.)
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70 per cent alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquid.

NOTE: *Some disinfecting wipes designed for medical use may cause discoloration, harm surfaces, or even affect functionality of your device.*

Do NOT use wipes containing sodium hypochlorite (Bleach).

Recommend to squeeze out excess liquid from wipe or disinfecting cloth before use, gently wipe the system thoroughly, be careful to ensure no liquids drips into the computer. Do not wipe on connector pins.

Always allow the computer to completely dry prior to any use.

In client-facing offices, also clean high touch surfaces such as service counters, door handles, railings and public workstations frequently.

Building Specific Controls

Stairwell Direction

The stairwells are to be used in the following manner (see Map Appendix D):

- The west stairwell (closest to reception) does allow access to our floor from stairwell. Please ensure you have the code for the pushbutton lock. Contact **Christine Ducharme** if you wish to have the code.
- Either stairwell may be used to descend. The east stairwell (closest to PCU/Boardroom) does not allow access to our floor.
- Landings may be used as pull out areas for employees to move past one another if required.

NOTE: *In an emergency please use closest stairwell to exit the building as per standard emergency procedures.*

Elevator Etiquette

- The elevators are restricted to two people at a time, to allow 2-meter distancing.
- Waiting areas in the lobby (ground floor) have red lines to indicate 2-meter distancing while waiting to access the elevator.
- Please try to avoid touching elevator buttons with your hands; attempt to use an inanimate object such as a pen/pencil etc.

Traffic Flow

- See Appendix D, Floor Plans - traffic flow patterns are marked in blue on floor(s).
- Traffic flow patterns have been marked with red (tape) arrows on floor(s)
- In narrow spaces that do not allow 2-way traffic with potential for congestion (hallway intersections, two-way hallways), please stop and wait for colleague to pass, ensuring adequate physical distancing. Red (tape) arrows are not placed in these narrow locations (i.e. PCU).
- Traffic pattern is designed to reduce the risk of close contact.

Wet Spaces (kitchens, bathroom)

Kitchen

- Hearing Room kitchen and washroom - **PLEASE DO NOT USE.**
- Please adhere to maximum capacity signage posted in each kitchen area.
- Do not gather or socialize at the entrance to the lunch or breakroom.
- Masks must be worn while in the kitchen areas. Do not place a mask or face coverings on any surface in in the lunch or break room, place them in your pocket or lower them around your neck.
- Wash/sanitize your hands upon entering the lunchroom, prior to touching any surfaces or equipment.
- Wipe microwave buttons, appliances used, handles, etc. you have touched, or use a piece of paper towel to press buttons or grab handles to avoid skin contact. This includes the water cooler in main kitchen.
- Please remember “You use it - you clean it”. DO NOT leave any dishes in the sink or on the counter. Janitorial staff will not clean these areas if dishes are left out.
- Do not share containers, mugs, plates, or utensils with others. Bring your own plates, containers and utensils and take them home daily, or use disposable utensils and plates that are recyclable or compostable.
- Limit the number of containers you store in kitchen fridges used for your lunch to a total of two (2).
- Always ensure physical distancing.
- Main kitchen use:
 - Two (2) staff at a time at counter, maintaining physical distance.
If using the sink to clean, then only one staff should be at the counter.

- Please remember that space is limited, ensure that your meal prep and/or clean-up is timely. We encourage you to take your lunch to your desk to eat, ensuring that all staff can prepare their lunch in a timely manner.
- Remember to wipe/clean/disinfect the counter space you are using in the kitchen prior to and after use.
- Use one coffee mug or water bottle and store it at your desk, in your locker, office or take it home.
- Do not share food or organize communal sharing of food events such as potlucks (Timbits included!) with others.
- Arrange for single servings/packaging if you want to share food with someone while physically distanced.
- No communal condiments, such as salt and pepper shakers, ketchup bottles, soy sauce, etc.

Bathroom

- Maximum capacity of two (2), ensuring that only one (1) individual is at the sink/counter area at a time. **DO NOT** leave anything in the bathrooms and ALWAYS wipe/clean up the counter area before leaving.
- Brushing teeth in the workplace is not permitted. Brushing may create droplets that fall onto the counter and sink surfaces representing a risk to others.

Guidelines for Meeting Rooms

To ensure physical distancing guidelines are maintained, consider the following:

- Review COVID-19 protocols with all attendees at the start of the meeting.
- Employees must wear a mask while transitioning to a meeting room. Once seated, they may remove their mask. Two-metre physical distancing must be maintained at all times. The COVID-19 occupancy limit for the meeting room must not be exceeded and should not be increased to allow more staff in the room because of mask use by meeting participants. Physical distancing is the most effective control for COVID-19 transmission.
- Hold the meeting virtually (e.g., via Skype) or by other means such as teleconference or email where possible.
- In addition to the above, please ensure that any team meetings are pre-booked to ensure that maximum floor capacity is never exceeded. Contact **Christine Ducharme**.
- Use hearing room only (currently set up for hearings, do not change the set-up).
- Add a reminder about physical distancing guidelines to the meeting invite. Contact **Christine Ducharme** for Guidelines and other information.
- Ensure cleaning guidelines are followed once the meeting is over (i.e. ensure all surfaces are wiped down/disinfected prior to leaving the meeting room).

Procedures in the Meeting Room:

- If you are feeling sick, stay at home. Self-isolate if required or directed to do so.
- Do not exceed the posted capacity of the meeting room.
- **CLEAN IN - CLEAN OUT.**
 - Wipe down all horizontal surfaces, including the arms of your chair.
 - If you use it, you clean it, **IMMEDIATELY**.
- Do not gather or socialize at the entrance to the meeting room.
- Enter the meeting room while maintaining physical distancing.
- First person in the room goes to the furthest available space from the door, the next person entering goes to the next furthest available space from the door, etc.

- Sanitize your hands upon entering the meeting room and prior to touching any surfaces or equipment.
- NO shared food or beverages in the meeting room.
- Do not leave used containers, mugs, or coffee cups in the meeting room. Take them home or dispose of them in the garbage.
- Do not place a mask or face covering on any surface in the meeting room. Place them in your pocket or lower them around your neck.
- Leave the meeting room in order of who is closest to the door to maintain physical distancing.
- *CLEAN OUT.*
 - Wipe down all horizontal surfaces, including the arms of your chair
- Wash your hands or use hand sanitizer after cleaning out.

For team meetings

- In addition to the above, please ensure that any team meetings are pre-booked to ensure that maximum floor capacity is never exceeded. Contact **Christine Ducharme**.

Appendix A – Safe Workplace Procedures

The following links are provided to ensure you have access to current safe workplace procedures available, these are considered relevant to ministry work. Not all may be applicable to your specific work but are considered relevant to the workplace setting. Please refer to as required, if unsure please contact your supervisor or refer to page 4 of this document, **To Address Concerns or Questions**.

- Air travel
- Field work: residential & community settings
- General cleaning procedures
- General field work
- General procedures for the office environment
- Handling documents in the office and field
- Non-medical (cloth) masks
- Non-surgical procedural masks
- Staying in accommodations for work travel
- Vehicle use



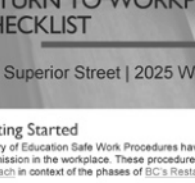
Appendix B – Checklists

The following two checklists are provided for use/review.

The COVID-19 Orientation Checklist is completed with employees working onsite by their supervisor or designate prior to implementing Step 2 of the restart and repopulation process. The orientation informs employees of the COVID-19 hazard, etiquette for the COVID-19 hazard and any other changes to how hazards are protocolled in the workplace.

The weekly inspection report is to ensure that COVID-19 protocols are effective and conducted by ministry managers responsible for the worksite. These inspections will assist in identifying any gaps in our mitigation strategies, with recommendations reflected in the actions log located at the end of this plan.

- Ministry of Education COVID-19 Orientation Checklist
- COVID-19 Weekly Inspection Checklist & Report



RETURN TO WORKPLACE ORIENTATION CHECKLIST

620 Superior Street | 2025 West Broadway

Getting Started

Ministry of Education Safe Work Procedures have been developed to protect against risk of COVID-19 transmission in the workplace. These procedures are in line with the [BC Public Service COVID-19 Approach](#) in context of the phases of [BC's Restart Plan](#).

Each employee is responsible for maintaining a safe and healthy workplace. This document outlines the steps employees must take before returning to 620 Superior Street or 2025 West Broadway. Please check-off each step once you've reviewed the material. Once all steps are complete, you may sign-off in the supervisor.

Supervisors are responsible for checking-in with staff this document.

COVID-19 WEEKLY INSPECTION CHECKLIST

EDUC - 620 Superior Street

Date of Inspection:

Employee Orientation Process

- Watch the [BC Public Service Restart Strategy: All Staff](#) workites are operating during the pandemic in a safe way, and understand their own personal responsibilities to help protect from COVID-19 in and outside of the workplace.
- Read our [Ministry of Education Safe Work Plan](#) specific to your office location to understand how we will maintain a safe and healthy workplace. Follow-up with any questions to your supervisor.
- Watch our [Workplace Orientation Webinar](#) specific to your office location to understand what to expect and familiarize yourself with the new processes.
- Confirm your re-entry date with your supervisor, who will coordinate with SHR and Facilities & Workplace Services to track and manage safe capacity levels.
- Submit this virtually signed and completed checklist to your supervisor by email.



