

FNESC Exposure Control Plan (COVID-19)

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Company Information:
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Health Hazards of COVID-19

While much is still unknown about COVID-19, the effects can be more severe than seasonal influenza because it appears that people do not have an immunity to the virus. In addition, the virus seems to be much more easily spread (more contagious) than seasonal influenza and, while many may experience mild or moderate illness some, especially those over the age of 50 years old and those who have comorbid conditions (presence of other illness or disease) may experience severe and/or fatal illness.

Symptoms

The BC Centre for Disease Control reports that symptoms of COVID-19 may appear 2 to 14 days after exposure and may affect people to varying degrees. The symptoms include fever (higher than 38 degrees celsius), cough, and shortness of breath.

Transmission

It is believed that prior to a person starting, and as long as a person is experiencing symptoms of COVID-19, they may be able to transmit the virus. Transmission is believed to be spread in a similar way to seasonal influenza and may occur in a variety of ways, including the following:

- Infectious droplets (from a coughing or sneezing person) landing in the eye or onto the mucosa (moist inner surfaces) of the mouth or nose;
- Shaking hands with an infected person or touching a surface contaminated with the virus followed by touching one's eyes, nose or mouth;
- Breathing infectious airborne droplets or particles (from coughing, sneezing, or aerosol-generating medical procedures on infected patients);
- Sharing food items or utensils with an infected person.

Statement of Purpose

FNESC is committed to providing a safe and healthy workplace for all of our staff. A combination of measures will be used to minimize worker exposure to COVID-19, including education, disinfecting commonly touched surfaces, personal hygiene, and ongoing review of processes and new information with new measures implemented as necessary or pertinent.

Responsibilities

FNESC will:

- Ensure that the materials (disinfectant wipes, disinfectant hand gel, soap, hand washing facilities), communications and training required to implement and maintain this plan are available when and where they are required;
- Select, implement and document the appropriate organizational wide and site specific control and prevention measures;
- Ensure that managers and employees are educated and trained as required to implement and support this plan;
- Conduct periodic reviews of the plan's effectiveness. This includes a review of latest information and best practices to ensure that control and prevention measures are effective and practical;
- Maintain records of training, communications and activities;
- Ensure a copy of this plan is available to employees.

Managers will:

- Ensure that employees that report to them are adequately instructed on the control and prevention measures outlined in this plan;
- Direct work in a manner that minimizes risk to employees and maximizes the effectiveness of control and prevention measures.

Employees will:

- Understand the hazards of COVID-19 and cooperate with managers and FNESC to control and prevent transmission at work;
- Follow established safe work procedures as directed by managers;
- Report any potential exposures or lack of compliance to managers.

Risk Identification and Assessment

Three primary routes of transmission are anticipated for COVID-19, all of which need to be controlled. These include contact, droplet, and airborne transmission.

1. Contact transmission, both direct and indirect

Direct contact involves skin-to-skin contact, such as patient care or emergency response activity that requires direct personal contact (for example, turning or bathing a patient). Indirect contact involves a worker touching a contaminated intermediate object such as a table, doorknob, telephone, or computer keyboard, and then touching the eyes, nose, or mouth. Contact transmission is important to consider because influenza viruses can persist for minutes on hands and hours on surfaces.

2. Droplet transmission

Droplets may be generated when an infected person coughs or sneezes, and may be generated when a person speaks. Droplets travel a short distance through the air, and can be deposited on inanimate surfaces or in the eyes, nose, or mouth.

3. Airborne transmission

Airborne (inhalable) particles can be generated from coughs and sneezes.

Coughs and sneezes produce both large droplets and smaller airborne particles. The smaller particles remain suspended in air for longer periods, and can be inhaled. The large droplets can also evaporate quickly to form additional inhalable particles. As the distance from the person coughing or sneezing increases, the risk of infection from airborne exposure is reduced; but it can still be a concern in smaller, enclosed areas, especially where there is limited ventilation. As the number of infected people in a room increases, the risk of infection can increase.

The following risk assessment table is adapted from Regulation Guideline G6.34-6. Using this guideline as a reference, we have determined that the risk level of our workers is moderate to low. FNEC employees work in a variety of environments (office, schools, meetings, workshops, travel, etc.), and have varying degrees of contact with the general public. The main areas of risk for employees are when employees attend meetings, workshops or events, travel by air, or are working in the office or in a classroom.

Risk Assessment for COVID-19 at FNEC

	Low risk Employees who have little contact with others (i.e. rarely attend meetings or events, or travel).	Moderate risk Employees who may be exposed to infected people from time due to meetings, events and travel.	High risk Employees who may be exposed to infected people regularly due to meetings, events and travel.
Examples of FNEC Employees	Administrative, Human Resources, Finance, ICT, Policy Analysts.	Director and Managers in Communications and Policy Department; Director, Languages & Culture Dept.	Executive Director, and all Out-of-Office staff (Instructional Svs, SEP, Languages & Culture).
Hand hygiene	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
Disposable gloves	Not required	Not required	Yes, in some cases if preferred (i.e. airports and airplane travel)
Face masks or face shields	Not required	Highly recommended and will be provided	Highly recommended.
Aprons, gowns, or similar body protection	Not required	Not required	Not required
Eye protection—goggles or face shield	Not required	Not required	Not required
Airway protection—respirators	Not required	Not required	Not required

Risk control

WorkSafe BC regulations require that employers implement infectious disease controls in the following order of preference:

1. Engineering controls;
2. Administrative controls;
3. Personal protective equipment (PPE).

It is not necessary to implement engineering controls or personal protective equipment controls at FNE SC because risk of exposure can be controlled using administrative controls.

