

Xchange COVID-19 Safety Plan

We have assessed the risks at the Xchange and in our work for United Way TNC

Areas have been identified where there may be risks, either through close physical proximity or through contaminated surfaces.

An industrial workplace nurse, supervisors, health authority and WorkSafe BC training and resources were involved and utilized to create our safety plan for operating the Xchange in compliance with current provincial safety measures.

Tasks, shared equipment and processes where staff and tenants of our offices are close to one another or members of the public have been identified. Surfaces that people touch often, such as doorknobs, elevator buttons, and light switches have been also been identified.

We have implemented protocols regarding the identified areas, surfaces, and tasks to reduce the risks through the following measures;

1. Our ongoing commitment to continually reviewing the current orders, guidance, and notices issued by the provincial health officer that are relevant to United way and the Xchange and our professional advisors.
2. We have a training plan around changes to our business, such as new equipment, processes, or products.
3. Implementing recommended social distancing protocols and optimized sanitation procedures throughout the Xchange.
4. Established and posted occupancy limits for common areas such as offices, collaboration areas, break rooms, and meeting rooms based on room use posted occupancy limits per room. Safe distancing stickers are in place and desk locations are socially distanced.
5. In order to reduce the number of people at the worksite, we have work-from-home arrangements, limited sized meetings incorporating virtual attendance, rescheduled work tasks, and limiting the number of visitors in the workplace in the Xchange by specifying that visits are currently by appointment - no walk in traffic at this time.
6. We have implemented measures to keep people at least 2 meters apart, wherever possible.
7. Staff, tenants and visitors alike are not to come to the Xchange if they are sick.
8. Main doors in offices will be open or regularly sanitized to avoid them as a touch point.
9. A Visitors log in and sanitizing station at front desk beside the plexiglas barrier to enable health authority to track and notify visitors of possible exposure if an incident were to occur.
10. Using single-use (disposable) products to wipe down equipment after use.
11. Persons using the Printer are expected to use the hand sanitizer provided before and after use.
12. We have a plan in place to monitor risks.
13. Staff and tenants know who to go to with health and safety concerns.
When resolving safety issues, we will involve joint health and safety workers.
14. We have a training plan for new staff and staff taking on new roles or responsibilities
15. We have reviewed and implemented the information on cleaning and disinfecting surfaces.
16. Our workplace has enough hand washing facilities on site for all our workers. Hand washing locations are visible and easily accessed.
17. We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to staff and Xchange users.

Cleaning protocols

Cleaning protocols are posted in each location along with log sheets to track compliance throughout the building and we are running our dishwasher on the Hi temperature sanitizing setting for any used glasses or utensils.

All touch points must be cleaned before and after an area is used and washrooms in use have 3 scheduled cleanings/daily in addition to scheduled heightened Janitorial services.

Staff who are cleaning have adequate training and materials.

All users must clean behind themselves and log their compliance for tracking as agreed prior to use of the Xchange.

Personal water bottles are not allowed to be refilled at our water coolers at this time.

Shared food is not allowed at this time.

We have removed in-house coffee and catering services until further notice.

Thank you for taking the time to review this safety plan.

Our Safety measures were determined using this Work Safe BC recommended procedure;

First level protection (elimination) - The number of people in the Xchange has been where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Work spaces to ensure that users are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

Second level protection (engineering controls) - Where we can't always maintain physical distancing, we have installed or have a movable Plexiglas barrier to separate people.

Third level protection (administrative controls) - Established rules and guidelines, such as posted occupancy limits for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

Fourth level protection (PPE) - If the first three levels of protection aren't enough to control the risk, we ask that you consider the use of masks. We have ensure masks are selected and cared for appropriately and a poster detailing how to use masks correctly has been reviewed and is posted at the Xchange.