



NOVEMBER 2020

COVID-19 Health & Safety Plan

2933 30TH ST VERNON, BC

PREPARED BY:
BREA LAKE, CEO

Table of Contents

Introduction	3
Protocols Implemented to Reduce the Risks of COVID-19	4
Phased Approach	
- Phase 1	7
- Phase 2	8
Policies	
1. Tenants must not enter office space when ill	9
2. Tenants directed by Public Health to self-isolate	9
3. Tenants who have been outside Canada	9
4. No Visitors in the office space without prior approval	9
5. Deliveries Policy	10
6. First Aid Attendants	10
7. Tenants that begin to feel ill at the office	11
Phase Two: Procedure	12

Introduction

Accelerate Okanagan (AO) has created a COVID-19 Safety Plan for The Vernon Innovation & Entrepreneur Workspace (The VIEW) that outlines the policies, guidelines, and procedures put in place to reduce the risk of COVID-19 transmission. This plan follows the guidelines, recommendations and protocols administered by the BC Government, Provincial Health Officer, BC Centre for Disease Control, World Health Organization and WorkSafe BC on safe operation.

Our COVID-19 Safety Plan identifies protocols that everyone at the workplace must follow to keep staff, contractors, tenants and community safe. These protocols are to be considered and implemented to the extent that they address the risks in our space. At any time, we may need to identify and implement additional protocols if the protocols suggested here do not sufficiently address the individual needs of our staff, contractors, tenants and community. This will be monitored and actioned through ongoing conversations with our key stakeholders as well as when recommendations are made by Public Health during Public Health briefings.

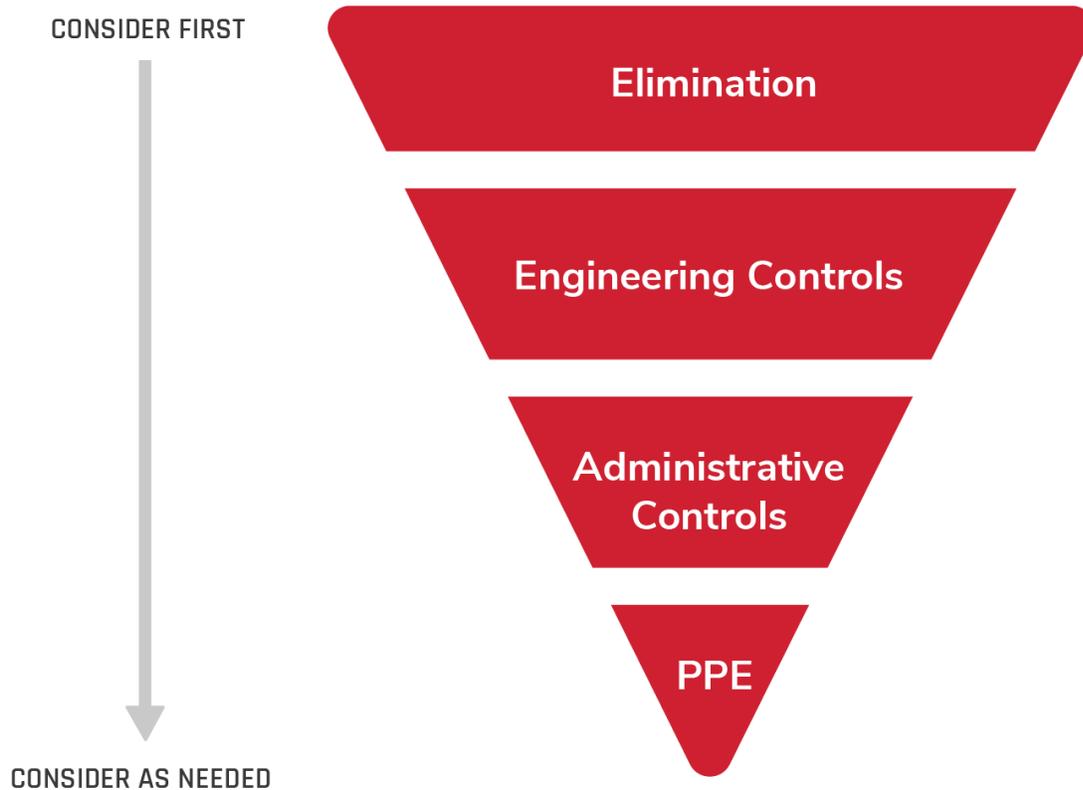
Protocols Implemented to Reduce the Risks of COVID-19

Information provided by the BC Centre for Disease Control shares that the virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
- The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

AO has identified areas and activities where there may be risks, either through close physical proximity or through contaminated surfaces, of contracting COVID-19 at The VIEW, and has implemented controls to address these risks.