If the employee sees a health or safety concern in the workplace, they are required to report it to their supervisor immediately for appropriate response by Facilities and Workplace Services.

I confirm that I have reviewed the materials above and understand my responsibility to maintain a safe and healthy workplace upon re-entry to the worksite.

Employee Name: [Type Name to Agree]

Strategic HR & Facilities and Workplace Services 1

Appendix C – Providing First Aid During the COVID-19 Pandemic

Workplaces must still maintain first aid levels to ensure compliance with Occupational Health and Safety Regulations, but the requirements may be reduced due to less staff in the workplace as a result of COVID-19. The following document provides information and advice in supporting the provision of first aid during the COVID-19 pandemic.

- Providing First Aid During the COVID-19 Pandemic



FIRST AID

IN A LIFE-THREATENING EMERGENCY CALL 911

Ministry of Education, 400 – 2025 West Broadway,
Vancouver, BC V6J 1Z6

CONTACT AN ATTENDANT

ATTENDANT	CERTIFICATION LEVEL	CONTACT - SKYPE OR CALL PHONE NUMBER	DESK LOCATION
Christine Ducharme	Level 2	778-366-5919	#406 - TCB
Dijana Gres	Level 1	778-366-5948	North Wall #432 - PEO
Erin Stockwell	Level 1	778-366-5945	#415 - TCB
Sheevani Narayan	Level 1	778 366-5905	#444 - PCU

NEED AN AMBULANCE?
CALL 911 FIRST
Then CALL AN ATTENDANT

WorksafeBC requires that all injuries be reported to a First Aid Attendant.

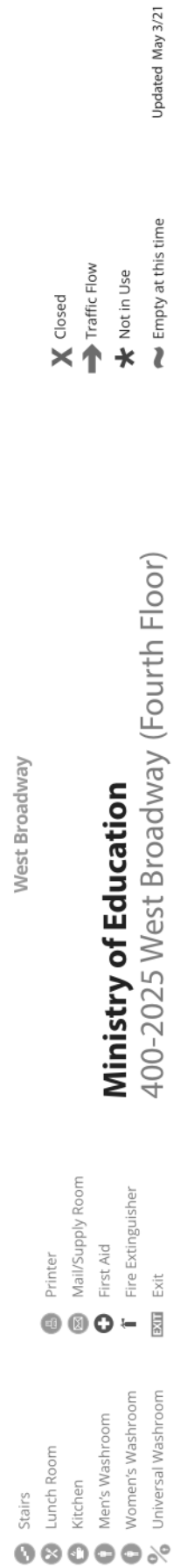
Appendix D – Floor Plan

The following pages provide a visual guide to moving through 2025 West Broadway Street. The floor plan identify the correct points to enter and exit the building and current allowable staffing capacity in; workstations and meeting rooms. This floor plan also provides an overview of general traffic flow on the 4th floor, blue indicating one way traffic. In the building these arrows will be marked on the floor with red tape. Supporting signage is posted throughout the building to assist with understanding of the new capacity and traffic flow.

The floor plan outlines the following points:

- Entry points / Exit points
- Current workstation space capacity
- Meeting room capacity
- Traffic flow pattern





Appendix E – Protocols Action Log

This log will be used by the COVID managers to record actions that occur after the initial COVID-19 Workplace Assessment Walkthrough such as:

- Training.
- Communications.
- Interim solutions that are replaced by long-term solutions.
- Updates made to the Safe Workplace Procedures.

All information will be documented and posted (EdNet COVID resources page, union boards, main lobby) to keep you informed of issues identified and the work being done or completed in resolving issues and concerns.

COVID-19 Protocols Action Log

[illegible]

2022 WORK ENVIRONMENT SURVEY RESULTS

BC PUBLIC SERVICE OVERALL



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Staff Orientations For Return to The Workplace

Note: This version of the Staff Orientations document has been updated to include specific information about protocols from the Ministry of Education's Communicable Disease plan.

WorkSafeBC has two requirements for staff orientations to the workplace:

COVID-19 Orientation for All Staff Returning to the Workplace

Part of COVID-19 safety plans is the requirement for an employer to "ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace" and to have a "training plan to ensure everyone is trained in workplace policies and procedures."

All staff returning to a public service workplace will require a COVID-19 orientation. This can be done using the attached Covid-19 Orientation Checklist. The COVID-19 orientation can be done in person, virtually, individually or in groups and can be completed prior to or upon return to the workplace.

Records of COVID-19 orientations including the worker's name and date completed should be kept on site by the supervisor and made available to WorkSafeBC upon request.

Orientations for New Workers

Apart from COVID-19, WorkSafeBC requires that new workers receive a safety orientation. Workplaces may have hired staff who have not yet been in the workplace or have not received a [new worker orientation](#) as required by WorkSafeBC. In many cases supervisors will have completed a new worker orientation with their staff even if they haven't been to the workplace. A "new worker" means any worker who is:

- a) new to the workplace
- b) returning to a workplace where the hazards in that workplace have changed during the worker's absence
- c) affected by a change in the hazards of a workplace
- d) relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker's previous workplace

If the only change in workplace hazards noted in items b) and c) has been COVID-19 and the worker has previously completed a new worker orientation for their workplace, all that is required is a COVID-19 Safety Orientation.

A new worker orientation will be required for new staff or staff who have transferred from other work locations/ministries/employer and have not yet received their new worker orientation. [MyHR](#) outlines the basic requirements for a [new worker orientation](#) and provides an [orientation template](#). New worker orientations records should be placed in the worker's HR file.

COVID-19 Orientation Checklist

Purpose

This COVID-19 Orientation Checklist is to be completed with returning employees by their supervisor or designate prior to or upon returning to the workplace. The purpose of this orientation is to familiarize employees who have not been in the workplace with their workplace Communicable Disease Prevention Plan (CDPP) and any additional COVID-19 health and safety protocols.

This checklist has been updated to include information about protocols directly from the Ministry of Education's Communicable Disease Plan.

COVID-19 Orientation Checklist	Initial when complete
Provide staff a copy of or access to the Communicable Disease Prevention Plan	
Review the following with employee	
<p><u>Standard Precautions for COVID-19:</u></p> <ul style="list-style-type: none"> • Staying home when sick <ul style="list-style-type: none"> ○ To meet the intent of the revised workplace health order, staff attending the workplace must complete the Daily Health Check (DHC). The DHC will be reviewed when the PHO rescinds the workplace safety order. ○ The daily health check is a simple and effective means of checking and reminding employees of their obligation to stay home if sick, and of fulfilling the employer's obligation to ensure symptomatic staff do not attend the workplace. ○ While at the workplace, staff must self-monitor for symptoms and report to their supervisor if they begin to feel unwell and leave the workplace immediately. ○ If an employee has been advised by a medical professional to self-isolate or they remain home because they are sick or in hospital for treatment, they are eligible for sick leave. ○ In the event of infection or suspected infection with COVID-19, staff should consult the BC Public Service COVID- 19 Response FAQs and the BC Centre for Disease Control for information on isolation and self-management. • Cough and sneeze etiquette: <ul style="list-style-type: none"> ○ Cover your mouth and nose with a sleeve or tissue when coughing or sneezing. ○ Use tissues to contain secretions and dispose of them promptly in a waste container. ○ Turn your head away from others when coughing or sneezing. ○ Wash your hands after coughing, sneezing or blowing your nose. If soap and water are not available, use an alcohol-based hand sanitizer • Personal and workplace hygiene (i.e. hand washing, clean in/clean out) <ul style="list-style-type: none"> ○ Employees must clean in/clean out when using lunchrooms, attending meetings, or using shared workstations ○ Cleaning supplies are available for staff to clean in/clean out 	

COVID-19 Orientation Checklist	Initial when complete
<ul style="list-style-type: none"> • <u>Mask wearing where required</u> <ul style="list-style-type: none"> ○ Masks are not required when staff are in the workplace. Mask wearing is required for staff when interacting with clients where physical distancing cannot be maintained or there is no physical barrier between staff and client. ○ Staff may choose to wear a mask at any time in any area of the workplace (including when at their workstation). ○ Clients/public are no longer required to wear a mask while in our workplaces. Workplaces should keep a supply of masks to offer to clients who appear unwell or want to wear one. 	
Requirement for mandatory <u>Daily Health Checks</u> , including the BC Public Service polices on <u>leave for illness</u>	
Location/s for hand washing, hand sanitizer and cleaning products <ul style="list-style-type: none"> ○ Hand washing locations are available in all bathrooms, and in lunchrooms, located throughout the buildings. Hand sanitizer and cleaning products are available at a variety of locations/meeting rooms on each floor. 	
<u>Clean-in/clean out requirements</u> <ul style="list-style-type: none"> ○ Employees must clean in/clean out when using lunchrooms, attending meetings, or using shared workstations ○ Cleaning supplies are available for staff to clean in/clean out 	
Non-crowding protocols for meeting rooms, lunchrooms, copy rooms, etc. <ul style="list-style-type: none"> ○ Occupancy limits are not required for the overall workplace, but the employer must “prevent workers from crowding together or congregating in indoor common areas”. ○ All staff must work together to ensure there is no crowding and supervisors must regularly inspect/monitor the workplace 	
Kitchen/break room protocols <ul style="list-style-type: none"> ○ Hand washing/sanitizing prior to using lunchroom ○ Staff and supervisor must ensure there is no crowding or congregating. Lunchrooms should be used for meal preparation and eating. After using the space as needed staff should leave to allow others to use the lunch/breakroom ○ Clean in/clean out 	
Meeting room protocols: <ul style="list-style-type: none"> ○ Use the largest room available for meetings ○ Attendees should spread out from each other as much as possible Meeting with clients, public or non-public service staff: ○ Where 2m or a barrier is not in place, all parties must wear masks unless there are barriers in place ○ Clients that live together or traveled together do not need to distance from each other, but must distance from staff and wear masks or be separated by a barrier 	
Client interaction protocols if applicable <ul style="list-style-type: none"> • Field Work, Meeting Clients or Public <ul style="list-style-type: none"> ○ No COVID restrictions on travel within your health region or any other regions of the province 	

