

COVID-19 Safety Plan

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Contents

1. Introduction	1
2. Risk assessment	1
3. Protocol identification and implementation	2
4. General measures	2
5. Cleaning and hygiene	3
Cleaning.....	3
Hygiene	3
6. Policies and Procedures	4
General.....	4
Employees becoming ill at the workplace or testing positive	4
Employee safety protocols.....	5
In-person services protocols.....	5
7. Communication and training	5
8. Monitor and update plans	6
Appendix A – Risk assessment tables	7
Recommended controls for different risk levels	7
Risk level designations of LABC positions	9
Appendix B – Control measures for LABC office spaces	10
Appendix C – External worksite safety checklist.....	11
Appendix D – Employee health-screening questionnaire.....	13
Appendix E – Employee safety protocols.....	15
Appendix F: In-Person Services Protocols.....	21

1. Introduction

This safety plan sets out the protocols and policies Legal Aid BC (LABC) has implemented to minimize the risk of transmission of COVID-19 and return to safe operation at all LABC offices.

The plan has been developed following the WorkSafeBC process and guidelines, and in consultation with various stakeholders and the Joint Occupational Health and Safety Committee.

Note: Protocols and policies marked with an asterisk will be fully implemented before LABC staff formally begin to return to their offices (currently targeted for October 2020 at 510 Burrard).

Note: Protocols provide guidelines for LABC offices during work hours. Employees should always follow the directives from Public Health Officer and practice good personal hygiene and physical distancing. External worksites may have their own safety protocols. Employees should follow the offsite location checklist as guidance (Appendix C).

Note: Protocols that are not indicated as specific to individual offices apply to all offices. Additional location-specific protocols will be added to this plan as needed to ensure protocols are documented for all offices.

2. Risk assessment

According to the BC Centre of Disease Control, COVID-19 is transmitted by liquid droplets when a person coughs or sneezes. When in close proximity to an infected person, the virus can enter by these droplets through the eyes, nose or throat. It can also spread by touch and surfaces if an infected person has used their hands to cover their mouth or nose when they cough and if they contaminate a surface after coughing or sneezing.

There have been reported outbreaks of COVID-19 in some closed settings, where people were shouting, talking, or singing. In crowded and inadequately ventilated indoor spaces where infected persons spend long periods of time with others, aerosol transmission cannot be ruled out.

LABC conducted a risk assessment in consultation with managers and front line staff, LABC's Joint Health and Safety committee by identifying positions within the organization, the hazards associated with the tasks performed in those the positions, the risk of exposure and consequences. The assessment identified areas that increase the risk of disease transmission in the workplace, including work processes, shared spaces, tools, and surfaces.

Based on the findings of the risk assessment, we have categorized positions and workers at LABC, identified their level of risk, and recommended control procedures should they return to work in the offices. This is intended as a guideline and may be amended based on situation. Control measures associated with risk levels, and the risk designations of LABC positions, are identified in Appendix A.

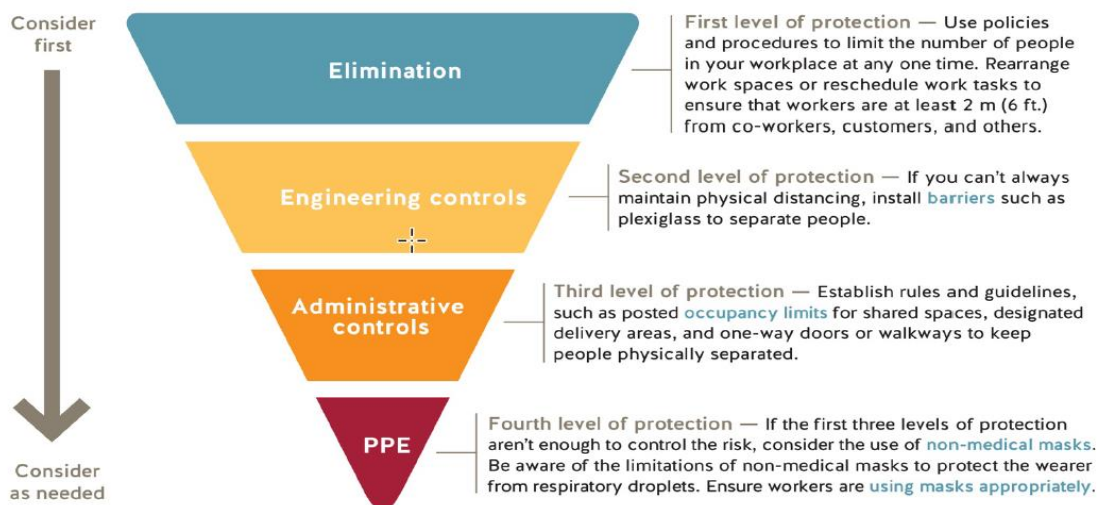
In Appendix B, we set out the primary work spaces and common areas and the control measures to minimize transmission of the virus in those spaces.

