

General Corporate Memorandum

Memo #:	012	
Date:	May 26, 2020	
Regarding:	Head Office COVID-19 Work Protocols	
Prepared By:	Jesse Nobbs-Thiessen	Director
To:	Head Office Staff	

C/o:	Jesse Nobbs-Thiessen	Director
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Cc:	n/a	n/a
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Attachments:	COVID-19 - Safety Plan Checklist.pdf	
	COVID-19 - Health & Safety - Cleaning & Disinfecting.pdf	
	COVID-19 - Health & Safety - Selecting & Using Masks.pdf	

1.0 Scope of Memo

The purpose of this memorandum is to document Liberty's Head Office COVID-19 work protocols per WorkSafeBC guidelines requiring the development of a written safety plan.

Note that Liberty's head office maintains a headcount of less than 20 workers. As such a joint health and safety committee is not required and associated requirements under WorkSafeBC guidelines are not applicable.

2.0 Assess Risks at Your Workplace

The following areas of risk have been identified as locations of gathering:

- Front meeting room
- Reception counter
- Accounting scanner and printer station
- Primary printer and document production area
- Kitchen
- Break room/area
- Rear meeting room

The following job tasks have been identified as placing workers in close proximity with each other or members of the public:

- Receiving guests and deliveries at reception

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- Conducting in-person meetings
- Travelling to external locations for meetings

The following equipment is shared by workers:

- Accounting printer and scanner station
- Main printer and document production area office supplies
- Kitchen fixtures, appliances, utensils and dishes

The following surfaces are touched often by a range of workers:

- Front and rear door handles
- Front light switch
- Alarm panel
- Coat closet doors
- Kitchen food preparation surfaces
- Document production table

3.0 Implement Protocols to Reduce the Risks

The following protocols have been implemented to reduce the risk of person-to-person transmission:

- Elimination
 - Occupancy in the office is limited to full time employees
 - Guests are restricted to the front reception area and the front meeting room
 - Signage to this effect has been posted on the front door
 - Workstations are limited to cubicles or enclosed offices which provide +2m of separation
 - The following occupancy limits have been established in areas of risk
 - Front Meeting Room = 3 people
 - Kitchen = 2 people
 - Lunch Room = 4 people
 - Rear Meeting Room = 2 people
 - In person meetings have been replaced with:
 - Group conference call system
 - Screen sharing application
- Engineering Controls

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- Workstations have complete or partial perimeter walls to separate individuals
- Workstation doors and handles are included in the daily cleaning list
- Administrative Controls
 - Workers have been advised through this memo to practice the following distancing measures to minimize contact:
 - Communicate via the interoffice phone system for meetings
 - Use remote screen sharing for collaborative work
 - Conduct in-person meetings in rooms where +2m distancing is feasible with the number of attendees
 - A group cleaning schedule has been established to conduct ongoing cleaning of areas of risk in the workplace
 - The list is posted in a visible location and requires daily sign off by individuals with assigned cleaning tasks
- PPE
 - Workers have been provided with WorkSafeBC guidance on selecting and using masks
 - Given priority use by health care workers and limits on availability, surgical masks and disposable respirators have not been incorporated in the head office safety plan
 - Cloth masks may be worn by workers as a matter of personal choice
 - Workers may request supply of cloth masks from the Service Technician

4.0 Reduce Risk of Surface Transmission

The following has been undertaken to reduce the risk of surface transmission

- A copy of the WorkSafe guide for cleaning and disinfecting surfaces has been provided with this memo
- Handwashing supplies are stocked by the Office Administrator at the kitchen sink
- Handwashing & Coughs and Sneezes posters have been posted in the kitchen area
- A daily supplemental cleaning list has been established
- Existing stock of shared kitchen appliances, fixtures, utensils and dishes is considered sufficiently limited to be feasible for cleaning and continued sharing

5.0 Develop Policies

The following policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace:

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- Liberty has an established quarantine policy under GCM 007
- Visitors are limited to the front reception and meeting room area
- Due to organizational size and typical workflows, working alone or at home policies are not currently deemed to be needed
- Due to limited visitor interaction, the risk of violence from visitors is deemed to be low
- Sick worker policy is established under GCM 007

6.0 Communications Plans and Training

The following communication and training policies have been implemented:

- Protocols and plans are established in a written memo format and sent to all workers
- Workers are reminded of safety protocols in the weekly team meeting
- Occupancy and handwashing posters are visible in the office

7.0 Monitoring Workplace Practices

The Director is responsible to monitor workplace practices and receive all comments, questions and concerns from workers.

8.0 Assess and Address Risks from Resuming Operations

The workplace has been in continuous operation through the COVID-19 pandemic. As such, a policy on resuming operations is not applicable.