

Occupational Health and Safety During COVID-19**APPROVED - August 2020****Purpose:**

This policy provides guidance and outlines requirements for CSOPA employees and volunteers regarding health and safety in the workplace during Stages 2 and 3 of the COVID-19 pandemic response.

This policy aligns with the guidance and requirements of the Provincial Health Officer and WorkSafeBC and is designed to fulfill CSOPA's responsibilities under BC law.

Definition:

Physical Distancing: in public health, physical distancing (also called social distancing) is a set of measure intended to prevent the spread of a contagious disease by maintaining a physical distance between people and reducing the number of times people come into close contact with each other.

Policy:

CSOPA is responsible for abiding by any and all applicable orders, notices, or guidance issued by the Provincial Health Officer. <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

CSOPA ensures the health and safety of all employees and volunteers by having a system in place to identify the hazards of COVID-19, control the risk, and monitor the effectiveness of the controls. This includes the development and implementation of policies, guidelines, and procedures to reduce the risk of COVID-19 transmission.

Managing staff are required to:

- Complete a workplace checklist and assessment
- Develop a COVID-19 Safety Plan and post it in the workplace in accordance with the Order of the Provincial Health Officer
- Complete an operational assessment
- Conduct a people assessment

CSOPA employees are responsible for taking reasonable care to protect their own health and safety and the health and safety of other people at the workplace.

CSOPA employees must not report to the workplace, but should remain at home and follow Public Health Office and BC Centre for Disease Control guidelines IF:

- Experiencing symptoms of a cold, flue, or COVID-19 including a cough, sore throat, fatigue, fever;
- They have travelled outside of Canada in the last 14 days;
- They have been in close contact with a person who tested positive for COVID-19 or under the director of the Public Health Officer to remain at home for any reason

Procedures:

The following health and safety protocol is in place to control the risk associated with COVID-19.

When in the workplace, all CSOPA Staff, employees and volunteers:

- Report to the Managing Director or Artistic Director if they begin to feel unwell at the workplace COVID-19, cold or flu-like symptoms
- Sanitize/wash hands immediately upon entering the CSOPA office from an outside environment
- Wash hand frequently with soap and water for at least 20 seconds throughout the day
- Maintain a distance of 2 meters
- Wear a mask in situations where it is unlikely they will be able to maintain the required distance between themselves and others. Masks will be provided for staff in these situations only, or staff may use their own masks. Masks must be regularly changed if disposable, or washed daily if reusable.
- Directly address colleagues with any concerns about lack of physical distancing or behaviour that creates risk. If concerns persist, employees should consult Managing Director or Artistic Director to support resolution
- Ensure proper and safe disposal of masks and gloves. Disposable masks are not recyclable and must be placed in a covered garbage can or in a bag in the garbage can
- Cover nose and mouth with a tissue when coughing or sneezing and dispose of it immediately in a covered garbage can or in a bag in a garbage can. An elbow is to be used if no tissue is available.
- Adhere to all room capacity maximums, decals, and signage posted at the worksite
- Regularly clean and disinfect surfaces they touch
- Do not share food, drinks, utensil, etc.
- Report unsafe conditions to the managing staff.

Managers

In addition to the above health and safety protocols, manager must also:

- Complete a worksite specific COVID-19 Safety Plan
- Establish protocols to isolate staff and students reporting to CSOPA with cold, flu or COVID-19 symptoms and send them home promptly and safely
- Document staff, students and volunteers entering the studio each day and maintain records