FNE SC Administrative Controls

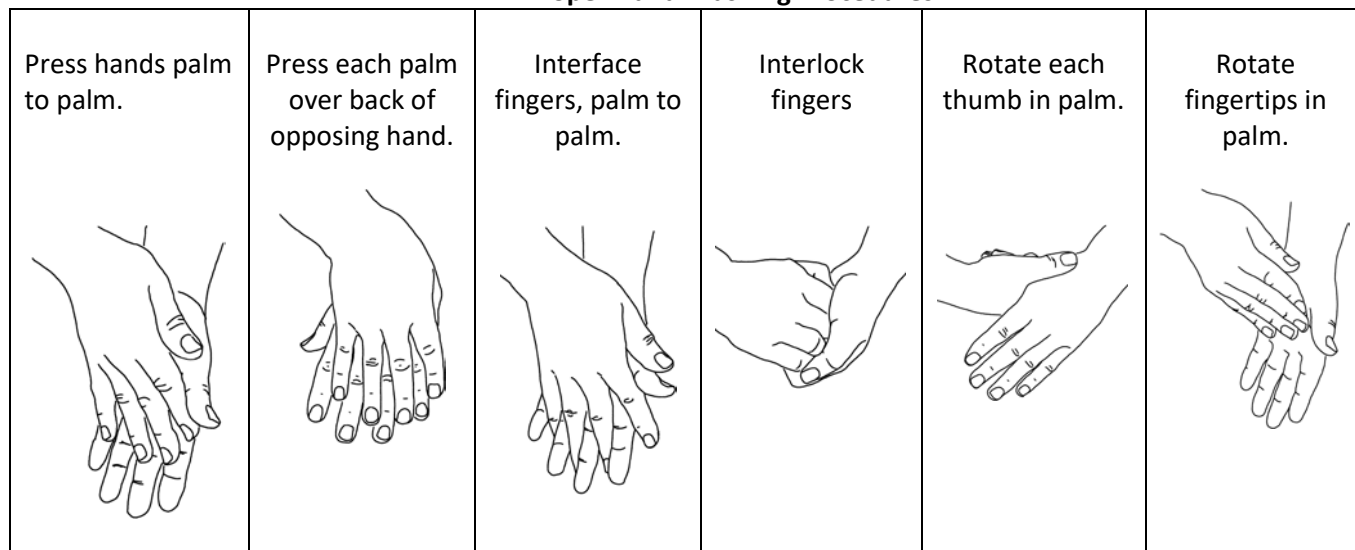
1. Hand Washing

Hand washing or disinfecting is believed to be one of the most effective ways to minimize the risk of infection of COVID-19. Proper hand washing and/or disinfecting helps to prevent the transfer of the virus from infected surfaces to the hands to other parts of the body – particularly the eyes, nose and mouth.

FNE SC employees will wash or disinfect their hands immediately:

- Before returning to the office (after signing in) at the beginning of the day, after meetings or other work tasks that take them away from the office, and after returning from lunch;
- After handling materials or touching surfaces that may be contaminated;
- Before eating, drinking, smoking, handling contact lenses or applying make-up.

Proper Hand Washing Procedures



Use soap and warm running water (it doesn't have to be hot to do the job). If water is unavailable, use a waterless hand cleanser that has at least 70% alcohol. Follow the manufacturer's instructions on how to use the cleanser. For the duration of a COVID-19 outbreak, alcohol-based cleansers will

be located throughout the FNEESC office. Out-of-Office staff will be reimbursed for the purchase of alcohol-based cleansers as communicated.

2. Social Distancing

Employees are expected to follow all social distancing protocols while at work. These protocols are:

- Maintaining a social distance of 2 metres from other people at all times while in the office. Two metres is approximately two arms lengths.
- Respecting and adhering to the maximum number of people at one time in selected office areas. Signs to indicate the maximum number of people allowed in the space at one time have been posted in all common areas including the lunch room, boardroom, photocopy room, kitchen, reception area, storage lockers, and bathrooms;
- Respecting and adhering to social distancing for workstations and offices. Floor markings have been placed at all workstations and offices to indicate that only one person is allowed past the floor markings (at the workstation or in the office) at any time. Signs have also been posted on the entrances to all offices;
- Respecting and adhering to one-way hallways and waiting at the end of hallways until they clear if they are being used.

3. Reducing Crowding

- Employees have been divided into two working groups or cohorts. Cohorts will alternate days working in the office with Group/Cohort A working Monday, Wednesday and Friday one week and then Tuesday and Thursday the next week. Group/Cohort B will work the opposite schedule/days.
- There is no mixing or intermingling of cohorts. Staff are only allowed to attend the office on the days that their cohort is scheduled to work from the office.
- All meetings must take place virtually. FNEESC uses Zoom for virtual meetings. If education partners or other key work contacts use other virtual meeting platforms, FNEESC will ensure that employees have access and ability to continue their work using necessary platforms.
- All temporary workers from temporary agencies will be placed into a cohort and will not mix or intermingle with the other cohort.

4. Wearing Masks

All persons entering and using the FNEESC offices are required to wear masks at all time and in all areas with the exception of the following:

- While working at their desk within their workstation or their office.
- While eating lunch in the lunchroom only.

FNEESC has provided all staff with two washable/re-usable face masks and a face shield. FNEESC will also ensure that there is a supply of disposable face masks available for staff and visitors.

5. Employee Self-Assessments

Prior to entering the FNEESC office, all employees and visitors will be required to self-assess for COVID-19. The self-assessment tool will be posted on the office entrances and at the sign in/out area for staff.

Staff who consent may receive a temperature check from the Administrative Assistant at the reception desk.

6. Eliminating the Use of or Regular Cleaning of Shared Items

- For the duration of the COVID-19 pandemic, FNEESC will discontinue the use of all shared food ware (mugs, glasses, cutlery, plates, bowls, water jugs, etc.), appliances (microwave, refrigerator, sandwich makers, coffee makers, kettles, smoothie makers, etc.), and office equipment (tape dispensers, staplers, pens, etc.).
- For the duration of COVID-19, employees will disinfect printers, photocopiers, reception telephone, fax machine, and storage locker keys prior to using. Disinfectant wipes and spray will be provided for disinfecting these items.
- All incoming mail and deliveries will be disinfected using disinfectant spray immediately upon being delivered to the FNEESC office.

7. Cough and Sneeze Etiquette

Employees are expected to follow cough/sneeze etiquette while at work, regardless of whether they are in the office, at meetings or events, in a classroom, or traveling. This etiquette minimizes transmission of COVID-19 via droplets and airborne routes. Cough/sneeze etiquette includes the following:

- Cover your mouth and nose with your sleeve or a tissue whenever you cough or sneeze. Do not cover your mouth and nose with your hand;
- Use tissues to contain secretions and dispose of them immediately in a waste container;
- Turn your head away from others when coughing or sneezing;
- Wash your hands regularly;
- Politely, remind others of proper cough/sneeze etiquette if you notice them not following the proper etiquette.