Managers are recommended to continually evaluate their areas to ensure that procedures are in line with protocols set out in the Safety Plan.

3. Protocol identification and implementation

LABC consulted relevant WorkSafeBC and provincial health officer guidance for appropriate and effective protocols to mitigate identified risks, and LABC will continue to keep up to date on those guidelines as they evolve.

LABC has implemented controls following the hierarchy set out in the figure below, as guided by WorkSafeBC. This means we chose controls from the first and second levels (elimination and engineering) where possible, before relying on administrative controls or PPE.



4. General measures

LABC has implemented elimination, engineering and administrative controls to limit the spread of COVID-19.

Wherever possible, LABC has implemented measures to keep workers and others at least 2 metres apart. LABC has also set occupancy limits for common areas such as break rooms, meeting rooms, washrooms, and elevators.

In spaces and situations where physical distancing is not possible, LABC has installed or is using barriers including:

- a) plexiglass in reception areas and rooms used for meeting clients,* and
- b) walls or partitions to separate workspaces from each other.

For everyone's protection, LABC staff are required to wear a cloth face covering or non-medical mask when there are no barriers and physical distancing cannot be maintained. This includes the following circumstances:

- a) when in common areas such as hallways where physical distancing is not possible
- b) when providing first aid as a First Aid Attendant or representative

LABC has also instituted one-way doors or walkways for applicable areas.*

5. Cleaning and hygiene

To reduce the risk of transmission of COVID-19 through respiratory droplets and contaminated surfaces, LABC has established cleaning and hygiene measures.

Cleaning

LABC has implemented enhanced cleaning guidelines and schedules in our offices. This includes:

- a) Additional cleaning of high use areas in LABC offices at 510 Burrard, including reception and waiting rooms, meeting room tables, lunchroom surfaces, and counters near photocopiers.
- b) High-touch surfaces, common areas, and washrooms on each floor are cleaned at least three times during the day and in the evening by building management at 510 Burrard. The building also conducts scheduled HVAC inspection and preventative maintenance to ensure good hygiene (e.g. cleanliness, no standing water, etc.), and has i) completed an upgrade of air filters (at a minimum MERV13 on all recirculated air), and ii) adjusted HVAC systems to maximize the fresh air intake while facilitating the removal of stale air.
- c) LABC has included plexiglass barrier cleaning in our cleaning protocols.*
- d) Staff are responsible for cleaning their own workspaces (workstation or office) at the start and end of their work shift. This includes work surfaces, as well as supplies and electronics such as monitors, keyboards, mice.
- e) Staff are responsible for cleaning surfaces of common areas such as meeting rooms and kitchens after each use.
- f) Staff are trained in proper usage and disposal of cleaning supplies provided by the employer.*
- g) LABC provides cleaning and sanitization supplies such as hand soap, hand sanitizer, disinfectant wipes and sprays, and paper towels.

Note: Specific cleaning schedules for PLC offices will be added to this list when available.

To simplify the cleaning process, LABC has removed unnecessary equipment, including waiting room toys, brochures and refreshments, as well as staff games in the lunchrooms.

