



# Workplace COVID-19 Safety Plan

Purpose: This Plan is for our Employees at the Scandinavian Community Centre.

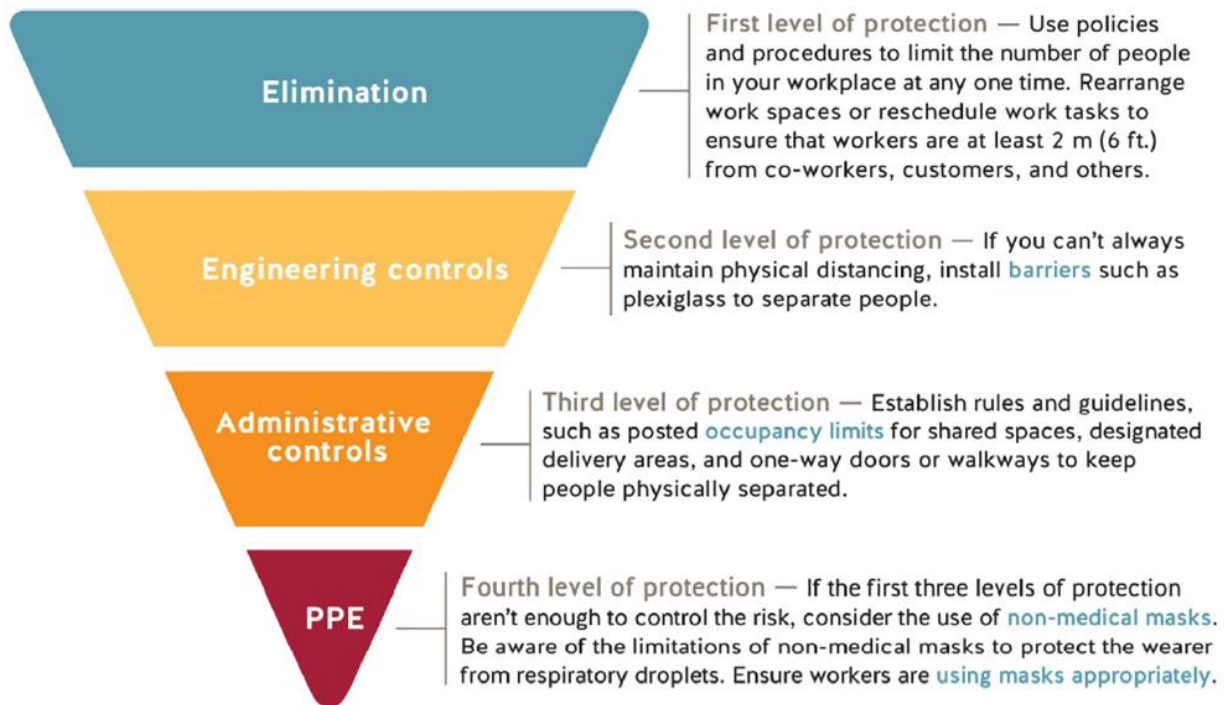
As Employers we have to establish occupational health and safety policies and programs in accordance with the Occupational Health and Safety Regulations, and as directed by WorkSafeBC develop a plan, named "COVID-19 Safety Plan" to ensure that the risk of transmission of Covid-19 at workplaces is minimized.

Ref. "Workplace COVID-19 Safety Plans" Order of the Provincial Health Officer dated May 14 2020.

[https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/class\\_order\\_employers\\_covid-19\\_safety\\_plans\\_covid-19\\_may\\_14\\_final.pdf](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/class_order_employers_covid-19_safety_plans_covid-19_may_14_final.pdf)

## How to Read This Plan

This Workplace COVID-19 Safety Plan follows the “Levels of Protection” model of WorkSafeBC.



This plan is part of Scandinavian Community Centre's COVID-19 Response and Restart Framework.

## First Level of Protection (Elimination): Limit # of people at the workplace

We have established occupancy limits for all rooms and areas, including washrooms and elevator. Using the WorkSafe BC “Covid-19 Occupancy Limit” template, posters with room occupancy limits have been posted throughout the premises.

The areas and occupancy limits are listed below.

LEGEND: S-D means Social Distancing, BCMOH means BC Ministry of Health

Room / Area	Maximum Occupancy		Room / Area	Maximum Occupancy
Office	2		Mezzanine	4
Bartender Area	1		Library	12
Entrance Hall	2 m S-D		Upstairs Kitchenette	1
Men’s Washroom	1		Upstairs Washroom	1
Women’s Washroom	3		Finland Room	9
Norway Room	10		Swedish Room	9
Iceland Room	9		Upper Deck	12
Danish Room	10		Raised Patio outside Lounge	30
Lounge	30 (2 m S-D)		Grass Field	2 m S-D
Main Hall <sup>1</sup>	50 <sup>2</sup>		Beer Tent	12 + 2 staff
Kitchen, Meal Prep Area	3		Outside Bar Enclosure	N/A – not set up
Kitchen, Dishwasher Area	2		East Side Parking Area/ Gravel	N/A
Back Entrance Men’s Washroom	3		South End Parking Area/Gravel	N/A
Back Entrance Women’s Washroom	3			
Back Hallway	2 m S-D			
Elevator	1			

<sup>1</sup> Maximum of 12 tables with an average of 4 persons/table. Maximum of 6 persons/table, max 3 persons/table if 2 m S-D applies.