COVID-19 Orientation Checklist	Initial when complete
<ul style="list-style-type: none"> ○ Staff must follow the COVID policies of any site they are attending • Clients/public are no longer required to wear a mask while in our workplaces (except when serving clients without distancing or barrier). • Staff must wear a mask if traveling with other staff or clients in the vehicle. 	
<u>Open work area etiquette</u>	
<p>Changeroom protocols:</p> <ul style="list-style-type: none"> ○ No personal effects or items (such as shared lotions) are to be left in sink areas or on counters to allow for cleaning and disinfection ○ All personal belongings must be kept in lockers or removed by the owner after using the space ○ Towels should be put in lockers or taken home daily and not left out in shared/common areas ○ All users must disinfect the showers: ○ Spray shower stalls using disinfectant spray before and after showering ○ List the directions on the disinfectant ○ List hazard of the disinfectant and how to get first aid ○ Do not use shower if disinfectant is unavailable ○ If these protocols cannot be implemented the change room must be closed 	
<p>Employee responsibility to follow Safe Work Procedures</p> <ul style="list-style-type: none"> • No additional Safe Work Procedures have been identified for Ministry of Education roles other than those listed in Communicable Disease Plan 	
<p>Field work protocols if applicable, including shared vehicle use (note: see MyHR for Safe Work Procedures) :</p> <ul style="list-style-type: none"> • Field work protocols not applicable • Shared Vehicle Use <ul style="list-style-type: none"> ○ Staff must wear a mask if with other staff or clients in the vehicle. Maximum number of passengers in the vehicle depends on the vehicle's capacity limits. 	
<p><u>Working alone check-in procedures</u> if applicable (e.g., if employee will be working remotely in any capacity)</p> <ul style="list-style-type: none"> • Check in and out procedures are required to be completed during telework • Supervisors should keep a record of check in/out 	
<ul style="list-style-type: none"> • How to obtain first aid at 620 Superior Street • For Vancouver employees – contact Mimi Lin at 778 366-5908 	
<u>What to do in an emergency</u>	
<p>How to report ineffective COVID-19 protocols:</p> <ul style="list-style-type: none"> ○ Please advise Facilities and Workplace Services Branch or Strategic HR, please contact Jeff Robinson or Kim Russell. You may also address your concern with your supervisor or with any member of the Occupational Health & Safety Committee. 	

COVID-19 Orientation Checklist	Initial when complete
Employee awareness of the following resources: HR Policy 4 BC Public Service COVID-19 Response FAQs	
Date completed:	
Employee name & signature:	
Supervisor or designate name & signature:	

Staff Orientations For Return to The Workplace

Note: This version of the Staff Orientations document has been updated to include specific information about protocols from the Ministry of Education & Child Care's Communicable Disease plan.

WorkSafeBC has two requirements for staff orientations to the workplace:

COVID-19 Orientation for All Staff Returning to the Workplace

Part of COVID-19 safety plans is the requirement for an employer to "ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace" and to have a "training plan to ensure everyone is trained in workplace policies and procedures."

All staff returning to a public service workplace will require a COVID-19 orientation. This can be done using the attached Covid-19 Orientation Checklist. The COVID-19 orientation can be done in person, virtually, individually or in groups and can be completed prior to or upon return to the workplace.

Records of COVID-19 orientations including the worker's name and date completed should be kept on site by the supervisor and made available to WorkSafeBC upon request.

Orientations for New Workers

Apart from COVID-19, WorkSafeBC requires that new workers receive a safety orientation. Workplaces may have hired staff who have not yet been in the workplace or have not received a [new worker orientation](#) as required by WorkSafeBC. In many cases supervisors will have completed a new worker orientation with their staff even if they haven't been to the workplace. A "new worker" means any worker who is:

- a) new to the workplace
- b) *returning to a workplace where the hazards in that workplace have changed during the worker's absence*
- c) *affected by a change in the hazards of a workplace*
- d) relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker's previous workplace

If the only change in workplace hazards noted in items b) and c) has been COVID-19 and the worker has previously completed a new worker orientation for their workplace, all that is required is a COVID-19 Safety Orientation.

A new worker orientation will be required for new staff or staff who have transferred from other work locations/ministries/employer and have not yet received their new worker orientation. [MyHR](#) outlines the basic requirements for a [new worker orientation](#) and provides an [orientation template](#). New worker orientations records should be placed in the worker's HR file.

COVID-19 Orientation Checklist

Purpose

This COVID-19 Orientation Checklist is to be completed with returning employees by their supervisor or designate prior to or upon returning to the workplace. The purpose of this orientation is to familiarize employees who have not been in the workplace with their workplace Communicable Disease Prevention Plan (CDPP) and any additional COVID-19 health and safety protocols.

This checklist has been updated to include information about protocols directly from the Ministry of Education & Child Care's Communicable Disease Plan.

COVID-19 Orientation Checklist	Initial when complete
Provide staff a copy of or access to the Communicable Disease Prevention Plan	
Review the following with employee	
<p><u>Standard Precautions for COVID-19:</u></p> <ul style="list-style-type: none"> • Staying home when sick <ul style="list-style-type: none"> ○ To meet the intent of the revised workplace health order, staff attending the workplace must complete the Daily Health Check (DHC). The DHC will be reviewed when the PHO rescinds the workplace safety order. ○ The daily health check is a simple and effective means of checking and reminding employees of their obligation to stay home if sick, and of fulfilling the employer's obligation to ensure symptomatic staff do not attend the workplace. ○ While at the workplace, staff must self-monitor for symptoms and report to their supervisor if they begin to feel unwell and leave the workplace immediately. ○ If an employee has been advised by a medical professional to self-isolate or they remain home because they are sick or in hospital for treatment, they are eligible for sick leave. ○ In the event of infection or suspected infection with COVID-19, staff should consult the BC Public Service COVID- 19 Response FAQs and the BC Centre for Disease Control for information on isolation and self-management. • Cough and sneeze etiquette: <ul style="list-style-type: none"> ○ Cover your mouth and nose with a sleeve or tissue when coughing or sneezing. ○ Use tissues to contain secretions and dispose of them promptly in a waste container. ○ Turn your head away from others when coughing or sneezing. ○ Wash your hands after coughing, sneezing or blowing your nose. If soap and water are not available, use an alcohol-based hand sanitizer • Personal and workplace hygiene (i.e. hand washing, clean in/clean out) <ul style="list-style-type: none"> ○ Employees must clean in/clean out when using lunchrooms, attending meetings, or using shared workstations ○ Cleaning supplies are available for staff to clean in/clean out 	

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2022 WORK ENVIRONMENT SURVEY RESULTS

Education



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Minister's Office**



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2022 WORK ENVIRONMENT SURVEY COMMENT REPORT: IMPROVING YOUR WORK ENVIRONMENT

Education



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Ministry of Education and Child Care

Telework Approach and Approval Process - August 2022

Further to the Executive Committee's commitment to review the ministry's telework approach in June 2022, the following summarizes the approach the ministry will be taking to telework effective September 2022. The focus of telework arrangements is about finding the right balance for the position, the work unit and the staff member, it is not an entitlement. As such, staff members and their supervisors will need to have conversations for their situation, keeping their accountabilities in mind.

- The ministry will take a flexible approach provided operational needs are met. Depending on specific position requirements, staff are generally expected to be in the office one or two days per week unless the position requires more time in the office due to operational requirements.
- The days in the office are flexible and intended to allow for people to meet in person for things like face-to-face meetings, staff or team meetings and other collaborative meetings. It is good practice to meet as teams periodically. There is an expectation that in office meetings will be scheduled by managers/supervisors. The benefits of being together in the office for meaningful engagement is recognized and valued.
- Staff will be required to attend the office as required by their supervisor for in person meeting, to manage in office work, participate in planning sessions, etc. and managers/supervisors are also expected to have a presence in the office. Reasonable notice (i.e., 24hrs in advance) will be provided.
- Members of the ministry's Executive (i.e., Deputy Minister and Assistant Deputy Ministers) will generally work in the office and work remotely on an ad hoc basis.
- The Deputy Minister's Office staff will generally work in the office and work remotely on an ad hoc basis.
- Most positions will remain based in Victoria or Vancouver, with the option for remote work. In exceptional circumstances, as approved by Executive, a position may be posted in locations other than Victoria or Vancouver.

