



COASTAL OFFICES COVID-19 Safety Plan and Procedures

Step 1 – Assessment of risk from all staff members

- High contact points identified including entrance door handles, reception area seating and transaction counter, kitchen area microwave, coffee and water stations, photocopier, boardroom table and seating.
- Areas identified that are used frequently by public (visitors, guests, clients).

Step 2 – Implement protocols to reduce the risks

First level protection (elimination):

- Social distancing is being practiced and actively encouraged with the use of new signage including WorkSafe BC-approved posters encouraging people to wash their hands,
- As an added precaution, a number of office tenants who normally see patients/clients throughout the day have pre-screening measures in place, are asking them to remain outside until they are called in and;
- Four hand sanitizing stations are now located throughout Coastal Offices.
- Common areas including the washroom, kitchen and reception area continue to be cleaned regularly – high contact points are wiped down with disinfectant twice a day. As more people start to return, we will increase this frequency.
- No more than four people are permitted in the common areas at one time - occupancy limits are posted in common areas.
- Communal dishware, mugs, cups and utensils in the kitchen have been removed.
- No shared food is permitted.
- Rack cards and business cards and magazines have been removed from the waiting area.
- Only offices that are being used are being cleaned.
- Staff will not come to work if they exhibit any type of symptom that is associated with the virus.
- Staff have considered work-from-home arrangements and virtual meetings on zoom.
- Front end reception staff on reduced hours.
- Items to be dropped off or picked up are restricted to two spots on reception counter.

Second level protection (engineering controls):

- Reduced seating in the main reception area to maintain social distancing.
- Plexiglass sneeze guards will be installed at front reception that do not pose a risk to other workers.
- Floor decals encouraging people to stand in that spot when interacting with reception.

Third level protection (administrative):

- Email sent to all office renters outlining precautions taken.
- Email sent to staff members regarding regulations and procedures we need to follow.
- In both emails, we indicated folks should contact management if they have any suggestions for improvement of these plans and procedures, or related concerns / questions.
- We have reviewed the information on cleaning and disinfecting surfaces provided by Worksafe BC.
- Our workplace has enough handwashing facilities on site for all workers, guests, renters. Handwashing locations are visible and easily accessed.
- We are continuing to develop policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.
- We are continuing to develop communications plans / training as deemed necessary.
- This safety plan will be posted in conspicuous places throughout the facility and updated as necessary.

Fourth level protection (PPE)

- We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We are able to train workers in the proper use of masks, if deemed necessary.

Step 3 – Develop policies

- We are continuing to develop policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Step 4 – Develop communication plans and training

- We are continuing to develop communications plans / training as deemed necessary.

Step 5 – Monitor workplace and update plans as necessary

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- People can report to Christine, the Operations Manager, any health and safety concerns they may have. (250-856-0510 or duncan@coastaloffices.com)