<sup>2</sup> Maximum number of people in mass gatherings, as per “Order of the Provincial Health Officer –Mass Gatherings”. <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/reports-publications/covid-19-pho-class-order-mass-gatherings.pdf>

The Scandinavian Community Centre employs 3 persons who share one (1) office. Their roles and responsibilities at the centre are multifaceted and they perform many work tasks at the Centre away from their office desks.

A schedule has been established so that a maximum of two (2) employees are scheduled to work at any time. The two staff persons that process the financials together share the office, the bar manager performs her shift in solitude.

Tape on the floor in the office has been affixed 2 m from the desks to remind visitors to keep a safe physical distance.

Using available templates from WorkSafeBC and BC Ministry of Health, we have posted signage throughout the building reminding everybody about current Covid-19 Health Regulations and Guidelines.

The Scandinavian Community Centre has been closed to the public since March 20, 2020.

The Provincial Government of BC launched the BC Re-Start Plan in the beginning of May 2020, and entered a Phase 2 on May 14, 2020, relaxing some of the COVID-19 Health Orders regarding non-essential businesses and services allowed to re-open in a “new normal” mode of operation.

The Scandinavian Community Centre will implement our Re-Start Operations Plan on July 6, 2020.

**IMPORTANT NOTE:** Changes to the Scandinavian Community Centre’s mode of operations will be determined by the SCCS Board and our Covid-19 plans and guidelines updated accordingly.

The updated plans and guide will be distributed to the Centre’s member organizations by the SCCS Board cascading the information throughout the Centre’s community. Summary of the Centre’s Covid-19 plans and guidelines will be published on our website.

There will be a lag time between BC Provincial Government’s revised Covid-19 Orders, and the Centre’s adaptation of the revised Covid-19 Orders. The Centre will conservatively and purposely be a late adopter of new Covid-19 directives that will decrease restrictions.

Operational levels (scope and size of rentals, activities, events and max attendance levels) in separate plan “SCC COVID-19 Re-start Operations Plan”

## **Second Level of Protection (Engineering): Barriers and partitions**

We are installing a plexiglass barrier at the bar so that the bartender has a physical barrier as protection while serving bar patrons.

The bar barrier is included in the deep cleaning procedure, meaning that it will be cleaned and sanitized after all activities/events where visitors to the Centre have been in the lounge area.

Double doors from hallway to lounge area to both be open when the Centre is open to allow for wider and safer passing distance.

## **Third Level of Protection (Administrative): Rules and guidelines**

We have identified rules and guidelines for how employees should conduct themselves.

Staff has received orientation in personal conduct and responsibilities. Staff has signed off acknowledgement and intent of following set rules and responsibilities.

“Scandinavian Community Centre’s Personal Conduct and Responsibilities” is a separate document. Topics of the document include physical distancing, personal hygiene, health precautions if becoming sick, conduct at work and escalation procedure.

## **Forth Level of Protection (Using masks): Optional measures**

We have reviewed the information on selecting and using masks and instructions on how to use a mask.

It is not required for employees to wear face masks/coverings in the office.

It is proposed, but not required for employees to wear mask when performing work outside of the office area, especially when there are visitors or other non-employees (contractors, volunteers, members) at the Centre.

We are providing masks for our employees, and we are committed to supply our staff with other optional (in addition to mandatory) personal protection equipment if and when needed.

*Ref. “WorkSafeBC: COVID-19 health and safety: Selecting and using masks in non-health care settings”*

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-selecting-using-masks?lang=en>

*“WorkSafeBC: Help prevent the spread of COVID-19: How to use a mask”*

<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-how-to-use-mask?lang=en>

## Cleaning and Hygiene Practices

We have reviewed the information on cleaning and disinfecting surfaces.

We have many handwashing facilities on site for our employees. Handwashing locations are visible and easily accessed.

Policies regarding limiting the spread of COVID-19 through personal hygiene practices are included in the “Scandinavian Community Centre’s Personal Conduct and Responsibilities”.

WorkSafeBC’s posters “Handwashing” are mounted on the walls in all washrooms and in the kitchen areas, and copies of the “Cover coughs and sneezes” are posted in all rooms intended for congregation of people (meeting rooms, spaces for events).

Regular weekly cleaning is done by a third-party contractor according to set schedule managed by the office. The janitors have their own access code to the building and cleaning is performed after the facilities have been vacated for the day.

### NEW - Deep Cleaning

New procedure for Deep Cleaning has been established.

Deep Cleaning is performed after all activities, events, meetings that are scheduled through the office. Experienced staff, wearing gloves, cleans all potentially touched surfaces that visitors might have touched, including, but not limited to, doorknobs and handles, light switches, cabinet handles, faucets, railings and installed physical barriers.

Industrial strength cleaning solutions with sanitizing properties are used.

Staff performing Deep Cleaning has received WorkSafeBC’s information about cleaning and disinfecting, including the link to the list of disinfectants with evidence for use against COVID-19 that the Government of Canada has published: “Hard-surface disinfectants and hand sanitizers (COVID-19).

The Centre’s Office manager schedules the Deep Cleaning.

*Ref: “WorkSafeBC: COVID-19 health and safety: Cleaning and disinfecting”*  
<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-cleaning-disinfecting?lang=en>

*WorkSafeBC’s “Handwashing” -* <https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-handwashing?lang=en>

*WorkSafeBC “Cover coughs and sneezes”* <https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-cover-coughs-sneezes?lang=en>

*Gov of Canada:* <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>