Hygiene

Frequent handwashing and good hygiene practices are essential to reduce the spread of COVID-19. LABC has trained staff on handwashing protocols and cough/sneeze etiquette,* and guidelines are posted throughout the workplace.

Staff are instructed to avoid touching their faces, especially their eyes, nose and mouth with their hands.

Staff are instructed to not share equipment and supplies (e.g., phones, pens).

6. Policies and Procedures

General

LABC has implemented policies and procedures to control transmission of COVID-19 in the workplace, including the following:

- a) Policies/procedures prohibiting employees and others from entering the workplace when they are:
 - i. showing symptoms of COVID-19
 - ii. directed by Public Health to self-isolate
- b) An expanded work from home policy so most staff can work at home.
- c) A return to office strategy that limits the number of staff in the office so that physical distancing can be maintained. It includes work arrangements such as rotating shifts for working in the office, staggered work hours and scheduled times in the office, and policies to accommodate higher-risk populations (e.g., staff over 65 and those with underlying medical conditions) as needed.
- d) Enforcement of sick leave protocols requiring staff to stay home if exhibiting symptoms.
- e) Policy/guidelines to address situations where employees become ill at the workplace or tests positive for the virus*
- f) Policy prohibiting non-essential travel for work.
- g) Temporarily prohibited non-essential visitors and discontinued in-person services.
- h) When staff return to the office and in-person services resume: protocols for visitors and staff entering the office, including self-assessment prior to visiting the office, scheduling appointments, and sanitizing hands before entry.*
- i) A working alone policy.*
- j) Guidelines for in-person meetings, including limiting in person meetings to only when necessary.
- k) Guidelines on where to go to address health and safety concerns.
- l) Safety checklist for staff providing in-person services at external locations (see Appendix C)
- m) Employee health screening questionnaire for employees working in the office (see Appendix D).

Employees becoming ill at the workplace or testing positive

LABC established guidelines to address situations where employees become ill at the workplace. These include:

- a) Maintain 2 m distance from others, sanitize hands and put on mask.
- b) Notify supervisor by text, telephone or email.
- c) Go home immediately and contact your primary health care provider or call 811 for further guidance.
- d) If severely ill and require immediate medical attention (e.g., difficulty breathing, chest pain), call 911, or First Aid Attendant on duty.
- e) Clean and disinfect any surfaces that the ill worker has come into contact with.

Should an employee test positive for the virus, they must notify their supervisor and follow instructions from their primary health provider and public health authorities. Human Resources will work with supervisor and Public Health to determine steps necessary to protect health of other workers who may have been exposed.

Employee safety protocols

LABC established rules and guidelines for how employees should conduct themselves in LABC offices to reduce risk of disease transmission. These are set out in an LABC Employee Safety Protocols document, which is attached as Appendix E. This document has been distributed to all employees. We have also clearly communicated these rules and guidelines to staff through training, signage, and written communication over a range of channels.*

In-person services protocols

LABC has established specific protocols for the delivery of in-person services at LABC offices. These are attached in Appendix F.*

LABC policies are available to staff on our intranet site.

7. Communication and training

LABC has taken steps to ensure that everyone entering the workplace knows how to keep themselves safe while they are there. These steps include:

- a) Training all staff on Safety Plan policies and procedures (see below for examples/list of training).*
- b) Posting signage at the main entrance of 510 Burrard indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- c) Posting signage, including on occupancy limits and effective hygiene practices.
- d) Training supervisors on monitoring workers in the workplace to ensure policies and procedures are being followed.*
- e) Training staff and supervisors on their responsibilities in the workplace.*
- f) Training staff and supervisors on refusal of unsafe work process.*

Workers receive training on the following:

- a) LABC procedures and policies related to COVID-19.*
- b) Information regarding COVID-19, including transmission, prevention and symptoms of the illness.*
- c) Hand washing and cough/sneeze etiquette.*
- d) How to seek first aid.*
- e) How to report an exposure to or symptoms of COVID-19.*
- f) Proper usage and disposal of cleaning supplies.*
- g) Violence prevention.*
- h) How to address health and safety concerns.*
- i) Employer, Employee and Supervisor Responsibilities.*
- j) Refusal of unsafe work.*

Communication strategies include:

- a) Tactics that ensure staff are well informed of the safety measures being implemented, feel confident that it is safe to be in the office and are persuaded to follow established safety protocols for their own sake and that of others.