Note that different protocols offer different protection. Wherever possible, AO will use the protocols that offer the highest level of protection. The Protocol used will be determined for each type, and area of, interaction in our space based on the following protection levels*:



***First level protection (elimination):** AO will use policies and procedures to keep people at a safe physical distance from one another. Limit the number of people in our space at any one time and implement protocols to keep individuals at least 2 metres from other team members, tenants, clients and community members.

***Second level protection (engineering controls):** Where it is not possible to maintain physical distancing, AO will install barriers such as plexiglass to separate people.

***Third level protection (administrative controls):** AO will establish rules and guidelines, such as cleaning protocols, instructing AO team and tenants not to share items, or implementing directional walkways.

ACCELERATE OKANAGAN

***Fourth level protection (PPE):** If the first three levels of protection are not enough to control the risk, AO will provide non-medical masks or shields as an option for AO team and tenants to wear should they feel at risk. Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets. Ensure individuals are using masks appropriately.

*Provided by www.worksafebc.com

Phased Approach

The opening of The VIEW will consist of several phases. Our goal in implementing a phased opening plan is to comply with orders of the Office of the Provincial Health Officer, BC Public Health, WorksafeBC, and the individual needs of our staff, contractors, tenants and community. Due to the unpredictability of the COVID-19 situation, we cannot assume that there will be a linear progression through the phases and it is possible that we may need to close The VIEW in the future.

Phase One

- Occupancy set at 20-25% (4-6 individuals) including staff and tenants
- Changes to the seating plan to ensure proper social distance is maintained
- The VIEW will remain closed to the public and the doors will be locked
- No in-person meetings or guests in the space
- Boardroom and phone booth remain closed with chairs removed
- Two small meeting rooms remain open with occupancy limits set at **one** person per room, with the use of self-sanitizing kits with cleaning before and after
- Additional cleaning supplies and sanitization stations available on site
- Dishes and other high touch items will be removed from the space
- All communal furniture and supplies removed
- One person allowed in the kitchen galley at a time
- **Face masks will now be mandatory in all shared work spaces and common areas in the office, including hallways, corridors, reception, the lounge and kitchen area and meeting rooms with capacity of 2 or more (Updated November 2020)**

Phase Two

- Occupancy up to 50% (13 individuals) including staff, tenants and guests
- Changes to the seating plan to ensure proper social distance is maintained
- The VIEW will remain closed to the public and the doors will be locked
- In-person meetings and guests may be allowed with approval from AO
- Additional meeting spaces opened with occupancy limits set, with the use of self-sanitizing kits with cleaning before and after
- Additional cleaning supplies and sanitization stations available on site
- Dishes and other high touch items will be removed from the space
- One person allowed in the kitchen galley at a time
- Some communal furniture reintroduced to the space that adheres to safe distancing measures
- Face masks will now be mandatory in all shared work spaces and common areas in the office, including hallways, corridors, reception, the lounge and kitchen area and meeting rooms with capacity of 2 or more *(Updated November 2020)*
- Not required to wear a mask while at your desk or your work station, provided appropriate physical distancing can be maintained *(Updated November 2020)*

Policies

1. Team & Tenants must not enter office space when ill

Any team member or tenants that is feeling sick must stay home and is prohibited from coming into the office space. There are no exceptions. We must all do our part to help with the effort to protect each other.

2. Team & Tenants directed by Public Health to self-isolate

Any team member or tenants directed by Public Health to self-isolate must not come into the office until Public Health has decided that it is safe for them to do so. Similarly, if you live in the same household as a confirmed or clinical COVID-19 case who is self-isolating, you must stay away from the office space.

