



COVID-19 Information and Policies for BCCF Employees

Rules and Guidelines to Minimize the Chance of Exposure to Covid-19 at Work:

- Every worker must perform a **daily health check** before entering the workplace. Please review this [poster](#), and ensure you are safe to go to work.
- Make sure your workspaces are clean and hygienic. Frequently wipe and disinfect surfaces, areas and equipment you touch often (e.g. desks, keyboards, telephones, door handles). Review the [WorkSafeBC Cleaning and Disinfecting Guide](#).
- If possible, do not share any equipment. Clean and disinfect any equipment that is shared, after use.
- Wash your hands regularly and thoroughly. At a minimum, do this when you arrive at work, before and after going on a break, after using the washroom, before and after handling any shared tools or equipment, and before and after using masks/other PPE. There are many handwashing guides available online (e.g. <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/hand-washing>)
- Avoid touching your face.
- Use [physical distancing](#) to minimize close contact with others. Please see page 2 for further information.
- Wear a mask in shared workspaces (e.g. corridors, meeting rooms, elevators, washrooms, kitchens, break rooms) and any area where physical distancing cannot be maintained.
- Greet people without touching them (e.g. use a friendly wave).
- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing and turn away from others. Wash your hands afterwards.
- Take steps to minimize exposure to Covid-19 outside of work too. Stay at home whenever possible.
- Follow all [Provincial Health Officer Orders and Guidance](#).
- Only follow advice from reliable sources. Here are some examples:
 - <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19>
 - <https://www.healthlinkbc.ca/>
 - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
 - <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Note: [WorkSafeBC](#) have many COVID-19 posters and resources for workplaces (e.g. Mask Selection and Use, Handwashing Guides etc.). These documents are available under the **Safety News and Bulletins** section of the BCCF website for easy reference.



To Protect Yourself and Others, the Following Workers Must Not Go to Work:

- Anyone who has had [symptoms of COVID-19](#) in the last 10 days.
Please use the [BC COVID-19 Symptom Self-Assessment Tool](#) to determine if you need testing for COVID-19 and self-isolate at home.
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
- Anyone who has arrived from outside of Canada. Please self-isolate, monitor your health and stay away from the workplace for at least 14 days.

Physical Distancing

Keep a 2m (approximately 6ft) distance between yourself and others at all times.

- Whenever possible, work from home.
- Minimize the sharing of office space and work vehicles. When you do share, before you leave, please clean and disinfect the areas you've touched. For vehicles, this includes the steering wheel, gear shift, and radio. For desks, this includes the computer keyboard and mouse, desk surface, and phone.
- Where possible, cancel in-person meetings and hold meetings by teleconference, video conference, or email instead.
- Cancel, postpone or modify in-person outreach events and gatherings. A safety plan must be sent to BCCF Safety for approval, prior to any proposed outreach events.
 - Follow all regulations on events and gatherings in the provincial health officer (PHO) [order\(s\)](#).
- Schedule work breaks away from other workers and do not share food, drink or eating utensils.
- If you're working away from home, consider packing lunch to minimize your need to stop at shops and encounter other people.
- Face masks should be worn in shared workspaces (e.g. corridors, meeting rooms, elevators, washrooms, kitchens, break rooms) and any situation where physical distancing cannot be maintained at all times.
- Whenever possible, workers should not travel in vehicles with other people. If this is not feasible for your project, your BCCF Project Coordinator must be consulted. If workers must share:
 - There can be a maximum of 2 people per vehicle (1 driver, and 1 passenger in the back seat on the opposite side of the car to the driver).
 - Before entering the vehicle, the driver and passenger must ensure that high contact surfaces within the vehicle have been cleaned and disinfected. These include door



- handles, head and arm rests, seat belt buckles, window buttons, the steering wheel, gearshift, and radio.
- Hands should be washed/sanitized whenever entering or exiting the vehicle.
- There should be no eating in vehicles.
- Face masks should be worn.
- Where possible, windows should be open.
- When coughing or sneezing, individuals should cover their mouth and nose with a sleeve or tissue and turn away from others.
- If you will be sharing accommodation with your field team for the entire duration of your field project, you do not need to maintain a physical distance from each other. However, you must self-isolate for 14-days before moving in together.

Note: The province has banned all gatherings of 50 or more people.

If you are concerned that you will be unable to complete your work tasks whilst maintaining an acceptable physical distance from others, please contact your BCCF Project Coordinator and the Safety Administrator.