- b) Sharing information with clients, community workers, and other justice system partners so that they are aware of LABC's safety measures.
- c) Using a variety of channels to raise awareness, including the LABC website and intranet, as well as emails and posted notices.

8. Monitor and update plans

LABC will monitor risks and will make changes to our policies and procedures as necessary.

When resolving safety issues, we will involve the Joint Health and Safety committee or worker health and safety representatives (or, in smaller workplaces, other workers).

Appendix A – Risk assessment tables

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. Using this guideline as a reference, we have determined the risk level to our workers and recommended controls, depending on their potential exposure in the workplace.

Recommended controls for different risk levels

RISK OF EXPOSURE TO COVID-19	Low Risk Workers who typically have no contact with infected people, but have some contact with other staff.	Moderate risk Workers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces.	High risk Workers who may have contact with infected people in small, poorly ventilated workspaces.
RECOMMENDED CONTROLS			
Hand Hygiene	Yes, wash with soap and water for at least twenty (20) seconds or use hand wipes that contain effective disinfectant	Yes, wash with soap and water for at least twenty (20) seconds or use hand wipes that contain effective disinfectant	Yes, wash with soap and water for at least twenty (20) seconds or use hand wipes that contain effective disinfectant
Physical Distancing	Yes, must maintain a distance of two (2) meters from any person	Yes, must maintain a distance of two (2) meters from any person	Yes, must maintain a distance of two (2) meters from any person
Working from Home	Yes, if operationally feasible	Yes, if operationally feasible	Yes, if operationally feasible
Alternating Work Schedule	Yes, if operationally feasible	Yes, if operationally feasible	Yes, if operationally feasible
Limit In Person Contact	Yes, use alternate meeting methods unless in-person meeting is necessary	Yes, use alternate meeting methods unless in-person meeting is necessary	Yes, use alternate meeting methods unless in-person meeting is necessary
Physical Barriers	Not required	Not required unless coming into contact with public frequently and where two (2) meters distance cannot be maintained	Yes, if coming into contact with public frequently

COVID-19 Safety Plan

RISK OF EXPOSURE TO COVID-19	Low Risk Workers who typically have no contact with infected people, but have some contact with other staff.	Moderate risk Workers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces.	High risk Workers who may have contact with infected people in small, poorly ventilated workspaces.
RECOMMENDED CONTROLS			
Disposable Gloves	Not required	Not required unless handling possible contaminated objects	Yes, if working with COVID-19 patients or those exhibiting symptoms
Eye Protection	Not required	Yes, when working in close proximity with those possibly exhibiting symptoms	Yes, when working in close proximity with those possibly exhibiting symptoms
Face Mask	Not required, unless two (2) meters distance cannot be maintained	Not required, unless two (2) meters distance cannot be maintained	Yes, when working in close proximity with those possibly exhibiting symptoms
Body Protection	Not required	Not required	May be required when working with those possibly exhibiting symptoms
Cough / Sneeze Etiquette	Staff / clients are expected to follow cough / sneeze etiquette, which is a combination of measures that minimizes the transmission of COVID-19 via droplet or airborne routes. Cough / sneeze etiquette includes: <ul style="list-style-type: none"> a) Educate workers / clients in control measures, including hand washing b) Post signs at entry points to instruct everyone about control measures c) Cover nose and mouth with a sleeve or tissue when coughing and sneezing d) Use tissues to contain secretions and promptly disposing in waste container e) Turn head away when coughing and sneezing f) Wash hands immediately and regularly 		
Increased Sanitization Process	Following Suggested Cleaning Practices and Frequency to ensure that surfaces and objects are cleaned regularly. This includes high touch surfaces and common areas, as well as workstations and objects at workstation that should be cleaned at least twice daily.		

