

GREATER VICTORIA POLICE VICTIM SERVICES COVID-19 SAFETY PLAN

The B.C. government website contains links to important health information as well as non-health-related information: www.gov.bc.ca/covid-19

BC Government Interim Guidance to Social Services:

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-social-service-providers.pdf>

WorkSafeBC Guidelines (BC's Restart Plan Phase 2) note: police based victim services falls under category "in-person counselling":

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/in-person-counselling>

For staff: COVID-19 SAFETY Materials ORCA training – the PDF is in the i:/drive folder Policies & Manuals > OHS

COVID PROTOCOLS/ WORKPLACE PLAN:

- In keeping with COVID-19 guidelines, all employees who experience symptoms of flu, cold or COVID-19, which include fever, chills, new or worsening cough, shortness of breath, sore throat, new muscle aches, headache, sneezing, runny nose, nasal congestion, rash, diarrhea, fatigue and weakness are to stay away from the office. Staff have the option to work remotely from home if symptoms allow or utilize their sick leave entitlements.

Should a staff member get COVID (or like pandemic) GVPVS will work with the individual to maximize Federal, Provincial and our own policies to best reduce any impact on employee finances, including waiving probation period requirements.

- Working remotely will continue with telephone support until further notice. Should a staff member wish to work in the office they may do so after confirming that there will be no more than three (3) staff in the office at any one time and occupy workstations that are socially distance apart (no sharing of offices). Staff should not utilize the workstations of other staff and each person is responsible for sanitizing their own workstation each day it is used.
- During daily interactions, all staff are required to practice safe social distancing by keeping a minimum of 2 metres distance between one another at all times. Common areas with limited spacing require one guest to pass before another can safely proceed. When social distancing (2 meters) is not possible or practical, staff need to wear a non-medical face mask.

- Use of kitchen area must be staggered to only one (1) person at a time.
- Do not share food, drinks or items with other staff members.

Cleaning/sanitizing requirements for staff when in the office:

- Sanitize high touchpoint areas (kitchen area, door handles, photocopier, mail machine etc.) after every use. If using the internal restroom, it is important to sanitize areas after use.
- All dishware, silverware, table-top items are washed with high temperature/sanitizing settings following Health Canada instructions.
- Clear and sanitize your workstation including phone sets, keyboard, mouse, chair and desk areas at the end of day.
- Sanitizing supplies are located in four stations throughout the office. Disposable gloves are available near the entry door.
- All staff are required to practice frequent hand washing.

Courthouse office:

- The office will only be utilized by the one designated staff member (Court Support Coordinator)
- The Court Support Coordinator will sanitize the workstation, door handles and table daily.
- If necessary for another person to be present in the office, the occupants will maintain social distancing of two (2) meters apart.
- The Court Support Coordinator will sanitize all surfaces directly after the meeting.

WORKING FROM HOME HEALTH & SAFETY PROTOCOLS:

The Personnel Policy and Occupational Health and Safety Manuals continue to apply for working from home situations.

In addition, employees are responsible to assess their home workspace and report any hazards to the Program Director.

Employees are also required:

- To have an Evacuation Plan to a safe location in case of an emergency. If an emergency arises, the employee is to contact the Program Director or Program Coordinator as soon as it is safe to do so.
- Review ergonomic considerations of the workspace and direct any issues to the Program Director to discuss options.
- Report any work-related incidents or injuries immediately to the Program Director, Program Coordinator or Finance Manager.