The BC Public Service Corporate Direction on Telework Agreements (July 2021) requires the following, which is also required for all ministry telework agreements:

- Requests for remote work three days or more a per week require approval by the employee's supervisor and Assistant Deputy Minister or Executive Lead;
- The employee has completed all mandatory learning (Note: there are three courses including IM117, Standards of Conduct and Oath of Employment, and Fraud Awareness and Prevention);
- If the employee will work three or more days per week remotely, they must forego a dedicated workspace in their regular workplace; and
- Accommodation requests (e.g., disability, medical) will be considered on a case-by-case basis

In addition, flexible work options:

- Are voluntary, and require mutual agreement of the employee and supervisor;
- Will not generate any additional net costs for the employer related to office equipment or other costs (e.g., overtime, travel time, per diems, etc.);
- Do not change the resident office location of an employee (all other terms and conditions, collective agreement provisions and policies also continue to apply);
- Maintain or improve service standards and employee performance;
- Support the health and safety of the employee (ergonomics, working alone safety requirements including daily check in and check out communication with supervisors);
- Safeguards the safety and confidentiality of government information; and
- Are **operationally feasible** and provide a benefit to the employee and employer.

Operationally feasible means:

- The employee can fulfill the full responsibilities of their job;
- The impact on service delivery and productivity has been considered;
- The impact to team dynamics, engagement, and organizational culture has been considered;
- The ability of other members in the employee's work group to fulfil their duties has been considered (i.e. your work isn't put onto someone else because you aren't in the office); and
- The ability to meet other ministry-specified requirements has been considered.

Ministry Telework Agreement Approval Process

In order to update a current telework agreement, the process below is to be followed.

1. The employee and their supervisor have a conversation to discuss flexible work arrangements and determine the [employee's readiness \(PDF\)](#). They mutually agree on a flexible work arrangement.
2. The employee completes an [Employee Proposal \(PDF\)](#) and submits it to their supervisor.
3. The supervisor completes a [Manager Checklist \(PDF\)](#) and discusses the proposal and checklist with a member of their division's senior leadership team.
4. The employee completes the new [digital Telework Agreement](#)
5. The supervisor reviews and approves the Telework Agreement.
6. If applicable, the digital Telework Agreement is sent to the ADM for approval for telework arrangements of three or more days per week.

Ministry of Education and Child Care

Telework Principles - August 2022

As a ministry we want our employees to be supported working in a hybrid model, and to be inclusive and respectful to others. When working virtually it is important that we all commit to:

- Be available via Phone, Skype, Teams, email or other work communication software while teleworking to complete the standard activities of our roles;
- Attend meetings virtually as part of our standard activities;
- Complete all job duties within required standards and timelines;
- Have cameras on when meeting virtually. For many people, having cameras on helps with engagement and connection, both as individuals and as team. Please use your judgement (for example, if in a large group it may make sense to turn off your camera from time to time);
- Mute microphones when not speaking as a courtesy to others and use the “raise your hand” button in teams and the chat as a courtesy to others;
- Whether working in the office or remotely, ensure out of office messages are turned on when scheduled to be away from the office (e.g., vacation, flex day);
- Advise your supervisor prior to leaving the telework location if you are going to be away for an extended period of time, other than coffee breaks or lunch period;
- Advise your supervisor immediately if experiencing home connectivity issues. If the issue cannot be resolved within 30 minutes, it is expected that employees consult with their supervisor and return to the office to complete their workday as required;
- Follow the BC Public Service requirements for lone workers, including the daily check-in/check-out requirements with your supervisor;
- Maintain the Standards of Conduct at all times. This includes maintaining confidentiality, treating others with respect and dignity, and maintaining acceptable social standards including dress and grooming, and contributing to a positive work environment;

In addition, the following is also important:

- Flexible work arrangements must follow all BC Public Service criteria (as outlined in the Telework Agreement);
- With reasonable notice, a supervisor may request the employee’s presence in the office regardless of a flexible work schedule for reasons including, but not limited to:

- Operational requirements (i.e., vacation or leave coverage coverage, in-person meetings or briefings, etc)
 - Engagement activities (i.e., PECSF, All Staff Day, etc.)
- Teams should meet face to face periodically;
- Teams need to have an appropriate way to measure and monitor productivity. This means individual and team productivity levels need to be assessed, measured and achieved;
- There are to be no dependent or childcare responsibilities when working from home;
- If the duties of a team or individual can not be performed virtually with minimal accommodations or impacts, the individual or team must work from the office;
- New employees may be required to work in-office during the onboarding or probationary period depending on the role and requirements as confirmed by the supervisor; and
- If feeling unwell when working from home, employees must notify their supervisor and take leave as required.

Staff Data For Telework Data Collection

As of Date: 2022-11-04

Education and Child Care

Data Starts On Next Page



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Generated By: s.15
Report Date: 2022-11-04 12:00 PM
Duration: 37 second(s)

On Leave	Division	No Data Available	5 days in Office	4 Days in Office	3 Days in Office	2 Days in Office	1 Day in Office	0 Days in Office	Total	Total Completed Telework Agreements	% of Div Complete
1	DMO	0	3	0	0	5	1	0	9	9	100%
16	CCD	37	21	11	41	29	94	162	395	358	91%
1	LEPD	0	1	2	29	23	6	0	61	61	100%
4	GAD	4	22	3	19	49	2	4	103	99	96%
4	SLSd	1	3	0	5	20	5	4	38	37	97%
2	RMD	0	11	3	24	34	10	5	87	87	100%
6	S&T	4	10	0	19	16	31	10	90	86	96%
34	ECC Total	46	71	19	137	176	149	185	783	737	94%
4.3%	ECC %	6%	9%	2%	17%	22%	19%	24%			

Values only below

			Days in Office for Active Telework Agreements																		
On Leave	Division	No Data Available	5 days in Office		4 Days in Office		3 Days in Office		2 Days in Office		1 Day in Office		0 Days in Office		Total	Total Completed Telework Agreements	% of Div Complete	Employees without a telework agreement working 5 days in office	Total Completed Agreements & Employees working 5 days in office	% of Division complete or workings 5 days in office	
1	DMO	0	3	33%	0	0%	0	0%	5	56%	1	11%	0	0%	9	9	100%	0	9	100%	
16	CCD	37	21	5%	11	3%	41	11%	29	8%	94	26%	162	45%	411	358	87%	16	374	91%	
1	LEPD	0	1	2%	2	3%	29	48%	23	38%	6	10%	0	0%	61	61	100%	0	61	100%	
4	GAD	4	22	21%	3	3%	19	19%	49	49%	2	2%	4	4%	104	99	95%	1	100	96%	
4	SLSd	1	3	8%	0	0%	5	14%	20	54%	5	14%	4	11%	38	37	97%	0	37	97%	
2	RMD	0	11	13%	3	3%	24	28%	34	39%	10	11%	5	6%	88	87	99%	1	88	100%	
6	S&T	4	10	11%	0	0%	19	22%	16	19%	31	36%	10	12%	90	86	96%	0	86	96%	
18	K-12 Total	9	50	13%	8	2%	96	25%	147	39%	55	15%	23	6%	390	379	97%	2	381	98%	
16	CCD Total	37	21	6%	11	3%	41	11%	29	8%	94	26%	162	45%	411	358	87%	16	374	91%	
34	ECC Total	46	71	10%	19	3%	137	19%	176	24%	149	20%	185	25%	801	737	92%	18	755	94%	
4%	ECC %	26%																			



Workplace Orientation

620 Superior Street
Victoria



Ministry of
Education



Purpose & Responsibilities

Purpose

- Familiarize you with processes in place to reduce COVID-19 transmission

Responsibilities

- **Ministry**
 - Providing a safe and healthy workplace
 - Orient employees returning to the office
- **Supervisors**
 - Provide safe work procedures prior to their staff's scheduled orientation and training
- **Employees**
 - Take care of own well-being
 - Follow healthy and safe workplace practices



Contents

- Guiding Principles
- Standard Precautions
- Safe Workplace Procedures
- Washrooms
- Kitchens
- Cleaning Responsibilities
- Reporting Ineffective Safety Procedures
- First Aid
- Emergency Response Procedures



Guiding Principles

- Health and safety is top priority
- Protective measures follow the Provincial Health Officer and the Minister of Public Safety and Solicitor General
- Decisions made based on best science, evidence and policy available
- Safety measures will change as we learn





Ministry commitment to business objectives, service and support to our clients, stakeholders and public



Continue to be transparent and collaborative



Make decisions that are compassionate, people-focused, strategic



Plan future work with flexibility and innovation

Guiding Principles



5

Standard Precautions for COVID-19

- Physical distancing
- Cough and sneeze etiquette
- Washing your hands
- Avoid touching your eyes, nose and mouth
- Staying home when sick
- Avoiding close contact with those that are sick
- Additional precautions for vehicle travel, site visits, and client interactions



Support Safe & Healthy Work Environment

- COVID-19 Safe Return to Work Plan
 - PSA Guidelines
 - Occupational Health and Safety Committee
 - Article 29 Committee
- Building capacity tracked and managed on a weekly basis
 - Manages floor capacity and employee distribution
- Notifying Supervisor:
 - When you go into the office
 - Any safety concerns



Boardrooms, Offices & Quiet Rooms



Each space has a
maximum capacity

List of capacities on EdNet



Practice social distancing



“Clean in. Clean out.”