Risk level designations of LABC positions

POSITION	LEVEL OF RISK
General Administrative Staff (including on site contract workers)	Low
Managers	Low
Reception	Moderate
Intake Legal Assistants	Moderate
Legal Information Outreach Workers	Moderate
PLC Lawyers and Advocates	Moderate
First Aid Attendants	Moderate to High

Appendix B – Control measures for LABC office spaces

The following is not an exhaustive list of spaces, but a sample of common areas and high traffic areas. In addition to the control measures listed below, increased cleaning has been arranged for high-touch surfaces and common areas. The table will be reviewed on an ongoing basis.

AREA	CONTROL MEASURES
Entrance / Waiting Areas	<ul style="list-style-type: none"> a. Signage about symptoms and entry into office b. Signage to sanitize hands before entry c. Removal of brochures and beverages d. Elimination of waiting area – appointments are scheduled and guests will be notified when appointment is ready
Hallways	<ul style="list-style-type: none"> a. Signage to maintain physical distancing b. Required use of masks in hallways
Washrooms	<ul style="list-style-type: none"> a. Maximum capacity signage b. Use of markers to show number of people in washroom c. Signage for proper handwashing by sinks
Elevators	<ul style="list-style-type: none"> a. Maximum capacity set by building management b. Markers for inside elevators c. Markers for distance in waiting areas
Meeting Rooms	<ul style="list-style-type: none"> a. Space evaluated and maximum capacity for each room established b. Signage outside each room showing recommended capacity and maximum capacity c. Spots are marked to maintain physical distance d. Hand sanitizers and wipes are available for cleaning shared equipment, hands and space e. Reminder to staff to use alternate meeting methods of meeting unless in-person meeting necessary
Workspaces / Offices	<ul style="list-style-type: none"> a. Maximum capacity of 1 person per space b. Markings outside of workspaces to remind staff no visitors in office space c. Wipes provided to sanitize work areas at the beginning and end of shifts
Kitchens / Coffee Nooks	<ul style="list-style-type: none"> a. Maximum capacity established for each space b. Signage showing maximum capacity for each space c. Staff to minimize food preparation in kitchens d. Signage to remind staff to wash hands upon entering and exiting area e. Additional signage for reminder to clean up space f. Wipes provided to staff to clean up space after each use g. Eliminate sharing of food and utensils – staff encouraged to bring their own reusable dishes and cutlery and clean and bring them home at the end of each shift. If not possible, single-use dishes and utensils are available for use by LABC staff h. Waiting areas with markers identified outside of space i. Puzzles and unnecessary common use objects removed j. Extra seating eliminated. Only 1 person allowed per table
Service Areas / Photocopy Areas	<ul style="list-style-type: none"> a. Maximum capacity signage for enclosed areas b. Hand sanitizers and wipes available c. Signage to remind staff to sanitize hands before and after each visit to area d. Markers for physical distancing while waiting

Appendix C – External worksite safety checklist

External worksite COVID-19 safety checklist for LABC staff

As courts and other workplaces begin to reopen around BC, LABC staff may be asked to work in external locations such as courthouses. While it is reasonable to expect that these locations have safety measures in place following the guidance of the BC Provincial Health Officer, LABC does not want any staff member to conduct work in locations where their health cannot be assured.

Before working at an external location, staff should speak with their supervisor to confirm the need for their attendance and the safety of the location. The checklist below will aid in that discussion. Once at the location, the staff member should review the checklist again.

This checklist is intended to help you assess the safety of an external location, but does not provide a definitive answer as to the safety risk faced by any individual staff member. If you have concerns that an external worksite is not compliant with public health guidance, move to a space you feel is compliant, then **please contact your supervisor.**

Before leaving for the external worksite:

Need for attendance

- ☐ This meeting is necessary and cannot be accomplished through other means (video, phone, etc.)