8. Enhanced Cleaning Schedules – Twice Daily Office Disinfecting

All employees will participate in a twice a day (approximately 9:30am and 1:30am daily) office wipe-down/disinfecting. All employees are required to use alcohol wipes to disinfect their keyboards, telephones, desktop, desk and cabinet handles, door knobs, light switches, and other commonly touched surfaces in their office or workspace. In addition, employees will be assigned to disinfect all commonly touched surfaces throughout the office including, but not limited to:

- Boardroom table top, chair handles, counter, cupboard handles, fridge handles, kettle handles, etc.;
- General office area door knobs, handles and push-bars, light switches, counters, photocopiers/printers, cabinet handles, chair handles, etc.;

- Kitchen and staff room cabinet handles, fridge handles, coffee maker, closet handles, table top, chairs, etc.;
- Reception area counter, door handles/push-bars, phone, fax machine, cabinet handles, sign in/out pen, mail machine, etc.;
- Printer room door knob, light switch, counter tops, printer, etc.

FNESC will be proactive and ensure that all necessary disinfecting items, such as wipes, are available. Currently, FNESC has a large supply of disinfectant wipes.

The daily office cleaning will be done with disinfectant on Mondays, Wednesdays and Fridays and with soap and hot water on Tuesdays and Thursdays.

9. Employee Travel, In-Person Meetings and First Nations Community or School Visits

All employee travel, in-person meetings and visits to First Nations communities or First Nations schools have been discontinued until further notice. Prior to restarting these activities, FNESC will ensure the following:

- All staff (In-Office and Out-of-Office staff) have received training of FNESC's exposure control protocols for employee travel, attending or hosting in-person meetings and visiting First Nations communities and/or First Nations schools. These protocols are outlined in a general manner in Administrative Control #9 (below), but will be listed in Appendix B of this document when they have been developed.
- All staff will acknowledge that they have received training of FNESC's exposure control protocols for employee travel, attending or hosting in-person meetings and visiting First Nations communities and/or First Nations schools.
- First Nations have formally consented, in writing, that they are ready, willing and able to accept FNESC staff in their communities. This consent must come from the First Nation. Consent from a First Nation school is not adequate if consent has not come from the Nation.

10. Out-of-Office Staff Disinfecting and Preventative Measures

Out-of-Office staff will use alcohol wipes to wipe-down and disinfect the following while working:

- Airplane seats, table tops, arm rests, seatbelts, head rests, fans, and the general seating area of their seat on airplanes when traveling;
- Rental car steering wheels, gear shifts, window handles, seat head rests, keys, visors, and dashboard controls;
- Desk/table tops, seat handles and other commonly touched areas while at meetings or in classrooms;
- Hands after leaving classroom/school or meetings.

In addition, Out-of-Office staff will take the following precautions when traveling:

- Avoid crowds at airports as much as possible, especially people who are coughing or sneezing;
- Wear socks (no bare feet) when going through security;
- Wipe down checked suitcases or bags when claiming them;

- Wash or disinfect hands regularly.

11. Reporting and Dealing with Sick Employees

Employees who are not feeling well will not report to work, even if the symptoms of the employee's ailment do not appear to be symptoms of COVID-19.

If an employee starts to feel unwell while at work, the employee will promptly report any symptoms of COVID-19 to their Manager. In this even the Manager will immediately send the employee home and coordinate an immediate office wipe-down/ disinfecting.

FNESC has generous Sick Leave for all full-time employees (up to 15 days per year). The purpose of sick leave is to provide employees with a benefit to effectively, and without worry of no pay, to take the time to recover from illnesses and to ensure that illnesses are not spread to co-workers. Employees who feel symptoms related to COVID-19 are encouraged to stay home for the duration of the symptoms. FNESC's Sick Leave policy states that employees may be required to provide a doctor's note after three (3) consecutive days of illness. This policy will remain in effect during a COVID-19 outbreak, but employees diagnosed with COVID-19 will not be required to provide a doctor's note.

If employees have used all of their entitled paid Sick Leave for the year, FNESC will allow them to use Annual Leave and/or take leave without pay when they are showing symptoms of COVID-19. Alternatively, FNESC may, at the discretion of the Executive Director and the Director, Human Resources and Support Services, may offer additional sick leave benefits to employees or allow employees to use sick leave for the next year.

Out-of-Office employees will re-arrange schedules or provide video coaching when they are experiencing symptoms related to COVID-19. They will not visit First Nations or schools. In the event of a positive diagnosis of an Out-of-Office employee, Out-of-Office employees may discuss with HR the availability of paid sick leave benefits, which will be determined on a case by case basis. In the event of an employee following FNESC's protocols and staying home when not feeling well, FNESC encourages re-arranging schedules or FNESC may elect to provide one-time sick leave benefits. This will be determined on an individual case by case, and as feasible/affordable basis.

If staff travel and visits to First Nations communities and/or First Nations schools are restarted during the COVID-19 pandemic, Out-of-Office staff will not travel or visit First Nations communities or First Nations schools if they feel unwell. If staff feel unwell, even if their symptoms do not appear to be related to COVID-19, staff will postpone or reschedule all travel or school visits until after they have been determined to be negative for COVID-19. Staff may conduct virtual meetings, coaching sessions, or workshops while isolating at home.

If staff travel and visits to First Nations communities and/or First Nations schools are restarted during the COVID-19 pandemic, in order to enable Out-of-Office staff to be responsible and postpone or reschedule travel and visits to First Nations communities and First Nations schools, FNESC will implement temporary sick leave benefits for Out-of-Office staff. This temporary benefit is "to be determined" and will be implemented prior to any restart of staff travel or visits to First Nations communities and First Nations schools.

12. Education, Communications and Reminders

The Human Resources and the Communications Departments will coordinate weekly emails to educate and remind staff of the FNEESC Exposure Control Plan and FNEESC's measures for prevention and control.

All employees will receive education via email or in-person training on the following:

- The risk of exposure of COVID-19 and the signs and symptoms of the disease;
- Updates to FNEESC's administrative controls;
- Reporting symptoms immediately.

13. FNEESC Office Closures

FNEESC may close the office and have all staff who are not required to do work that must be done from the office work at home. The decision to close and re-open the office will be done by the Executive Director and the Sr. Director, Human Resources and Support Services. The FNEESC Executive Committee and the FNSA Board of Directors will be notified when decisions to close and reopen the office are made.

