

Return to Office Safety Protocol and Guidelines

The health and safety of our staff and visitors remains the Rick Hansen Foundation's priority. The below protocols apply to all individuals entering the office building of Suite 300, 3820 Cessna Drive, Vancouver and are in addition to the WorkSafe Safety Plan posted at the reception area and on our website. We ask staff and visitors to follow the guidelines and protocols provided and follow all instructions listed in these documents, wherever possible. Staff with any questions regarding their specific return to office protocols, please contact your manager directly. Please note that this document will be updated as needed to reflect the evolving situation of the pandemic and its short and long term impacts at our office.

Self-Declaration

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our staff and visitors at the office, all employees and visitors must sign a self-declaration form. Employees will be required to sign the self-declaration for one time only. Visitors will be limited and must be approved by unit leads before coming into the office. Visitor self-declaration forms are to be emailed and signed by each visitor in advance of their visit. The self-declaration questions will be posted by each card reader as noted below.

Participation is important to help us take precautionary measures to protect everyone in this building. By swiping your access card and entry to the building, you are agreeing to our safety guidelines and protocols.

You must review these questions upon each entry:

- Do you have any of the following symptoms
 - o Fever
 - o Cough or difficulty breathing
 - o Sore throat, hoarse voice, difficulty swallowing
 - o Loss of sense of smell/taste
 - o Unexplained sneezing, nasal congestion, runny nose
 - o Nausea, vomiting, abdominal pain
 - o Unexplained headaches or fatigue
- Does anyone in your household have the above symptoms?
- Have you or anyone in your household traveled outside Canada within the last 14 days?
- Have you come in contact with someone who has COVID-19 in the last 14 days?

Answering **YES** to any of the questions above; we ask that you not enter the office at this time. Please talk to your manager or RHF representative to reschedule or arrange a virtual meeting.

Answering **NO** to all the questions; please remember to take the usual precaution when entering the office. Remember to wash your hands and practice social distancing. Staff and visitors are welcome to wear face masks and gloves in the office. Please dispose these PPE at home and not in the office or building waste bins.

Building and Office Access

- Please adhere to the guidelines when entering and leaving the building and in any common areas.
 - Maintain physical distance in lobby while waiting for elevators.
 - No more than 2 people in elevators at once.
 - Adhere to posted limits of individuals in washrooms and kitchen on all floors.
- High touch areas throughout the Partnership building and Campus are cleaned by BCIT regularly a few times a day.
- Sanitization stations will be placed by every office entrance and equipped with hand sanitizers, masks and gloves.

Workplace Operations

[Limit on Staff Numbers](#)

- **September 8, 2020 until BC Restart Plan Phase 4:**
 - The number of staff allowed entry will be **limited to 30 per day** and we ask everyone to maintain physical distance protocols (2 meters/ 6 feet apart).

[Workstations](#)

- No sharing office space or workstations.
- Staff should work with their manager to arrange flexible start and end times for individuals who take transit so they can avoid peak travel times.
- There will be marked areas around the workstations to indicate where employees should stand for appropriate physical distancing.

Day to Day Operations and Communal Spaces

[Deliveries](#)

- Arrange for suppliers and/or delivery persons to drop off goods at the reception area.
- Request contactless delivery to maintain physical distancing requirement (e.g., delivery person leaves packages in the reception area).

Kitchen

- Kitchen occupancy limit: 3 maximum
- Follow the signs for social distancing in the kitchen.
- Departments should consider staggered break times to reduce large gatherings.
- Staff are encouraged to take breaks or eat at their own desk or outside.
- Staff are required to bring their own dishes and utensils and not use the shared plates and utensils.
- Communal food are prohibited.
- Microwave, toaster, watercooler and coffee dispenser must be sanitized after each use.

Washrooms

- BCIT Washroom occupancy limit: 2 maximum.
- Follow the signs for social distancing in the washroom.

Office Equipment

- Staff are to use their own equipment, such as pens, staplers, headsets, and computers.
- Use the hand sanitizer before each use of a shared office equipment or other items (photocopiers, coffee machines, microwave ovens, etc.).
- Sanitize shared office equipment including copier screens, microwave, coffee machine, water dispenser etc. after each use by using the alcohol spray and paper towel.

Meeting rooms

- **September 8, 2020 until BC Restart Plan Phase 4:** Limits per meeting room
 - o PR = 6 maximum
 - o Oak = 2 maximum
 - o Private offices = only if physical distancing is possible
- Meeting rooms must be sanitized after each use. Bookings should accommodate the cleaning time.