Wipe all horizontal surfaces
Wash/sanitize hands



Cleaning products found throughout the
building



Desks & Workspaces

- **Dedicated workspace**
 - Clean daily
 - All horizontal surfaces
 - Use cleaning products provided
- **Shared workstation (mobile space)**
 - “Clean in. Clean out.”
 - All horizontal surfaces
 - Use cleaning products provided
- After cleaning, wash or sanitize your hands
- Each area has a maximum capacity
 - Some desks marked off



Stairwells, Hallways & Elevators

- Directional stairways
 - Front/lobby stairwell – up
 - Back stairwell – down
- Traffic arrows on each floor
 - One-way traffic
 - Two-way traffic
- Additional signage in areas of congestion
- Elevators allow 1 person at a time
 - Use inanimate objects on buttons
 - Wait using red floor markings





Kitchen Use

- Each kitchen has a maximum capacity
 - Be respectful of time
- Clean the counter space before and after use
- Clean any dishes you use right away
 - "You use it – You clean it"
- Limit your fridge use
- **3rd and 4th Floor Kitchens**
 - Up to two people if using microwave/fridge/counter
 - Only 1 person if using sink
- **5th Floor Kitchen**
 - 1 person at the counter



Washrooms & Change Rooms



Washrooms

Maximum capacity of 2 people

1 person at the counter

Use the **occupied** and **unoccupied** signage

Avoid brushing your teeth

Wipe down the counter before you leave



Change Room

Maximum capacity of 1 person

Take all personal items when you leave

Use the logbook and disinfectant spray available

Product must be left of surfaces for 10 minutes prior to use



First Aid

- Maintaining first aid levels to comply with Occupational Health and Safety Regulations
- In a life threatening emergency, call:
 - 9-1-1
- To contact an attendant on duty call:
 - 250-216-3875
- Contact information is posted throughout each floor



Emergency Response



Standard
emergency
procedures apply



Safety during an
emergency event is
most important



Exit building using
the closest stairwell



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Contact Info

- Questions or concerns related to safe work procedures or building strategies, contact:
 - Emma Bennett – Strategic HR
emma.bennett@gov.bc.ca
 - Jeff Robinson – Facilities & Workplace Service
jeff.robinson@gov.bc.ca
 - Occupational Health and Safety Committee
Co-chairs:
Emma Bennett emma.bennett@gov.bc.ca
Shirley Kay shirley.m.kay@gov.bc.ca





**A new normal.
See you soon!**



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Transcript: Ministry of Education Workplace Orientation

620 Superior Street

Welcome to the Ministry of Education's Workplace Orientation for 620 Superior Street, Victoria. For the Vancouver office, please reference materials specific to 2025 West Broadway.

This webinar is one of the pieces outlined in our Return to Workplace Orientation Checklist. Before proceeding, we encourage you to: complete the BC Public Service COVID-19 All Staff Orientation webinar available in the MyLearning System, review the Public Service Agency's Healthy Workplace Guide for Employees; and read our ministry's Safe Work Procedures document. These are all available on EdNet on the "COVID-19 Resources" page.

Purpose & Responsibility

This webinar will help you understand what to expect at our work site and familiarize yourself with the new processes in place to reduce the risk of COVID-19 transmission.

We each have our own responsibility to help reduce the risk of COVID-19 exposure in the workplace. The procedures that have been put in place apply to all staff at the Ministry of Education. As mentioned in the Healthy Workplace Guide for Employees; the Ministry is responsible for providing a safe and healthy workplace, and an orientation to employees returning to the office; supervisors are to provide safe work procedures prior to their staff's scheduled orientation and training; and employees are asked to take care of their own well-being and follow healthy and safe workplace practices.

Contents

This webinar will cover the following topics: the guiding principles, standard precautions for COVID-19, safe workplace procedures, washrooms, kitchens, cleaning responsibilities, your responsibility to report ineffective safety procedures, first aid, and emergency response procedures.

Guiding Principles

The health and safety of all employees is the top priority as some of us begin to return to the workplace. The measures in place for our protection follow the orders and direction of the Provincial Health Officer and the Minister of Public Safety and Solicitor General. Decisions have been made based on the best science, evidence and policy advice available. That being said, we are living in a fluid situation and safety measures will change as we continue to learn.

The Ministry is committed to achieving our business objectives and providing service and supports to our clients, stakeholders and the public. To continue, we must have transparent and collaborative communication between leaders and employees, make decisions that are compassionate, people-focused, and strategic, and plan our future work and work environment with flexibility and innovation.

Standard Precautions for COVID 19

Standard precautions are infection-prevention practices that apply to all workers, regardless of the number of suspected or confirmed COVID-19 cases. These practices apply not only to COVID-19, but also any other flu-like illness. The practices include:

1. Physical distancing and keeping 2 metres between yourself and other staff or clients when possible.
2. Following the cough and sneeze etiquette to minimize the transmission of diseases via droplets which includes covering your mouth and nose with your sleeve, using a tissue to contain the droplets and quickly disposing of it in the garbage, and turning your head away from others.
3. Washing your hands after coughing, sneezing or blowing your nose or use an alcohol-based hand sanitizer when soap and water aren't available.
4. Avoid touching your eyes, nose, and mouth with unclean hands.
5. Staying home when you are sick and self-isolate if you are required or asked to do so.
6. Avoid close contact with people who are sick.

Depending on your role, there may be additional safe work precautions required due to COVID-19. This includes vehicle travel, site visits and client interaction. Please contact your supervisor to discuss further.

Support for a Safe & Healthy Work Environment

The Ministry's COVID Controls Committee have been busy putting together the COVID-19 Safe Return to Work Plan. Based on PSA guidelines, they have created safe work procedures with input from the Occupational Health and Safety Committee and the Article 29 Committee. They began by completing a risk assessment. This helped them to understand our building capacity while ensuring that all PSA guidelines were addressed. To safeguard these measures, and with the help of Strategic HR, capacity is being tracked and managed on a weekly basis. This ensures that each floor has an appropriate number of employees and that everyone is working within the social distancing guidelines. As an employee, it is important for tracking purposes and everyone's safety that you make sure your supervisor is aware of when you go into the office. We also asked that you let them know of any safety concerns so that the COVID Controls Committee can make adjustments.

Boardrooms, Offices, and Quiet Rooms

Part of the COVID-19 Safe Return to Work Plan also ensure that our meeting spaces are kept clean and safe. Each boardroom, office and quiet room has a new maximum capacity which can be found on EdNet and outside each door. It is important that these numbers are not exceeded to ensure we keep within the proper social distancing practices. We must also all work together to keep these shared spaces clean by following the rule of "Clean in, Clean out". Upon entering and leaving any of these spaces, please wipe down all horizontal surfaces with the cleaning products provided throughout the building. After you have cleaned the space, ensure you wash your hands or use hand sanitizer.

Desks and Workspaces

Whether you have a designated workspace or use a shared workstation, it's everyone's responsibility to maintain the cleanliness of our building and ensure the well-being of our team. If you have a dedicated workspace, horizontal surfaces need to be wiped down at a minimum of once per day using the cleaning products provided throughout the building. At a shared workstation, use the same procedures as the meeting spaces, "Clean in, Clean out". Before and after your use, wipe down all horizontal surfaces using

the cleaning products provided. After all workstation cleaning, please wash your hands or use a hand sanitizer. Each mobile work area, desk cube, and office has a maximum capacity. Some desks may even be marked off to prevent usage. Please adhere to these maximums to ensure proper social distance.

Stairwells, Hallways & Elevators

To keep traffic flowing smoothly through the building, various building controls have been put in place to support the COVID-19 Safe Return to Work Plan. Stairwell B, found in the lobby, closest to Government street, is being used for going up. Stairwell D, closest to Douglas street, is to be used for going down. Please be courteous to other stairwell users and use the landings to allow someone to pass if needed. It is important to note, that in case of an emergency, please use the stairwell closest to you and follow our standard emergency procedure to the muster stations.

On each floor, the carpet has been marked with traffic flow arrows for one and two-way traffic. These arrows have been put in place to reduce the amount of close contact in the halls. Additional signage is also posted in certain areas that have the potential for congestion. This includes hallway intersections and two-way hallways. The signage will let you know who has the right of way and indicates areas in which you can “pull over” to allow others to pass and ensure physical distancing.

Our elevators have been restricted to one person at a time as they are not large enough to accommodate two people with 2 metres distance. It is strongly encouraged that elevators are only used by those that have challenges using the stairwells. If you are using the elevator, please follow the red lines that indicate 2-metre distancing while you wait. Once entering the elevator, try to avoid touching the buttons with your hands and use an inanimate object like a pen or pencil.

Kitchen Use

Each kitchen space has a maximum capacity. Please adhere to the signage to help ensure physical distancing. Space will be limited, so please ensure your meal prep and clean up is timely to respect your coworkers before returning to your desk to eat. Also remember to clean the counter space before and after use. At this point in time, there should be no dishes left in the sink or on the counter. If you use it, you clean it. If dishes are left out, our janitorial staff will not clean the area. With safety and effective cleaning in mind, as of October 9th, there will no longer be access to common dishes, cutlery, containers or the dishwashers. The fridge, kettles, microwaves and toasters will still be available for use. Please continue the shared practice of keeping these items clean and try to limit your fridge storage to two items. If you have any dishes that you wish to retrieve from the kitchen areas, please do so before October 9th.