If the office is closed, only essential work will be done in the office. Essential work includes:

- Administrative work necessary to maintain the continued provision of support, programs and services to First Nations, First Nations schools, First Nations learners, as well as continued cooperation with education partners, and other key business partners. This includes the preparation of meeting kits, incoming and outgoing mail, and accepting deliveries;
- Finance work necessary to maintain continued provision of support, programs and services to First Nations, First Nations schools, and First Nations learners. This includes the continuation of staff payroll, accounts payables, and finance record keeping.
- Information and Communications Technology work necessary to maintain continued provision of support, programs and services to First Nations, First Nations schools, and First Nations learners. This includes regular maintenance, trouble-shooting and repairs to FNEESC's servers, ICT systems, and data bases.
- Other essential work as determined by Managers, Directors, and the Sr. Director, Human Resources and Support Services.

During office closures, a schedule of staff working in the office will be developed by the Executive Assistants, Director of Finance, Director of ICT and the Sr. Director, Human Resources and Support Services. The staff scheduled to work in the office will only be scheduled in the office for essential work.

The maximum number of staff scheduled to be in the office for essential work during an office closure will not exceed 5 staff at one time. The five staff will include the following:

- One member of the Finance department.
- One member of the ICT department.

- Two members of the administrative staff. This number may be increased to 3 or a maximum of 4 administrative staff, if there are no Finance and/or ICT staff scheduled.
- One other staff person, such as a Director required to provide signatory approvals. The additional person will be approved by Managers and the Sr. Director, Human Resources and Support Services.

14. Other Preventative Measures

Other transmission prevention measures and decisions, including office closures, will be driven by the information from, and actions, recommendations and directives of various other organizations such as:

BC Public Schools	BC Health Authorities	Canadian Travel Advisories
First Nations and First Nations Schools	BC Provincial Medical Health Office	Local and National News
BC Government	First Nations Health Authority	First Nations Summit
Federal Government	Centre for Disease Control	Medical Health Officers

Based on the information from and actions, recommendations or directives of the above organizations, FNEC shall take measures such as, but not limited to:

- Limiting or ceasing all staff and/or participant travel;
- Reducing the size of or ceasing in-person meetings;
- Closing the FNEC offices and implementing work-from-home processes where feasible.

When such measures are taken, the FNEC Organizational Continuity Plan will be implemented.

15. Record Keeping

FNEC will keep records of instruction, education, reminders and training.

16. Annual Review

FNEC will review this Exposure Control Plan on an annual basis and update it as necessary, especially as new information related to COVID-19 is brought to light.

A full outline of FNEC's Exposure Control Protocols is included in Appendix A.

A full outline of FNEC's Exposure Control Protocols for staff travel, in-person meetings and First Nations community and First Nations school visits will be included as Appendix B when it has been developed.

Employee Who Exhibits Symptoms of COVID-19

In the event that a FNEC employee is experiencing symptoms of COVID-19, FNEC will fully cooperate with and take the advice of the BC Health Office officials, including providing full disclosure of the employee's work-related interactions and travels. In addition, FNEC, will immediately require other employees who had come in contact with the employee with the presumptive case of COVID-19 to stay

home with the recommendation of self-quarantining for a minimum of 14 days, and/or to get tested for COVID-19 before returning to the office.

If an In-office employee is experiencing symptoms of COVID-19, FNEESC will immediately close the office for a period of at least two (2) days for a full disinfecting of the office.

In the event of an office closure, FNEESC will implement work-from-home processes. Should FNEESC determine that work from home would not be effective, continued payment for employees is not feasible, and other options for salary continuation are not possible, FNEESC may offer employees the option of using Annual Leave for the duration of the closure.

Employee with Positive Test of COVID-19

In the event that a FNEESC employee has tested positive for COVID-19, FNEESC will fully cooperate with and follow all advice and directives of the BC Health Office, including closing the office for a period of two weeks or more if advised or directed.

In the event of an office closure, FNEESC will implement work from home processes with which all employees are expected to comply for the duration of the closure.

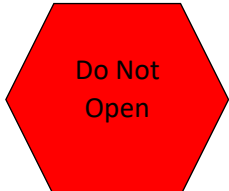
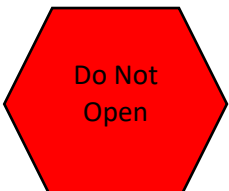
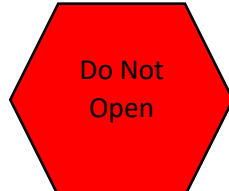

APPENDIX A: DETAILED EXPOSURE CONTROL PROTOCOLS FOR FNEC STAFF WORKING IN THE OFFICE

Components of Office Re-Opening Plan

1. FNEC Office Re-Opening Decision Tree.
2. Office Access and Operations.
3. Workstations, Offices, and Communal Spaces.
4. Cleaning.
5. Social Distancing and Other Infection Control Measures.
6. Others Entering the Office.
7. Communications to Employees and Others.
8. Training of Managers and Employees.
9. Staff Travel and Large Meetings.
10. Evaluation, Revision, Continuous Improvement and Record Keeping.

1. FNEC Office Re-Opening Plan Decision Tree

The purpose of this Decision Tree is to assist the FNEC Board of Directors and senior leaders in making decisions related to re-opening the office and/or re-starting other work activities such as in-person meetings and staff travel during the COVID-19 pandemic.