Safety Plan

- ☐ The location has implemented a Safety Plan and/or other health and safety protocols in compliance with the guidance of the BC Provincial Health Officer
- ☐ My supervisor and I have reviewed the Safety Plan or protocols as needed, and I understand and am comfortable with them

Supplies

- ☐ I have a mask and hand sanitizer/wipes to bring with me

Self Assessment

- ☐ I have-assessed myself for symptoms of COVID-19 using screening questionnaire before leaving for the external worksite

At the external worksite:

Distancing Measures

- ☐ There is enough space for people to maintain 2 metres between each other
- ☐ There are occupancy limits and people are following them
- ☐ There are signs, tape and other measures in place to guide people to maintain 2-metre distancing
- ☐ There are physical barriers (e.g., acrylic plastic window) to reduce exposure when 2-metre distancing is hard to maintain

Good Hygiene

- ☐ There are places where I can wash my hands or sanitizer or wipes are available
- ☐ Sanitizer or wipes are required for everyone entering the building

Cleaning

- ☐ High touch surfaces (e.g. bathrooms, chairs, door handles) are being frequently cleaned, or sanitizer or wipes are available

Screening for Symptoms

- ☐ There are signs directing people to not enter if they are symptomatic
- ☐ I know to notify someone if a person appears to be symptomatic

Personal Protective Equipment (PPE)

- ☐ The location requires people to wear non-surgical masks when they are unable to consistently be 2 metres apart
- ☐ If I cannot maintain a 2 metre distance, I will wear a mask

Note: Locations where physical distancing cannot be maintained:

Physical distancing is the safest way to reduce risk of COVID-19 transmission. However, LABC recognizes that it may be difficult or impossible to maintain physical distancing in some locations, especially when meeting with clients.

If physical distancing cannot be maintained, LABC encourages staff to use alternative ways of meeting, including by telephone or online.

If an in-person meeting is required and no suitable meeting space is available, LABC strongly encourages staff to:

- Avoid small, enclosed spaces such as vehicles
- Wear a mask and require that others do so as well (consider bringing a mask for your client)

Please use this list as a guide to decision-making. It is not an exhaustive list and may change as public health measures are relaxed or reinstated. LABC will update this checklist as required.

Appendix D – Employee health-screening questionnaire

LABC Employee Health-Screening Questionnaire

You must complete this questionnaire on the day prior to the first day you are scheduled to work at an LABC office and email it to your supervisor – but you only have to fill it out once for each two-week scheduled work period (not before each shift in that two-week period).

Complying with LABC's safety measures is in the interest of maintaining a safe workplace for all employees and is consistent with the requirements of WorkSafeBC.

If you answer YES to questions 1 and/or 2 below, you must refrain from coming into LABC offices until you have discussed your situation with your supervisor.

1. Are you currently experiencing, or have you experienced in the past 14 days, any of the following flu-like symptoms?
 - Fever or chills
 - Cough (new or worsening)
 - Difficulty breathing or shortness of breath (new or worsening)
 - Sore throat
 - Headache
 - Stuffy or runny nose
 - New loss of sense of smell or taste
 - Nausea, vomiting and/or diarrhea
 - Chest pain or pressure
 - Loss of speech or movement
 - Severe fatigue, muscle aches, and/or a feeling of being unwell

☐ Yes

☐ No
2. Within the last 14 days, have you:
 - Traveled to any countries outside of Canada (including the United States)?
 - Been in contact with someone who has a confirmed or probable case of COVID-19?
 - Been in contact with someone who has traveled outside of Canada (including the United States) in the past 14 days who has become ill?

☐ Yes

☐ No

3. You must also refrain from coming into LABC offices until you have discussed your situation with your supervisor if at anytime between submitting this questionnaire and any of your scheduled work days, you
- Begin experiencing any of the symptoms listed in Question #1,
 - Travel outside of Canada (including to the US),
 - Come into contact with someone who has travelled outside of Canada (including to the US), or
 - Come into contact with a confirmed or probable case of COVID-19.

Please confirm your agreement to do so.

☐ I agree to discuss my situation with my supervisor if any of the above circumstances arise.