Specifically, to the 3rd and 4th floor kitchens, if you are using the microwave, fridge or counter, two staff may use the space at a time, which is indicated by red tape on the floor. However, if you are using the sink to clean, then only one person should be at the counter.

At the 5th floor kitchen, space allows only one person at the counter at a time.

Washrooms & Change Room

Each washroom has a maximum capacity of 2 people. Only one person can be at the counter at a time to ensure proper social distancing. Please be sure to take all your belongings with you and always wipe the counter before you leave. Outside the washroom, there is occupied and unoccupied signage. Please be

sure to use them as you enter and exit. At this time, please avoid brushing your teeth as it can create droplets that can fall onto the counter and sink. If brushing occurs, please ensure that you are alone in the washroom and wipe down all surfaces and rinse out the sink when you are finished to protect others.

The showers and change rooms on the first floor are open for use. Please follow all posted information while using the facilities. There is a maximum capacity of 1 person in the change room/shower area at a time and you need to take all personal items with you when you leave. This includes deodorant, hairdryers and towels. Please be considerate to others and limit your time in the space to allow for multiple users during peak times.

We ask that all users disinfect the showers by spraying the shower stalls, curtains, floor and fixtures with the disinfectant provided before and after your use. The product should be left on for at least 10 minutes prior to using the space. There is a logbook available inside each door so that users can ensure that the product has been used for the required length of time before entering. If at any point the disinfectant is not available, the showers will be closed. Please report the need for more disinfectant to facilities management immediately. The area will be inspected on a weekly basis.

First Aid

Even though we have less staff in the office, we still must maintain first aid levels that comply with the Occupational Health and Safety Regulations. We continue to have an agreement between all business occupants in the building, ensuring there is always a first aid attendant on duty. In a life-threatening emergency, call 9-1-1. To contact an attendant on duty, call 250-216-3875. The contact information is posted throughout each floor.

Emergency Response

In the event of an emergency, our standard emergency procedures apply. Your safety during an emergency event is the most important. This includes, sharing space under a table during an earthquake and using the closest stairwell to exit the building.

Contact Info

For any questions or concerns related to safe work procedures or building strategies, please contact Emma Bennett from Strategic HR, Jeff Robinson from Facilities and Workplace Services or the Occupational Health & Safety Committee.

Welcome to our new normal. We look forward to seeing you soon!



Workplace Orientation

2025 West Broadway, Suite 400
Vancouver



Ministry of
Education

Purpose & Responsibilities

Purpose

- Familiarize you with processes in place to reduce COVID-19 transmission

Responsibilities

- **Ministry**
 - Providing a safe and healthy workplace
 - Orient employees returning to the office
- **Supervisors**
 - Provide safe work procedures prior to their staff's scheduled orientation and training
- **Employees**
 - Take care of own well-being
 - Follow healthy and safe workplace practices

Contents

- Guiding Principles
- Standard Precautions
- Safe Workplace Procedures
- Reception
- Lunchroom
- Washrooms
- Cleaning Responsibilities
- Reporting Ineffective Safety Procedures
- First Aid
- Emergency Response Procedures

Guiding Principles

- Health and safety is top priority
- Protective measures follow the Provincial Health Officer and the Minister of Public Safety and Solicitor General
- Decisions made based on best science, evidence and policy available
- Safety measures will change as we learn



Ministry commitment to business objectives, service and support to our clients, stakeholders and public



Continue to be transparent and collaborative



Make decisions that are compassionate, people-focused, strategic, flexible and innovative.

Guiding Principles

Standard Precautions for COVID-19

- Physical distancing
- Cough and sneeze etiquette
- Washing your hands
- Avoid touching your eyes, nose and mouth
- Staying home when sick
- Avoiding close contact with those that are sick
- Additional precautions for vehicle travel, site visits, and client interactions

Support Safe & Healthy Work Environment

- COVID-19 Safe Return to Work Plan
 - PSA Guidelines
 - Occupational Health and Safety Committee
 - Article 29 Committee
- Building capacity tracked and managed on a weekly basis
 - Manages floor capacity and employee distribution
- Notifying Supervisor:
 - When you go into the office
 - Any safety concerns

Reception

- Closed to public
 - Phones answer remotely
- Red directional arrows
- Designated sanitation station



Meeting Rooms & Quiet/Privacy Rooms



Each space has a maximum capacity OR is closed to use

List of capacities on EdNet



Practice social distancing

Book team meetings in advance



"Clean in. Clean out."

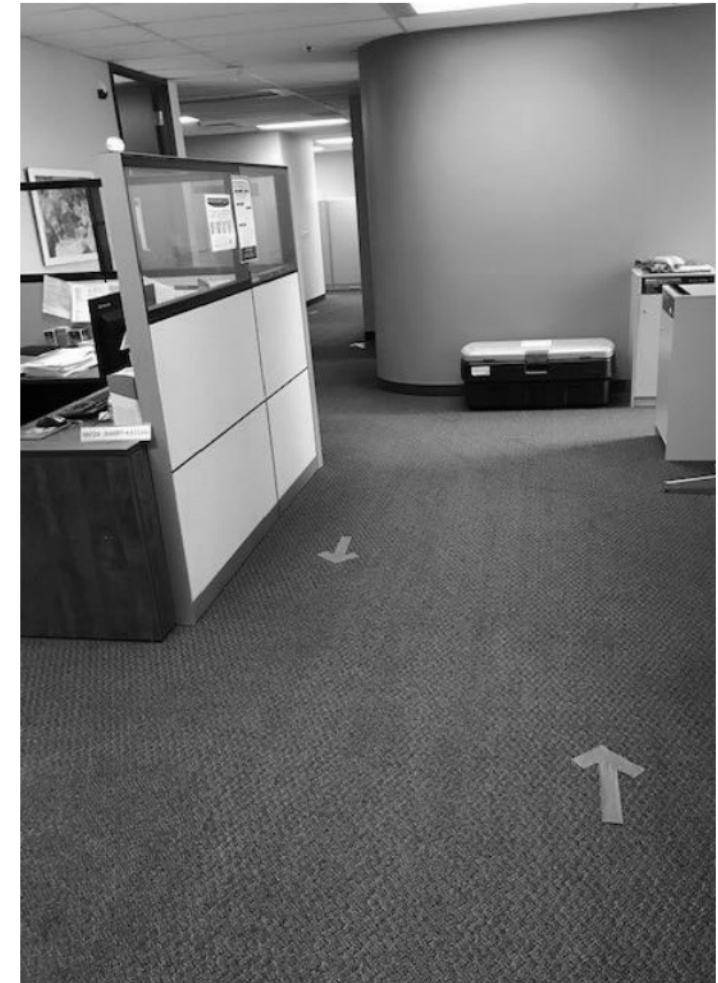
Wipe all horizontal surfaces
Wash/sanitize hands



Cleaning products found throughout the building

Desks & Workspaces

- **Dedicated workspace**
 - Clean daily
 - All horizontal surfaces
 - Use cleaning products provided
- **Shared workstation (mobile space)**
 - "Clean in. Clean out."
 - All horizontal surfaces
 - Use cleaning products provided
- After cleaning, wash or sanitize your hands
- Each area has a maximum capacity



Hallways, Elevators & Stairwells

- Traffic arrows
 - Red tape
 - Blue dots
- Elevators allow 2 people at a time
 - Use inanimate objects on buttons
 - Wait using red floor markings
- Continue to use stairwell to go down



Kitchens

- Maximum capacity
 - Be respectful of time
- Clean the counter space before and after use
- Clean any dishes you use right away
 - "You use it – You clean it"
- Limit your fridge use
- Hearing Room kitchen closed until further notice



Washrooms & Change Rooms



Washrooms

Maximum capacity of 2 people

1 person at the counter

Avoid brushing your teeth

Wipe down the counter
before you leave



Change Room

Change rooms and gym are
closed until further notice

First Aid

- Maintaining first aid levels to comply with Occupational Health and Safety Regulations
- In a life threatening emergency, call:
 - 9-1-1
- To contact an attendant on duty call:
 - See posted information
- Contact information is posted throughout each floor

Emergency Response



Standard
emergency
procedures apply



Safety during an
emergency event is
most important



Exit building using
the closest stairwell

Contact Info

- Questions or concerns related to safe work procedures or building strategies, contact:
 - Emma Bennett – Strategic HR
Emma.Bennett@gov.bc.ca
 - Jeff Robinson – Facilities & Workplace Service
Jeff.Robinson@gov.bc.ca
 - Christine Ducharme – Building and Facilities Contact
Christine.Ducharme@gov.bc.ca
 - Occupational Health and Safety Committee
Co-chairs:
 - Christine Ducharme Christine.Ducharme@gov.bc.ca
 - Shawn McMullin Shawn.McMullin@gov.bc.ca
 - Caroline Cassidy Caroline.Cassidy@gov.bc.ca
 - Erin Stockwell Erin.Stockwell@gov.bc.ca



**We look forward to
seeing you soon!**

Transcript: Ministry of Education Workplace Orientation

2025 W Broadway, Vancouver BC

Welcome to the Ministry of Education's Workplace Orientation for 2025 West Broadway in Vancouver. For the Victoria office, please reference materials specific to 620 Superior Street.