3. Tenants who have been outside Canada

Any tenants that have travelled outside of Canada must remain away from the office and self-isolate for at least 14 days.

4. No Visitors in the office space without prior approval

We encourage virtual meetings whenever possible. If you need to have an in person meeting and feel comfortable doing so, please adhere to the following procedures:

- Any visitors of staff or tenants must be pre-approved with Jessica Wicks (jessica@accelerateokanagan.com) to ensure that maximum occupancy is not exceeded.
- When booking appointments, visitors should be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.

- Visitors and guests should also be encouraged to text or contact the staff member or tenant they are meeting upon arrival so that they can be greeted and let in the door by that person.
- A mandatory sign-in tracking system has been implemented at the front desk entry. Any guests must sign in/sign out and provide contact info for the purpose of COVID-19 contact tracing.
- Visitors and guests are the responsibility of the staff member or tenant they are visiting, and it is that person's responsibility to ensure that all AO health and safety protocols are followed.
- **Face masks will now be mandatory for all visitors and guests that enter the space**
(Updated November 2020)

5. Deliveries Policy

AO team members will collect tenant mail and will notify tenants for safe distancing mail pickup.

AO team members will be present for arranging deliveries and will follow safe distancing and sanitation protocols.

6. First Aid Attendants

Given the occupancy limits, there is no requirement to have a First Aid Attendant. If First Aid beyond a Basic first aid kit is required, team members and tenants are directed to either proceed to a medical office for assistance or in cases of emergency, call 911.

7. Tenants that begin to feel ill at the office

Tenants who begin to feel ill while working in the office space, even with minor symptoms, must follow the procedure below:

1. Please put on a facemask.
2. Use the hand sanitizer provided to sanitize your hands.
3. Proceed directly home. Preference is for you to drive yourself home if possible, or alternatively to have someone you reside with pick you up. If this is not possible, you are to travel home in a manner that poses the less risk to the public. Continue to wear your facemask and to sanitize your hands until you are at home.
4. Contact Jessica Wicks by [phone 778-506-2397](tel:778-506-2397) or email (jessica@accelerateokanagan.com).
5. Once at home, it is recommended that you contact local health authorities to determine whether a COVID-19 test is necessary.
6. Immediately following the tenant's departure from the office space, the tenant's workspace shall undergo a deep clean. Further sanitizing measures will be taken if an individual who has been in the workplace tests for COVID-19.
7. Identify any other individuals that may have come into contact with the person and seek advice from the Office of the Public Health Officer whether these individuals should be sent home to self-isolate.

Phase Two: Procedures

OCCUPANCY & BUILDING ACCESS

Total capacity for Phase Two has been set as 13 people, including staff, tenants, contractors and visitors/guests. Signage with capacity limits are posted at each entrance.

BUILDING ACCESS

External doors are locked to the public. Staff and The VIEW tenants have FOB building access to the shared workspace and are trained on developed safety protocols.

Signage is posted at all entrances indicating that employees, contractors, tenants or visitors exhibiting COVID-like symptoms are not allowed to enter the office building.

TENANT CAPACITY

Full time tenant capacity, including desk and private office rentals, has been reduced from 23 potential seats to 9 potential seats. furniture has been rearranged to ensure a minimum of two metres (2 m) between workspaces.

GUESTS

Visitors (tours and meeting guests) must be pre-arranged with the front desk to ensure occupancy limits are not exceeded. A staff member or tenant must be present if there is a guest or visitor in the space. It is their responsibility to ensure their guest is following all procedures outlined in this plan.

PUBLIC USE

Public use of the workspace and external bookings of the meeting spaces are not permitted through phase one of the COVID-19 health & safety plan.

SYMPTOMS, ILLNESS AND CONTACT TRACING

As recommended by the Provincial Health Officer and the BC Centre for Disease Control, the following policies are in place for staff, tenants and visitors of The VIEW:

- Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
- Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms

Staff, contractors, tenants and visitors to The VIEW are required to notify an AO staff member and leave the premises immediately should they feel ill or have had exposure to COVID-19.