Agreement

You acknowledge the ongoing health issues caused by COVID-19 and agree to follow LABC COVID-19 Employee Safety Protocols at all times while you are in LABC offices. If you have not already done so, please review the safety guidelines [here](#). Once you have reviewed the guidelines, please confirm your agreement below that you understand your role in keeping yourself and other employees safe.

☐ I have read the Employee Safety Protocols and agree to adhere to the guidelines as outlined.

Employee Name

Date

Appendix E – Employee safety protocols

COVID-19 Employee Safety Protocols

Policy

LABC complies with WorkSafeBC guidelines to provide a safe, secure, and healthy workplace during the COVID-19 pandemic.

Purpose

To promote safe employee practices and behaviours to minimize the risk of transmission of COVID-19 in LABC workplaces.

Application

This policy applies to all LABC employees and contractors. Any references to “employees” includes contractors.

Unless otherwise noted, these protocols apply to all LABC offices, including the Parents Legal Centres.

Responsibility: Vice President, Strategic Planning, Policy and Human Resources

Questions to: The employee’s supervisor. Supervisors may contact the Manager, Human Resources, for guidance.

Guidelines

General

LABC employees have a shared responsibility to protect themselves, other LABC employees, and visitors (including clients) from the spread of COVID-19.

Employees should follow public health guidelines, and are expected to maintain good personal and environmental hygiene while at LABC offices.

Where these protocols require employees to clean surfaces, objects or equipment, employees should use the cleaning supplies provided by LABC, and use and dispose of those supplies in a safe manner.

Scheduling work days/shifts

In order to limit the number of staff coming into the Vancouver 510 Burrard office and ensure physical distancing is possible, employees must schedule their days in the office with their supervisor two weeks in advance. Employees must also complete an Employee Health Screening questionnaire before coming into the office.

For PLC offices and Terrace Regional Centre, employees should notify their supervisor and complete an Employee Health Screening questionnaire before coming into the office.

Illness

Employees should stay home if they are sick (including even mildly ill), or if they are exhibiting any COVID-19 symptoms.

If an employee becomes sick while at work, even with mild symptoms, they should sanitize their hands, put on a mask, and maintain at least a 2-meter distance from others. The employee must immediately notify their supervisor by telephone, email or text that they have become ill. The supervisor will help arrange for the employee to get home safely or seek medical care, as required.

Entering LABC offices

Before entering LABC offices, employees must perform a COVID-19 self-assessment using the posted signs as a guide.

Upon entering a LABC office from an outside environment, employees must immediately sanitize their hands.

Hygiene

Frequent handwashing and good hygiene practices are essential to reduce the spread of COVID-19.

Employees must wash their hands frequently with soap and water for at least 20 seconds throughout the day, and/or use hand sanitizer, especially after touching shared items and surfaces.

Employees should try to avoid touching their face, but if they do, wash their hands immediately. Employees should also follow proper coughing and sneezing etiquette.

Moving in and around the office

Physical distancing

Employees must avoid physical contact with others, and maintain physical distancing (at least 2 meters) from co-workers and visitors, whenever possible, throughout the entire office.

Masks

Employees must wear a cloth face covering or non-medical mask when in common areas, such as hallways, where physical distancing cannot be maintained and there are no physical barriers (e.g. Plexiglas).

Employees are encouraged to bring their own reusable masks. LABC will provide a mask for employees to use if they do not have one.

Personal workspaces/offices

Employees should clean their workstation at the beginning and end of their work shift. This includes hard surfaces (desktop, chair arms, etc.), as well as supplies and electronics (monitors, keyboards, mouse, etc.).

Employees should not enter the workspaces of other employees, touch the workstations or equipment of others, or share office equipment or supplies. The exception being where it is *necessary* to do so to perform job functions (e.g., maintenance work or IT providing technical support). In such cases, employees must follow proper cleaning, hygiene, and physical distancing protocols or wear a mask when physical distancing is not possible.