Should FNEESC consider re-opening the office?	Are recommended safety actions in place?	Is ongoing monitoring in place?	Open the Office
<ul style="list-style-type: none"> ✓ Do community pandemic indicators mitigate risk of re-opening the office? ✓ Will re-opening the office be in compliance with municipal, regional, provincial and federal orders or guidelines? ✓ Will FNEESC be ready to protect employees who are at higher risk for severe illness as a result of COVID-19 infection? ✓ Is FNEESC taking unnecessary risk? 	<ul style="list-style-type: none"> ✓ Are there healthy hygiene practices or procedures? ✓ Is there intensified cleaning and disinfecting? ✓ Is there proper social distancing considering physical barriers, work space, office layout, communal and shared spaces, telework, staggered shifts and breaks, events? ✓ Does FNEESC have all required supplies and equipment such as disinfectant, wipes, face masks, barriers? ✓ Are there plans for travel, commuting, and meetings? ✓ Are staff being trained? 	<ul style="list-style-type: none"> ✓ Is there a process for checking for signs and symptoms in employees? ✓ Is FNEESC encouraging employees who are sick to stay home? ✓ Do policies and practices support staying home when sick? ✓ Is there a plan if an employee gets sick? ✓ Is the office ready to close again if there are increased community cases or an office outbreak? ✓ Is FNEESC monitoring and adhering to updated government guidelines and all requirements? 	<ul style="list-style-type: none"> ✓ Monitor. ✓ Ongoing Assessment. ✓ Prepare for outbreak or second wave. ✓ Regular communication with staff. ✓ Ongoing training.
<p>Answer "NO" to any of those questions</p>	<p>Answer "NO" to any of those questions</p>	<p>Answer "NO" to any of those questions</p>	
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2. Access and Operations

FNEESC will implement and enforce adherence to the following access and operational requirements:

- I. Employee Start and Finish Times:
 - a. Employees who are required to take transit may adjust their start and finish time in order to avoid peak transit-use times. Adjusted start and finish times will be coordinated with the employee's Manager and Human Resources so that they are at a time that is mutually agreeable to the employee and to FNEESC operations. If mutual agreement to an adjusted start and finish time is not achieved, Human Resources will make the determination of the adjusted start and finish time that effectively balances employee safety, family commitments and FNEESC operations.
 - b. Lunch times will be scheduled and "scattered".
 - c. A schedule of day and hours for employees who are required to work in the office will be posted. This schedule may change due to operational requirements and employees will be given at least five (5) days' notice of schedule changes that impact them.

- II. Employee Expectations and Requirements:
 - a. Employees are encouraged to carry their own pens to sign in and out however, hand sanitizer is available at the point of sign in and out.
 - b. All employees are required to sanitize or wash their hands immediately after signing in at the beginning of the day, after returning from breaks, or when returning to the office after meetings, going to collect mail, going to storage lockers, etc. Hand sanitizer will be available at the sign in/out point.
 - c. Signage will be posted at the front door restricting access to the workplace for anyone who is exhibiting symptoms of COVID-19.
 - d. Employees are required to use only computers, staplers, tape dispensers, scissors, pens, etc. that have been assigned to them.
 - e. Employees are required to wash their hands often during their work day.
 - f. Employees are required to follow proper coughing and sneezing etiquette by coughing or sneezing into their sleeves.
 - g. Employees are encouraged to eat outside or at their desk and, if they are bringing food from home, to bring food that does not require refrigeration or microwave ovens.
 - h. Employees will be required to stay home if they are unwell. They may use paid sick leave (as per FNEESC policies and entitlement) and/or paid Annual Leave for absences due to illness, if necessary. No doctor's notes will be required unless the employee is absent for more than three (3) consecutive days.
 - i. All employees are expected to participate in daily general office and high touch surface cleaning and disinfecting activities, as well as daily cleaning and disinfecting of their personal office or workspace.

- III. Building and Office Access:
 - a. Employees are encouraged to use stairs to gain access to Units 113 and 110, unless they are unable to use the stairs.

- b. Building requirements limit a maximum of 2 people in the elevator at a time. Employees must adhere to building requirements. FNEESC will require employees to adhere to this requirement when using elevators at Maple Leaf Storage as well.
- c. Employees must wash or disinfect their hands immediately upon entering the FNEESC office after exiting an elevator.
- d. Employees are expected to stand clear of office entrance doors if another person is entering or exiting the office at the same time.

IV. Office Capacities

- a. The maximum number of employees in the office at one time and/or in particular office areas will be based on either government and/or health office recommended guidelines (currently at 1 employee per 4 square metres), and/or based on the unique layout of FNEESC office spaces/areas. Maximum capacity for specific office areas/spaces are listed later in this Plan. Appendix B shows the recommended office capacity based on layout considerations.
- b. The maximum capacity of the FNEESC offices are as follows:
 - i. Unit 113 – maximum of 24, with area restrictions and considerations based on layout;
 - ii. Unit 110 – maximum of 4, with area restrictions and considerations;
 - iii. Unit 106 – maximum of 3 with area restrictions and considerations.
- c. In order to adhere to maximum office and specific area capacities all in-office staff will be working in the office on a rotating basis.
- d. There will be no shared offices or work stations during COVID-19 precautionary times.
- e. In order to ensure continued operations, some staff may be required to perform work duties/responsibilities that they would not normally perform while they are working in the office on a rotating basis.

3. Workstations, Offices, and Communal Spaces

- I. Workstations – Maximum of 1 person per workstation:
 - a. Twice a day (at the beginning of their day, and upon return from lunch) employees will be required to disinfect their workstation. This includes keypad, mouse, telephone (handle and buttons), printer, cabinet and drawer handles, chair handles, desk surface, sides of workstation walls, etc.)
 - b. No meetings or discussions may take place within a workstation. When an employee is working at a workstation, other employees must not cross the tape line on the carpet. Discussions or meetings will occur with one employee on each side of the tape.
- II. Offices – Maximum of 1 person per office:
 - a. Twice a day (at the beginning of their day, and upon return from lunch) employees will be required to disinfect their office. This includes keypad,

mouse, telephone (handle and buttons), printer, cabinet and drawer handles, chair handles, desk surface, doors and doorknobs, etc.)

- b. No meetings or discussions may take place within an office. When an employee is working in an office, other employees must stop at the doorway. Meetings or discussions will occur with one employee on each side of the door and maintaining a minimum of a 2-metre social distance.