This webinar is one of the pieces outlined in our Return to Workplace Orientation Checklist. Before proceeding, we encourage you to: complete the BC Public Service COVID-19 All Staff Orientation webinar available in the MyLearning System, review the Public Service Agency's Healthy Workplace Guide for Employees; and read our ministry's Safe Work Procedures document. These are all available on EdNet on the "COVID-19 Resources" page.

Purpose & Responsibility

This webinar will help you understand what to expect at our work site and familiarize yourself with the new processes in place to reduce the risk of COVID-19 transmission.

We each have our own responsibility to help reduce the risk of COVID-19 exposure in the workplace. The procedures that have been put in place apply to all staff at the Ministry of Education. As mentioned in the Healthy Workplace Guide for Employees; the Ministry is responsible for providing a safe and healthy workplace, and an orientation to employees returning to the office; supervisors are to provide safe work procedures prior to their staff's scheduled orientation and training; and employees are asked to take care of their own well-being and follow healthy and safe workplace practices.

Contents

This webinar will cover the following topics: the guiding principles, standard precautions for COVID-19, safe workplace procedures, reception, lunchroom, washrooms, cleaning responsibilities, your responsibility to report ineffective safety procedures, first aid, and emergency response procedures.

Guiding Principles

The health and safety of all employees is the top priority as some of us begin to return to the workplace. The measures in place for our protection follow the orders and direction of the Provincial Health Officer and the Minister of Public Safety and Solicitor General. Decisions have been made based on the best science, evidence and policy advice available. That being said, we are living in a fluid situation and safety measures will change as we continue to learn.

The Ministry is committed to achieving our business objectives and providing service and supports to our clients, stakeholders and the public. To continue, we must have transparent and collaborative communication between leaders and employees, make decisions that are compassionate, people-focused, and strategic, and plan our future work and work environment with flexibility and innovation.

Standard Precautions for COVID 19

Standard precautions are infection-prevention practices that apply to all workers, regardless of the number of suspected or confirmed COVID-19 cases. These practices apply not only to COVID-19, but also any other flu-like illness. The practices include:

1. Physical distancing and keeping 2 metres between yourself and other staff or clients when possible.
2. Following the cough and sneeze etiquette to minimize the transmission of diseases via droplets which includes covering your mouth and nose with your sleeve, using a tissue to contain the droplets and quickly disposing of it in the garbage, and turning your head away from others.
3. Washing your hands after coughing, sneezing or blowing your nose or use an alcohol-based hand sanitizer when soap and water aren't available.
4. Avoid touching your eyes, nose, and mouth with unclean hands.
5. Staying home when you are sick and self-isolate if you are required or asked to do so.
6. Avoid close contact with people who are sick.

Depending on your role, there may be additional safe work precautions required due to COVID-19. This includes vehicle travel, site visits and client interaction. Please contact your supervisor to discuss further.

Support for a Safe & Healthy Work Environment

The Ministry's COVID Controls Committee have been busy putting together the COVID-19 Safe Return to Work Plan. Based on PSA guidelines, they have created safe work procedures with input from the Occupational Health and Safety Committee and the Article 29 Committee. They began by completing a risk assessment. This helped them to understand our building capacity while ensuring that all PSA guidelines were addressed. To safeguard these measures, and with the help of Strategic HR, capacity is being tracked and managed on a weekly basis. This ensures that each floor has an appropriate number of employees and that everyone is working within the physical distancing guidelines. As an employee, it is important for tracking purposes and everyone's safety that you make sure your supervisor is aware of when you go into the office. We also asked that you let them know of any safety concerns so that the COVID Controls Committee can make adjustments.

Reception

Reception is currently closed and the glass doors remain locked with signage for the public. There is also additional signage of the closure on the notice board outside the elevator along with instruction for delivery services. There are no staff monitoring the reception area and phones are being answered remotely. To enter, please use your access pass and follow the red directional arrows. A sanitation station has been added to the space for your convenience.

Meeting Rooms and Quiet/Privacy Rooms

Part of the COVID-19 Safe Return to Work Plan also ensure that our meeting spaces are kept clean and safe. Meeting spaces have a new maximum capacity which can be found on EdNet and outside each door. It is important that these numbers are not exceeded to ensure we keep within the proper physical distancing practices. We must also all work together to keep these shared spaces clean by following the rule of "Clean in, Clean out". Upon entering and leaving any of these spaces, please wipe down all horizontal surfaces with the cleaning products provided throughout the building. After you have cleaned the space, ensure you wash your hands or use hand sanitizer. Please note that team meetings should be

booked in advanced to ensure that we maintain a safe floor capacity. Contact Christine Ducharme to confirm your numbers.

Desks and Workspaces

Whether you have a designated workspace or use a shared workstation, it's everyone's responsibility to maintain the cleanliness of our building and ensure the well-being of our team. If you have a dedicated workspace, horizontal surfaces need to be wiped down at a minimum of once per day using the cleaning products provided throughout the building. At a shared workstation, use the same procedures as the meeting spaces, "Clean in, Clean out". Before and after your use, wipe down all horizontal surfaces using the cleaning products provided. After all workstation cleaning, please wash your hands or use a hand sanitizer. Each mobile work area, desk cube, and office has a maximum capacity. Please adhere to these maximums to ensure proper physical distance.

Hallways, Elevators & Stairwells

To keep traffic flowing smoothly through the building, various building controls have been put in place to support the COVID-19 Safe Return to Work Plan.

The carpet has been marked with red traffic flow arrows to reduce the amount of close contact in the halls. In spaces of potential congestion, such as 2-way traffic and hallway intersections, please stop and wait for your colleague to pass. Red arrows have not been marked in these locations. You may also notice blue dot marking traffic flow in common building areas.

Our elevators have been restricted to two people at a time as they are not large enough to accommodate more while maintaining 2 metres distance. While waiting for the elevator in the lobby, red lines will indicate where you should stand to maintain physical distancing. Once in the elevator, try to avoid touching the buttons with your hands and use an inanimate object like a pen or pencil.

You may continue to use the stairwell to go down. Please be courteous to other users and use the landings to allow someone to pass if needed.

Kitchens

Each kitchen space has a maximum capacity. Please adhere to the signage posted in each space help ensure physical distancing. Space will be limited, so please ensure your meal prep and clean up is timely to respect your coworkers before returning to your desk to eat. Two people may be at the counter at a time while maintaining physical distancing. If the sink is being used to clean, only one person should be at the counter. Also remember to clean the counter space before and after use. At this point in time, there should be no dishes left in the sink or on the counter. If you use it, you clean it. If dishes are left out, our janitorial staff will not clean the area. A best practice would be to use your own cutlery, containers and dishes. When you do bring your own containers into the office, please try to limit your fridge storage to two items.

The kitchen space in the Hearing Room is closed until further notice.

Washrooms & Change Room

Each washroom has a maximum capacity of 2 people. Only one person can be at the counter at a time to ensure proper physical distancing. Please be sure to take all your belongings with you and always wipe

the counter before you leave. At this time, please avoid brushing your teeth as it can create droplets that can fall onto the counter and sink. If brushing occurs, please ensure that you are alone in the washroom and wipe down all surfaces and rinse out the sink when you are finished to protect others.

The Hearing room washroom, gym and change room are closed until further notice.

First Aid

Even though we have less staff in the office, we still must maintain first aid levels that comply with the Occupational Health and Safety Regulations and ensure that there is always a first aid attendant on duty. In a life-threatening emergency, call 9-1-1. To contact an attendant on duty, please see the contact information is posted throughout the floor.

Emergency Response

In the event of an emergency, our standard emergency procedures apply. Your safety during an emergency event is the most important. This includes, sharing space under a table during an earthquake and using the closest stairwell to exit the building.


Contact Info

For any questions or concerns related to safe work procedures or building strategies, please contact Emma Bennett from Strategic HR, Jeff Robinson from Facilities and Workplace Services, Christine Ducharme (Do-Sharme), your building and facilities contact or the Occupational Health & Safety Committee.

We look forward to seeing you soon!


Flexible Work

EDUCATION THOUGHT EXCHANGE KEY THEMES

 **BACKGROUND:** In May 2021, BCPS employees were asked to participate in a ThoughtExchange survey regarding the topic of flexible work options and the lessons learned through alternative working arrangements during the COVID-19 Pandemic. ThoughtExchange is a virtual, collaborative crowdsourcing tool that allows participants to share and rate responses to a set of questions. BCPS employees were asked four questions on workplace flexibility, tools and practices during the pandemic and then given the opportunity to rank other participants responses. Questions used are provided at the end of this document for your reference.

PARTICIPATION: Participation varied greatly depending on the question. Participants includes anyone who shared a response, rated a response, or both.

- **207** EDUC employees responded to question one (highest participation) and **92** responded to question three (lowest participation).
- On average, **141** EDUC employees participated in each question with an average of **186** responses per question.
- **68.5%** of participants are in Victoria, **8%** are in the Lower Mainland, and **23.5%** are elsewhere on Vancouver Island.
- **1 in 4** participants are excluded employees and **1 in 3** participants supervise staff. Generally, there were no differences in responses between these groups.
- At the time the survey was conducted, most respondents were working remotely five days a week. About a quarter of participants were working a combination of days remotely and in the office while only two percent of participants were working from the office full time.