Meetings

Employees should limit in-person meetings to only when necessary (as determined by meeting participants), and observe meeting room capacity limits (see below). Whenever possible, use alternative meeting methods, such as virtual tools, email, or telephone.

In-person meetings should be kept as short and as small as possible to accomplish the necessary tasks.

No in-person meetings should occur in private offices or cubicles. Private offices/cubicles should be treated as personal workspaces only.

Employees should:

- sanitize their hands upon entering and before leaving the meeting room,
- sit only in designated chairs,
- wipe down any shared equipment before and after use,
- clean their personal space (e.g. tabletop, chair arms) and other surfaces (e.g. counters) before and after the meeting.

Meeting room occupancy limits

The table below lists the maximum and recommended capacity for each meeting room. The maximum capacity is the maximum number of people a room can accommodate and still allow for physical distancing. The recommended maximum capacity allows for greater physical distancing. Use the recommended maximum capacity, where possible.

Meeting room	Full maximum capacity	Recommended maximum capacity
Vancouver - 510 Burrard		
4th Floor		
Columbia	10	6
HR Interview Room	2	2
Sooke	4	3
Skeena	3	2
8th Floor		
Fraser	6	4
Cowichan	6	4
Capilano	4	3
Stawamus	2	2
Breakout	2	2
13th Floor		
Thompson	4	3
Nechako	4	3
Nicomekl	2	2
Kootney	2	2
Terrace Regional Office		
Terrace Boardroom	4	3
Parents Legal Centre Boardrooms		
Campbell River	4	3
Duncan	2	2
Kamloops	3	3
Prince George	4	3
Smithers/Hazelton	3	3
Surrey	4	3
Terrace	4	3
Vancouver	n/a	n/a
Victoria	4	3
Williams Lake	3	2

Kitchens/coffee nooks

Employees must wash their hands immediately upon entering and before leaving the kitchen.

Employees should limit using the kitchen for food preparation by bringing their own prepared food. They should use the kitchen primarily for storing food in the fridge and re-heating food. They should use their time in the kitchen as efficiently as possible to allow their co-workers time as well.

Employees should bring their own reusable dishes/cutlery, and take their own dirty dishes/cutlery home for cleaning. Employees should not share any food, dishes or cutlery. If necessary, employees can use the single use dishes/cutlery, where available at their office, and dispose of them after use.

Employees must wipe down any hard surfaces they used before leaving the kitchen area (e.g. counters, toaster, coffee maker, etc.), and take all of their dishes from the kitchen.

Kitchen occupancy limits

Employees must respect the maximum occupancy limits for each space. Employees must observe physical distancing while waiting to use the kitchen in offices where waiting is permitted.

There is also a limit of one person per table in the kitchens.

Kitchen/coffee nook	Maximum capacity
Vancouver - 510 Burrard	
4 th floor kitchen	4
4 th floor intake kitchen	1
8 th floor kitchen	2
13 th floor kitchen	4
Terrace Regional Office	
Terrace	2
Parents Legal Centres	
Campbell River	2
Duncan	1
Kamloops	1
Prince George	1
Smithers/Hazelton	1
Surrey	1
Terrace	2
Vancouver	1
Victoria	2
Williams Lake	1

Other Facilities

Elevators

Employees should practice physical distancing while in office building waiting areas and follow lobby directional markers. Employees should observe elevator capacity maximums, where applicable, and wearing a mask is recommended.

Washrooms

Employees must respect the washroom capacity maximum for their office/building, and respect physical distancing while waiting to enter the washroom.

Where available, employees must use the markers provided to notify others how many people are in the washroom at any given time to ensure capacity limits are maintained.

Employees must wash their hands after using the washroom.

Service/photocopy areas

Service areas with a through way will have an entrance and exit marked which employees must follow. For enclosed service areas, the maximum capacity is one person at a time. Employees must also observe physical distancing while waiting to use any equipment.

Employees must sanitize their hands before use and after they use any equipment, and wipe down any hard surfaces (e.g. counters) before and after use.

History

EMC approved July 21, 2020.

Appendix F: In-Person Services Protocols

To come