III. Communal Spaces:

- a. Reception – Maximum 2 people (Receptionist, plus one other person):
 - i. The Receptionist will be protected by plexi-glass barriers placed on the east and northeast counter areas.
 - ii. Only one person is allowed behind the reception counter at one time.
 - iii. All incoming and outgoing mail and deliveries will be left on the cabinets outside of Barb O’Neill’s office.
 - iv. Employee mail slots will be placed on the west and northwest counter area at reception so that employees are not required to go behind the counter to collect their mail.
 - v. Receptionist will use spray disinfectant to disinfect all incoming mail prior to opening.
 - vi. Receptionist will use spray disinfectant to disinfect storage keys after use.
 - vii. There will be no items like flyers, magazines or other materials for guests to read or browse while waiting in reception.
 - viii. Receptionist and/or their relief will disinfect all high touch areas (desk top, counter tops, keyboard, telephone, fax machine, chair handles, stapler, tape dispenser, scissors, etc.) at the beginning of shift, upon starting lunch relief duties, and upon returning from lunch.
 - ix. Receptionist will disinfect chair and sofa after use.
 - x. Receptionist will disinfect sign in/out pen and clip board handles at the beginning of their shift, 10am, 12noon, 1:30pm and 3:30pm.
 - xi. Receptionist will disinfect the light switch and alarm keypad at the beginning and end of their shift.
 - xii. Receptionist will use their own pen for signing for deliveries.
- b. Boardroom – Maximum of 5 people (properly spaced out around the table):
 - i. Meeting host/chair will ensure disinfectant wipes are available on the boardroom table for all meetings.
 - ii. Prior to starting the meeting and at the end of the meeting the meeting host/chair must ensure that participants disinfect all high touch areas (chair handles, table top, telephone and teleconference pad, white board pens, screen on/off switch, fan and heater switches, door handles, etc.). If participants don’t do this, then the meeting host/chair must do it themselves or ask Administrative staff to do this.

- iii. Beverages are only served in individual, recyclable or discarded drinking containers. No coffee, tea or water is served in shared vessels (kettles, water jugs, etc.).
 - iv. Catering must be individually wrapped meals or snacks. Shared, serve-yourself meals are not ordered.
 - v. All plates, cups, mugs, utensils, etc. must be paper or plastic and are discarded after use. FNEESC will not be using re-usable items.
 - vi. Meeting host/chair must limit the use of and the sharing of paper documents. If paper documents are used and/or shared, participants must wash or disinfect their hands after use. Shared documents are given to each participant in a package, rather than passed around the room, to minimize the number of people touching the document.
 - vii. Participants sign in/out of the meeting using their own pen. Shared writing implements are not used.
 - viii. Meeting participants (non-FNEESC staff) who have symptoms of COVID-19 are not allowed to attend meetings in the FNEESC office.
- c. Kitchen and Lunch Room – Maximum of 1 person:
- i. During COVID-19, FNEESC will not be providing coffee. The coffee maker will not be used.
 - ii. All employees will be required to use their own plates, cups, mugs and cutlery. No shared eating or drinking utensils will be used.
 - iii. Upon entering and leaving the kitchen or the lunch room, employees must disinfect all high touch areas (counter tops, cabinet and drawer handles, taps, remote control, fridge handles, etc.).
 - iv. No outside food can be stored in refrigerators.
- d. Washrooms – Maximum 1 person per washroom:
- i. During COVID-19, employees cannot form lines waiting for the washroom. A maximum of 1 person at a time may wait for a vacant washroom. The person waiting will stand in the square that is taped on the floor.
 - ii. Upon entering and leaving the washroom, employees must disinfect all high touch areas (toilet seat, toilet handle, taps, door handle, light switch, soap dispenser, etc.).
 - iii. Employees using the washroom near the elevators must wash or disinfect their hands upon re-entering the office.
- e. Photocopy Room – Maximum 1 person:
- i. Upon entering and leaving the photocopy room, employees must disinfect all high touch areas (light switch, door knobs, photocopier buttons/panel, photocopier paper tray handles, photocopier copy in/copies out trays, counter top, etc.).

- f. Printers, Mail Machine, Trolleys – Maximum 1 person per machine/trolley:
 - i. Upon starting and finishing use of the printers, mail machine or trolleys, employees must disinfect all high touch areas (trolley handles, printer/mail machine buttons/panel, printer paper tray handles, printer copy in/copies out trays, counter tops, etc.)

- g. Hallways – Maximum 1 person per “stretch” of hallway:
 - i. Hallways are for moving from one area of the office to another. During COVID-19, hallways cannot be used as areas for discussions.
 - ii. Hallway “stretches” are the following:
 - a) From Jan’s office to Nicolas’ office;
 - b) From Nicolas’ office to the centre printer;
 - c) From the centre printer to reception;
 - d) From the centre printer to the lunch room;
 - e) From the centre printer to Mike’s office;
 - f) From Mike’s office to the south washroom;
 - g) From the south washroom to the mail machine;
 - h) From the mail machine to the boardroom;
 - i) From the boardroom to reception.
 - iii. Some hallways will be designated as “one-way” and will have directional arrows. Directional arrows must be followed.
 - iv. When entering a two-way hallway, employees must stop and wait out of the way, if another employee has already entered the two-way hallway.

- h. First Aid Area: Maximum 2 people (First Aid Attendant and injured person):
 - i. First Aid Attendants must ensure proper personal protective equipment is worn when providing all first aid. This includes paper gown, gloves, face shield, and face mask.
 - ii. Whenever possible, the injured person must wear a face shield and/or face mask.
 - iii. Face masks, gloves and paper gowns must be discarded immediately upon finishing first aid treatment.
 - iv. Face shield must be disinfected immediately upon finishing first aid treatment.
 - v. First Aid Attendants must practice safe social distancing (2 metres) whenever possible – this includes enabling the injured person to apply their own pressure, ice, bandages, etc. whenever possible.
 - vi. Completing of first aid reporting requirements will be done with both the injured person and the Manager or First Aid Attendant wearing masks and completing the report with a 2-metre social distance.
 - vii. Immediately upon finishing treatment, First Aid Attendants will disinfect high touch surfaces including counter tops, cabinet or drawer handles, chair handles/arms, clipboards, etc.

4. Cleaning

In addition to the cleaning measures listed in Sections 2 and 3 above, FNEESC employees will participate in a twice a day office wipe-down/disinfecting. The twice a day disinfecting will take place at 9:30am and 1:30pm each day, Monday to Friday. All employees are required to use alcohol wipes to disinfect their keyboards, telephones, desktop, desk and cabinet handles, door knobs, light switches, and other commonly touched surfaces in their office or workspace. In addition, employees will be assigned to disinfect all commonly touched surfaces throughout the office including, but not limited to:

- Boardroom table top, chair handles, counter, cupboard handles, fridge handles, kettle handles, etc.;
- General office area door knobs, handles and push-bars, light switches, counters, photocopiers/printers, cabinet handles, chair handles, etc.;
- Kitchen and staff room cabinet handles, fridge handles, coffee maker, closet handles, table top, chairs, etc.;
- Reception area counter, door handles/push-bars, phone, fax machine, cabinet handles, sign in/out pen, mail machine, etc.;
- Printer room door knob, light switch, counter tops, printer, etc.