A mandatory sign-in tracking system has been implemented at the front desk entry. Any guests must sign in/sign out and provide contact info for the purpose of COVID-19 contact tracing, as well as sign a declaration that they will inform an AO staff member should they learn that they may have been exposed to COVID-19 prior to their visit.

Signage has been posted that restricts access to The VIEW from those who are exhibiting symptoms of COVID-19, regardless of prior authorization to access the space. When booking meetings or appointments, visitors will be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.

USE OF PHYSICAL SPACES

The following occupancy limits have been determined for each space within The VIEW and have been posted as outlined below:

FRONT DESK (Capacity of 2)

There is a maximum of one staff member behind the front desk and one person permitted in front of the front desk.

PATHWAYS

Directional signage will be placed throughout the space (including desk areas, lounge, kitchen, and copier area).

LOUNGE (Capacity of 2)

There will be lounge seating available, however only two people may use the space at a time.

WASHROOM (Capacity of 1)

There are two separate washrooms where capacity signage will be indicated 1 per space.

KITCHEN GALLEY: microwaves, coffee station, fridge (Capacity of 1)

Communal dishes and other high-touch items will be removed from the kitchen area.

Tenants will be responsible for bringing, washing, and removing their own dishes. Hand Washing signage will be posted near the kitchen sink.

STAMMTISCH AND KITCHEN SEATING (Capacity of 2)

Stools have been limited around the kitchen island and stammtisch (kitchen seating) and placed to ensure proper distancing takes place. Stools are not to be moved.

PRINTER & PHOTOCOPIER STATION (Capacity of 1)

The printer and photocopier station is located adjacent to a pathway. Staff and tenants are asked to be mindful of people looking to pass through the area and step aside to allow further distance.

WORKSPACES (Capacity of 1)

Where distance cannot be maintained, tenant desks are separated with partitions or plexiglass barriers. Desks are not to be shared, switched, or gathered around.

MEETING ROOMS (Capacity ranging 1-4)

Boardroom capacity of 4 and potentially one anchor tenant space may be used for small in-person meetings. Other meeting rooms hold a capacity of 1.

PHONE BOOTH (Capacity of 1)

The phone booth has a maximum capacity of one person, which will be indicated through signage posted on the Phone Booth door.

HYGIENE PROTOCOLS

Hand sanitizer is available to all staff, tenants, and visitors as they enter the building.

All spaces where people are eating are within close proximity to a sink. In accordance with the BC Office of Public Health and WorkSafe BC, hygiene protocols are posted inside all washrooms and in the kitchen.

Disposable non-medical masks will be available at this workplace with information communicating proper use.

Good respiratory etiquette - covering the mouth and nose with the crease of the elbow or with a disposable tissue when coughing or sneezing - is expected. This will be communicated during initial health and safety training for all staff and tenants.

CLEANING AND DISINFECTING PROTOCOLS

Staff and tenants are expected to wipe down all communal equipment and surfaces after each use with the provided cleaning kits, including but not limited to:

- Printer/photocopier
- Fridge
- Coffee maker
- Microwave
- Water taps
- TV/projection dongles in meeting rooms
- Tables, counters and flat surfaces

If a tenant or staff member has a guest in the space, that tenant or staff member is responsible for cleaning and disinfecting areas used by the guest.

The following high-touch surfaces will be sanitized by janitorial staff or AO team members daily:

- Front door
- Light switches
- Meeting room doors
- Bathroom door & fixtures

COMMUNICATIONS PLANS AND TRAINING

Regular communication with tenants about our COVID-19 Safety Plan will proceed through email and in person. A current copy of the health and safety plan is posted on The VIEW website, The VIEW Tenants slack channel, and made available in the office.

All staff and tenants must attend a health and safety training session as part of their onboarding experience.

Updates to the COVID-19 Safety Plan may be necessary to address newly identified risks, concerns, or regulatory requirements. Updates to the COVID-19 Safety Plan will be tracked by highlighting additions in **RED**. Revised versions will replace previous versions posted on AO's internal Slack channel, The VIEW website, The VIEW Tenants slack channel, and made available in the office and will be circulated to team members by email for review with a cover email highlighting the changes.

AO's staff will monitor the implementation and adherence to the COVID-19 Safety Plan at The VIEW.

AO does not believe there are any potential risks from resuming operations.