 **KEY TAKEAWAYS AND EMERGING THEMES:**

- **Large Scale Support for Flexible Work Arrangements:** Most participants commented saying they benefited greatly working from home during the COVID-19 and supported the continuation of remote working opportunities moving forward. Common reasons for this support included:
 - ✓ Better work/life balance
 - ✓ Greater productivity
 - ✓ Reduced commute times
 - ✓ Ability to tailor their workspace
 - ✓ Better mental health
 - ✓ Environmental impacts (less commuting)
 - ✓ Affordability
 - ✓ Reduced Absenteeism
- **Frequency:** Most participants advocated for the option for all employees to work outside of the office 5 days a week while allowing individuals to choose their work location (home, office, or satellite office). Those who suggested a hybrid model suggested that employees only be required to come into the office 1 or 2 days a week. Others suggested that employees should only come in if there are team meetings or other in-person meetings. No comments called for a full return to the office. Overall, flexibility was emphasized with the ability for employees to choose where and when they work.

Flexible Work

EDUCATION THOUGHTEXCHANGE KEY THEMES

- **Trust and empathy:** Many employees noted that they felt empowered by a new sense of trust from their leadership when working from home. Others mentioned an increased sense of empathy from their leaders and a shared recognition of our lives outside of the office. A few appreciated the ability for senior executives to join in on virtual calls and felt a closer connection with their leadership. It was also mentioned that this strengthened relationship between leadership and employees may be jeopardized by a mandated return to the office.
- **Control over Workspace:** Participants mentioned that they enjoyed the ability to customize their workspace according to their needs. Examples include optimizing ergonomic set-ups, working in a space with less distractions, and saving time setting up and cleaning up their workstation at the start and end of their workday. Most notably, many participants indicated a negative shift in attitudes towards open-office concepts after being given the opportunity to work from home.
- **Expanded Labour Pool:** Several participants mentioned that remote work options would allow for the ability to hire outside of Victoria and the Lower Mainland. Comments cited the need to hire a diverse workforce that represents the clients our Ministry serves. Others mentioned the cost of living as a risk to retention and a barrier for potential employees.
- **Reduced Absence:** Some employees reported a decline in the need for medical leave both personally and within their team. Flexibility allows employees to attend medical appointments at convenient times and take a few hours off to recover from illness (as opposed to the whole day).
- **Virtual Work Tools:** Many employees reported favourable opinions about virtual working tools such as MS Teams, Zoom, whiteboards and IM. While some employees reported initial struggles with these tools, they ultimately found that they led to greater collaboration and productivity. Examples included feeling more comfortable sharing ideas, opportunities for senior executives to join in on meetings, and the ability to host larger team meetings without the requirement for large physical spaces.
- **Regular check-ins:** Many participants appreciated regular team check-ins that started in response to everyone working remotely. Having 15-minute daily check-ins, regular branch meetings, and opportunities to meet with their leaders 1:1 ranked high on the list. Employees also appreciated the frequency of virtual gatherings for social purposes and valued the clear delineation between social and work meetings.



THOUGHTEXCHANGE QUESTIONS:

Exchange Question 1:

Regardless of whether your workplace has changed, what new challenges have you experienced in performing your duties and/or delivering services over the course of the pandemic?

Exchange Question 2:

Regardless of whether your workplace has changed, tell us about any new ways of working that you feel have been beneficial and that we should continue post-pandemic?

Exchange Question 3:

What new practices did you, your team and your supervisor put in place to keep in touch and keep informed of where people were working and/or what they were working on during the course of the pandemic?

Exchange Question 4:

As we move forward, what tools and work arrangements do you see as essential for you to do your best work and for government to provide the best possible service to people in British Columbia?

DM Update – October 8, 2021

Good morning,

As shared by Lori Wannamaker in her [update](#) on October 5, the BC Public Service has provided new guidance in response to the pandemic. BC Public Service employees are required to provide proof of full vaccination by November 22, 2021. To align with the proof of vaccination timelines, the implementation of telework agreements approved under the flexible work policy is deferred to November 22 from the current date of October 12.

I want to emphasize that the BC Public Service has aligned its response to support the overall provincial pandemic response and has followed the guidance of the Provincial Health Officer. Implementing the proof of vaccination policy is one additional measure to ensure our workplaces are as safe as possible. For information on how to get your COVID-19 vaccination, visit the [provincial vaccine registration website](#). For information on how to get your B.C. Vaccine Card, visit [Proof of vaccination and the BC Vaccine Card](#).

Some initial information about confirming vaccination status is outlined in the [Proof of Vaccination Policy FAQs](#) document, but note that full details on the process is expected to be shared by early November, once policy and resources are finalized.

If you're fully vaccinated and wish to return to the workplace before November 22 and activate your telework agreement, you're supported to do so in consultation with your supervisor. Any employees who are unable to be vaccinated for legitimate reasons should work with their supervisor to access potential accommodations through the Public Service Agency.

Let's continue to demonstrate compassion as we navigate through these changes—I know it can be challenging to adapt to changing public health measures. If you need some support, please access the range of health and wellness services available to you, accessible through the [COVID-19 Resources](#) page on EdNet.

PECSF is off to a great start this week with Music Bingo, featuring the [Friends of Music Society](#). The charity supports people recovering from mental health illnesses through music and could be a charity of your choice for giving this year. In an exciting update, Sponsor Eleanor Liddy has bravely accepted the PECSF Polar Bear challenge. If we surpass last year's participation rate of 37.3%, she will jump into the Gorge waterway along with other PECSF Executive Sponsors! As a reminder, this is measured by bi-weekly payroll deductions or one-time deductions.

Next week, our PECSF volunteers will be bringing awareness to the many charities that support food security and are asking for your help in creating a PECSF Community Cookbook filled with Education's favourite recipes. Stay tuned to EdNet for more details next week and start thinking of a recipe you might want to share.

After over four years leading our Resource Management Division, Reg Bawa will be leaving the Ministry of Education to take on the role of Assistant Deputy Minister, Transportation Policy and Programs at the Ministry of Transportation effective October 18. I am very pleased for Reg to be taking on this new and challenging role at the Ministry of Transportation, but he will be missed within the ministry and across

the entire K-12 sector. Reg has had a considerable impact on the operations of our education system. Please join me in congratulating Reg on his new role!

Chris Brown, currently Assistant Deputy Minister, Employment and Labour Market Services Division at the Ministry of Social Development and Poverty Reduction, will assume the ADM role for the Resource Management Division. Chris will officially join our Ministry today and will overlap with Reg during his last week in the Ministry. This will enable a smooth transition and afford Chris an opportunity to meet the Superintendents and Secretary Treasurers at the provincial meetings next week in Vancouver. I'm sure you will all give Chris a warm welcome to our Ministry team.

This week's unsung heroes are the First Aid Attendants at 620 Superior Street, who haven't missed a single day of providing coverage onsite throughout the pandemic! Thank you to our Ministry staff: Kris Olsen, Josephine Nurse, and John Chow. I also want to recognize our building partners from the Ministry of Finance, and Intergovernmental Relations Secretariat: Vincent Lee, Sothy Eam, and Karen Van Marum. They've coordinated coverage with our attendants to ensure all building staff have access to first aid support when they need it.

Have a great long weekend and I hope you are able to spend some quality time with your family and friends over the thanksgiving weekend.

Scott

King, Leah ECC:EX

From: Thibadeau, Justine ECC:EX
Sent: November 7, 2022 9:14 AM
To: Russell, Kim ECC:EX
Cc: Lloyd, Cassandra ECC:EX; Ashcroft, Courtney ECC:EX
Subject: Telework Stats as of Nov. 4

Hi Kim,

Please see below for the ECC Telework Stats as of Nov. 4. The Ministry is at 94% or 755 employees with a completed/approved telework agreement or who are working full time in the office. I've added in K-12 and CCD subtotals as Chris requested.

Days in Office for Active Telework Agreements																
On Leave	Division	No Data Available	5 days in Office		4 Days in Office		3 Days in Office		2 Days in Office		1 Day in Office		0 Days in Office		Total	T Com Tel Agre
1	DMO	0	3	33%	0	0%	0	0%	5	56%	1	11%	0	0%	9	
16	CCD	37	21	5%	11	3%	41	11%	29	8%	94	26%	162	45%	411	
1	LEPD	0	1	2%	2	3%	29	48%	23	38%	6	10%	0	0%	61	
4	GAD	4	22	21%	3	3%	19	19%	49	49%	2	2%	4	4%	104	
4	SLSD	1	3	8%	0	0%	5	14%	20	54%	5	14%	4	11%	38	
2	RMD	0	11	13%	3	3%	24	28%	34	39%	10	11%	5	6%	88	
6	S&T	4	10	11%	0	0%	19	22%	16	19%	31	36%	10	12%	90	
18	K-12 Total	9	50	13%	8	2%	96	25%	147	39%	55	15%	23	6%	390	
16	CCD Total	37	21	6%	11	3%	41	11%	29	8%	94	26%	162	45%	411	

34	ECC Total	46	71	10%	19	3%	137	19%	176	24%	149	20%	185	25%	801	
4%	ECC %	26%														

There are a total of 34 employees across the Ministry on Leave and they are not included in the total or completion rate calculation

Thank you!

Justine Thibadeau | Strategic HR Analyst

She/her/hers

Strategic Human Resources Branch

Phone: 778-974-3082



*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from. Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.*