Cleaning Schedule

- BCIT will continue to clean the common areas such as meeting rooms, kitchen and any unlocked offices on a daily basis. Workstations are wiped down every 2 weeks. It's highly recommended that staff wipe down their station on a daily basis.
- Individual garbage bins must be brought to the communal garbage bin in the kitchen.
- Common equipment such as photocopier, coffee maker, water dispenser, microwave and toaster must be sanitized after each use.
- It is recommended that staff wash their hands throughout the day.

Outside Visitors

- **September 8, 2020 until BC Restart Plan Phase 4:** Office Visitors are limited and only approved per Unit lead.
- Visitors must answer the Self Declaration Form before entry. Staff should email the visitors response before confirming appointment. The Form is located in Sharepoint.
- Staff should go over the safety protocols with their visitor before entry into the workplace (e.g., email or phone). Visitors should be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation
- Visitors should attend appointments alone and minimize time spent in waiting area before their appointments (e.g., request visitors to wait in vehicles and text message or call when ready).
- Each visitor must sign our visitor log. Sanitized pens are to be provided to the visitor and should be sanitized after each use.
- No beverages (coffee, tea, water) will be offered at this time.
- Visitors are to dispose of used sanitizing wipes and other personal protective equipment at home and not in the office or building waste bins.

Personal Protective Equipment

- Staff are welcome to wear face masks and gloves in the office.
- Signs will be posted in the office that will show how to properly wear PPE.
- We recommend that staff use masks at all times. Staff can remove their masks if they are working at their workstations or in their office alone but must put their masks on when they leave their station or interacting with another staff member at their station.
- RHF has a supply of disposable medical masks available for visitors or staff. We recommend staff bring their own masks to wear at the office and use appropriately. The type of masks can be cloth or non-medical or medical masks. See type of masks and their use in non-health care settings [here](#).
- Ensure the following:
 - o Make sure you know how to wear your masks. Follow manufacturer or industry specification and directions.
 - o Don't wear masks below the nose or chin. This can increase the risk of exposure.
 - o Keep your mask clean and dry. If it gets wet, it's less effective at preventing the spread of droplets.
 - o Change masks as necessary. You may need several masks available as they build up moisture during the day and become less effective. If your mask becomes wet, soiled, or damaged, replace it immediately. See OS for a disposable mask for the day.
 - o Make sure you know how to clean your mask. Wash cloth masks every day using the warmest water setting. Store in a clean, dry place to prevent contamination. Disposable masks cannot be laundered and must be disposed after a single use.
 - o Practice good hygiene even if you're wearing a mask. Don't remove your mask to cough or sneeze. After coughing or sneezing, wash your hands. Don't touch your eyes, nose or mouth.
- Staff who choose to wear disposable PPE outlined above are to dispose these PPE at home and not in the office or building waste bins. This is to avoid other staff having to dispose bins with used masks.

If you feel ill at work

- Sick workers must report to first aid, even with mild symptoms.
- Sick workers will be asked to wash or sanitize their hands, wear a mask and will be isolated. You will be asked to go straight home. If the worker is severely ill, call 911.
- Clean and disinfect any surfaced that the ill worker has come into contact with.

Travel

- Business travel by air travel is non-essential and not mandated by the Foundation. CEO approval is required if there is a request.
- Staff must not come into the office for 14 days after any type of air travel within Canada including BC. Staff must inform their managers in advance of any air travel plans.
- Staff must not come into the office for 14 days after any travel outside of BC by vehicle. Staff must inform their managers in advance of any out of province travel plans.
- Staff must self-isolate for 14 days if they or a household family member have travelled outside of Canada. Staff must inform their managers in advance of any out of country travel plans.

External Local Meetings or Events

- Currently, there is no requirement by the Foundation for staff to attend external local meetings or events in person.
- If a situation arises where an employee requests to attend an external meeting or event in person for work purposes, they are to speak with their manager in advance for approval.
- Employees should only attend only if they feel safe to do so.
- Provincial guidelines are to be adhered to. This includes but is not limited to, wearing a mask, physical distancing, handwashing and sanitization protocols, and compliance with maximum attendee numbers indoors and outdoors etc.
- Employees should leave a meeting or event if they feel that the safety protocols are not being observed.

Toronto Office

- Toronto office remains closed.
- Requests to come in must be booked using the Toronto Office calendar in Outlook.
- You must follow MaRS COVID protocols upon entry. This will be shared to all Toronto staff shortly.



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