5. Social Distancing and Other Infection Control Measures

FNEESC will implement and enforce adherence to the following social distancing and infection control requirements:

a) Social Distancing

Under no circumstances will employees engage in conversations or activities, other than the provision of first aid treatment while wearing full personal protective equipment (as outlined above) where they are not maintaining a minimum distance of 2-metres between all participants. As a general rule, 2-metres will mean that if all people involved extend their arms straight out in any direction, not other persons extended arms should touch their arms.

Managers must enforce social distancing in all circumstances and follow up with any employees who are not adhering to the 2 arm-length guideline. Failing to adhere to proper social distancing guidelines after training and having expectations set may result in disciplinary measures.

Employees should not be shaking hands during the period of COVID-19.

b) Hand Washing

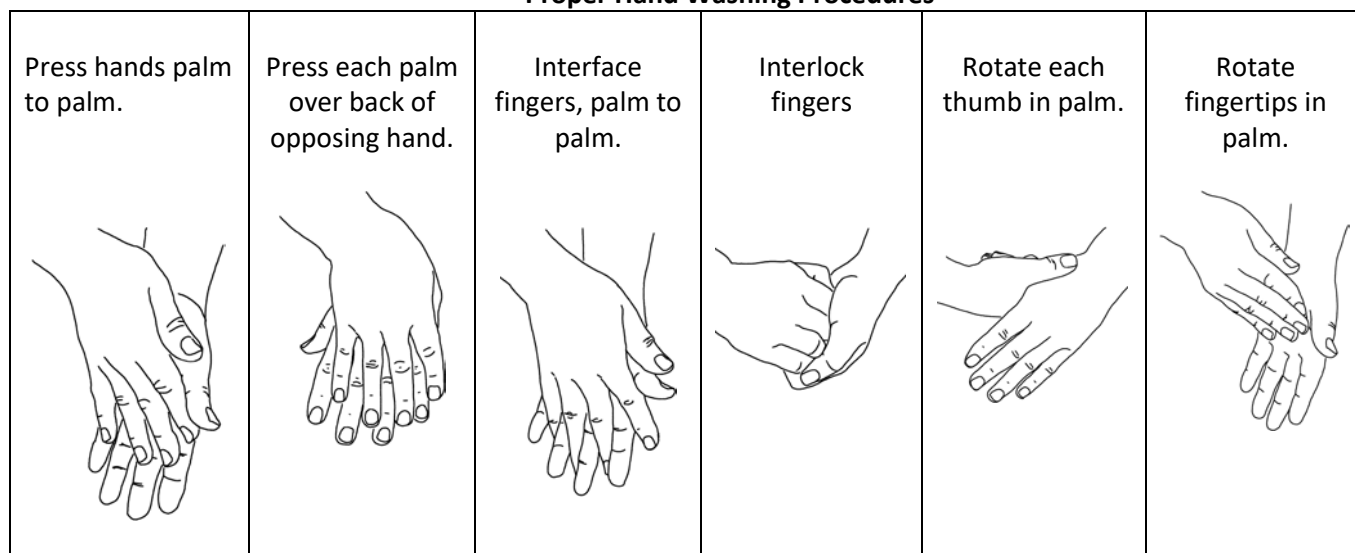
Employees are expected to wash their hands regularly when in the office and/or as stated in Sections 2 and 3 above.

Hand washing or disinfecting is believed to be one of the most effective ways to minimize the risk of infection of COVID-19. Proper hand washing and/or disinfecting helps to prevent the transfer of the virus from infected surfaces to the hands to other parts of the body – particularly the eyes, nose and mouth.

FNEESC employees will wash or disinfect their hands immediately:

- Before returning to the office (after signing in) at the beginning of the day, after meetings or other work tasks that take them away from the office, and after returning from lunch;
- After handling materials or touching surfaces that may be contaminated, such as mail or other deliveries
- After using the washroom near the elevator;
- Before eating, drinking, smoking, handling contact lenses or applying make-up.

Proper Hand Washing Procedures



Use soap and warm running water (it doesn't have to be hot to do the job). If water is unavailable, use a waterless hand cleanser that has at least 70% alcohol. Follow the manufacturer's instructions on how to use the cleanser. For the duration of a COVID-19 outbreak, alcohol-based cleansers will be located throughout the FNEESC office.

c) Cough and Sneeze Etiquette

Employees are expected to follow cough/sneeze etiquette while at work, regardless of whether they are in the office, at meetings or events, in a classroom, or traveling. This etiquette minimizes transmission of COVID-19 via droplets and airborne routes.

Cough/sneeze etiquette includes the following:

- i. Cover your mouth and nose with your sleeve or a tissue whenever you cough or sneeze. Do not cover your mouth and nose with your hand;
- ii. Use tissues to contain secretions and dispose of them immediately in a waste container;
- iii. Turn your head away from others when coughing or sneezing;
- iv. Wash your hands regularly;
- v. Politely, remind others of proper cough/sneeze etiquette if you notice them not following the proper etiquette.

d) Employees with Symptoms of COVID-19 and/or Are Not Feeling Well

Employees will not report to work if they are feeling unwell and/or are exhibiting symptoms of COVID-19. If an employee begins to feel unwell and/or exhibit symptoms of COVID-19

while at work, they will promptly put on a face mask and report any symptoms of COVID-19 to their Manager, while maintaining a proper 2-metre social distance. In this event the Manager will immediately send the employee home and arrange for an office wipe-down/disinfecting.

FNESC has generous Sick Leave for all full-time employees (up to 15 days per year, pro-rated to the employee's start date in their first year of employment with FNESC). The purpose of sick leave is to provide employees with a benefit to effectively, and without worry of no pay, take the time to recover from illnesses and to ensure that illnesses are not spread to co-workers. FNESC's Sick Leave policy states that employees may be required to provide a doctor's note after three (3) consecutive days of illness. This policy will remain in effect during a COVID-19 outbreak.

Employees who feel symptoms related to COVID-19 are required to stay home for the duration of the symptoms

If employees have used all of their entitled paid Sick Leave for the year, FNESC will allow them to use Annual Leave and/or take leave without pay when they are showing symptoms of COVID-19. Alternatively, FNESC may, at the discretion of the Executive Director and the Director, Human Resources and Support Services, may offer additional sick leave benefits to employees or allow employees to use sick leave for the next year.

e) **Employees At Higher Risk of Severe COVID-19 Symptoms**

Employees who are at a higher risk of severe infection or death will be entitled limit time working in the office and to work from home whenever possible. This includes employees who have pre-existing conditions that put them at higher risk, and those who are over the age of 50.

6. Others Entering the Office

a) **Guests:**

Unfortunately, for the duration of COVID-19, only necessary visitors and guests will be allowed into the office. Family and friends will be asked to wait for employees outside, unless there is an extraordinary circumstance. If visitors or guests are required in the office, host staff will be required to do the following:

- i. Inform guests that if they feel ill or are experiencing symptoms of COVID-19 they will not be allowed to come to the FNESC office.
- ii. Meet guests or visitors in the reception area and accompany them to the meeting area to ensure that there is no more than one person, other than the receptionist, in the reception area at one time. During COVID-19, the only appropriate meeting area is the boardroom.
- iii. Prior to starting the meeting, inform the guest(s) of FNESC's safety protocols and requirements.
- iv. Ensure that there is hand sanitizer and disinfectant wipes available for the use of guests.

- v. Beverages, snacks and meals, other than those that are individually packaged, will not be served to staff or guests during meetings.
- b) Mail, Courier and Deliveries:
The Receptionist or relief Receptionist are required to ensure that the following requirements are met for all mail, courier and deliveries to the FNEESC office:
- i. Mail carriers, couriers and deliveries must wait outside if there is another person, besides the Receptionist in the reception area.
 - ii. All deliveries, pick-ups and mail will be placed on the cabinets outside of Barb O'Neill's office.
 - iii. Delivery drivers, couriers and mail carriers are not allowed beyond the reception area.
 - iv. The Receptionist will request contactless delivery. If signing or proof of receipt is required, the Receptionist will use their own pen, not the delivery person's pen.
 - v. The Receptionist will disinfect using spray disinfectant, all incoming deliveries and/or mail as soon as they are left on the cabinets.
 - vi. Recipient staff will remove deliveries from the cabinets immediately upon being notified that it has arrived. Staff will immediately wash their hands after handling and/or opening mail or packages.

7. Communications to Employees and Others

This plan and the requirements or expectations listed in this plan will be communicated in the following ways:

- a) Signage will be posted throughout the office.
- b) FNEESC's Office Re-Opening Plan will be sent to all employees via email.
- c) Prior to the re-opening of the office, all staff will be required to attend a Zoom training session that provides re-opening protocols, guidelines, expectations, etc.
- d) The FNEESC Exposure Control Plan (COVID-19) and the FNEESC Office Re-Opening Plan will be posted on the Health and Safety bulletin board and in the Health and Safety Section of FNEESC SharePoint.
- e) Managers will be required to attend a Zoom training session that outlines their responsibilities to employees and guests.
- f) Human Resources will coordinate and host a weekly mandatory COVID-19 Infection Control Meeting for all staff. This meeting will have three purposes which are:
 - i. Review specific or required sections of the FNEESC Office Re-Opening Plan and the FNEESC Exposure Control Plan (COVID-19).
 - ii. Collect feedback and suggestions for improving the FNEESC Exposure Control Plan (COVID-19) and FNEESC Office Re-Opening Plan.
 - iii. Allow employees an opportunity to ask questions related to FNEESC's infection control measures.
- g) Managers are required to provide instruction, guidance and training of FNEESC's infection control measures to guests and new employees.
- h) Managers are required to follow up with employees who fail to meet infection control measures.

8. Training of Managers and Employees

As stated in Section 7, the following training will take place:

- a) Prior to the re-opening of the office, all staff will be required to attend a Zoom training session that provides re-opening protocols, guidelines, expectations, etc.
- b) Managers will be required to attend a Zoom training session that outlines their responsibilities to employees and guests.
- c) Human Resources will coordinate and host a weekly mandatory COVID-19 Infection Control Meeting for all staff. This meeting will have three purposes which are:
 - i. Review specific or required sections of the FNEESC Office Re-Opening Plan and the FNEESC Exposure Control Plan (COVID-19).
 - ii. Collect feedback and suggestions for improving the FNEESC Exposure Control Plan (COVID-19) and FNEESC Office Re-Opening Plan.
 - iii. Allow employees an opportunity to ask questions related to FNEESC's infection control measures.
- d) Managers are required to provide instruction, guidance and training of FNEESC's infection control measures to guests and new employees.

9. Staff Travel and Meetings

All FNEESC staff travel and large meetings will remain discontinued until further notice. Upon notification from the Chief Medical Officer, the Province of British Columbia and the Federal Government that large meetings and staff travel can resume and/or First Nations are ready and willing to accept out-of-community visitors or send participants to out-of-community meetings, FNEESC will develop a plan for infection control measures during staff travel and large meetings.

10. Evaluation, Revision, Continuous Improvement and Record Keeping

FNEESC will continually take steps to evaluate and revise the Plan to ensure that guidelines and requirements are based on the latest information and are effective in minimizing the risk of infection in the FNEESC office. In order to evaluate, revise and improve the Plan, FNEESC will monitor infection control measures, actions, recommendations, decisions, directives and updated information from the following:

BC Public Schools	BC Health Authorities	Canadian Travel Advisories
First Nations and First Nations Schools	BC Provincial Medical Health Office	Local and National News
BC Government	First Nations Health Authority	First Nations Summit
Federal Government	Centre for Disease Control	Medical Health Officers

In addition, the FNEESC Infection Control Plan and related issues, actions or recommendations will be an agenda item for discussion at the following meetings:

- a) Monthly Manager Meetings.

- b) Quarterly Manager Meetings.
- c) FNEC Executive Meetings (once every 2 meetings).
- d) Joint Meetings of the FNEC Executive and the FNSA Board of Directors.

The Senior Director, Human Resources and Support Services will revise and/or improve the FNEC Exposure Control Plan (COVID-19) and the FNEC Office Re-Opening Plan based on discussion at the above meetings.

The Senior Director, Human Resources and Support Services will maintain records of all Plan revisions, training, employee follow up and/or discipline, and other documentation related to FNEC's COVID-19 infection control measures.