Cloth Face Masks

Masks must be worn correctly (see resources below), and other preventative measures (physical distancing, good hygiene practices etc.) must still be followed.

[WorkSafeBC Resource – How to Wear a Mask](#)

[CDC – How to Wear Cloth Face Coverings](#)

[BCCDC Resource – Types of Masks](#)

Steps to Take If Someone Starts to Feel Unwell at Work:

- Sick workers should report to the first aid attendant.
- Sick workers should wash or sanitize their hands, be provided with a mask where possible, and isolated. The worker should go straight home. [Consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation.]
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces the unwell worker has come into contact with.
- Inform BCCF Safety.



Safety Considerations when Working from Home

- All employees must tell BCCF Safety (safety@bccf.com) if they are working from home.
- A written check-in procedure is required if you will be working at home alone. Please arrange this with BCCF Safety.
- Employees must assess their workplace and report any hazards to BCCF.
- Employees must update their PSAs and follow the safety and ergonomic guidelines in BCCF's Office Safe Work Practice document.
- WorkSafeBC also has a useful guide - [Setting Up, Organizing, and Working Comfortably in Your Home Workspace](#)

Out-Of-Province Travel

If you need to travel outside of BC, please inform your Project Coordinator before your trip and submit the [BCCF COVID-19 Questionnaire](#) before you return to work.

The Right to Refuse Unsafe Work

All workers in BC have the right to refuse any work they feel creates an undue hazard.

An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate risk, above and beyond the potential exposure a general member of the public would face through regular, day-to-day activity”.¹

Please report any undue hazards immediately to your Project Coordinator and the Safety Administrator.

Protecting your Mental Health

The COVID-19 outbreak has created an unprecedented situation that may cause stress and anxiety. It is important to take steps to maintain mental well-being during these difficult times. Here are some resources that may help:

- [COVID-19 Psychological First Aid Service: Information and Signup](#) (British Columbia Psychological Association) – Free virtual counselling provided by registered psychologists.
- [COVID-19: Staying Well In Uncertain Times](#) (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak.



- [Managing COVID-19 Stress, Anxiety and Depression](#) (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times.
- [Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#) (World Health Organization) – These mental health considerations were developed by the WHO's Department of Mental Health and Substance Use as messages targeting different groups to support mental and psychosocial well-being during COVID-19 outbreak.
- [Mental Health and COVID-10](#) (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation.
- [Taking Care of Your Mental Health](#) (COVID-19) (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak.

Compensation Policies – What Will Happen if You Are Ill or Need to Self-Isolate?

BCCF is unable to offer paid sick leave for term-contract employees. However, the Canadian government is providing increased support for employees unable to work.

For further information, please see:

https://www.canada.ca/en/department-finance/economic-response-plan/covid19-individuals.html#improved_access_employment_insurance.

BCCF will issue a Record of Employment (ROE) to provide employment history information to any worker who needs to take more than 3 days off due to COVID-19.

WorkSafeBC Claims

If a worker contracts COVID-19 as a direct result of their employment, they may be entitled to compensation through WorkSafeBC. However, the employment must have created the risk of contracting the disease significantly greater than the ordinary exposure risk of the public at large (e.g. healthcare professionals treating patients with COVID-19).

For more information on submitting a workplace COVID-19 claim to WorkSafeBC, please see:

<https://www.worksafebc.com/en/about-us/covid-19-updates/claims>

Occupational First Aid Attendants

Short-term extensions of Occupational First Aid Certificates



Update: As British Columbia begins to reopen its doors, access to first aid training will increase across the province. We expect first aid attendants with expired certificates will seek recertification as soon as training is available.

Meanwhile, to further accommodate physical distancing and safe practices, WorkSafeBC has extended first aid certificates with expiry dates between March 1, 2020 and August 31, 2020. These certificates will now be acceptable in the workplace for 180 days beyond their original expiry date. Certificates will not be reprinted, and no further action is needed from either first aid attendants or employers to qualify for an extension.

If you are unable to recertify immediately, you can brush up on your skills with these [OFA Level 1 videos](#) and [first aid reference manuals](#) while you wait for training.

WorkSafeBC will continue to monitor the COVID-19 outbreak and recommendations put forth by federal and provincial agencies. Should an additional extension be required, we will release further information and direction at that time.

Note - All First Aid Attendants must read the [WorkSafeBC COVID-19 Guide for First Aid Attendants](#). It provides information on following the public health directives—including physical distancing, hand hygiene, and sanitization—while treating a patient.

A Reminder of Ways to Contact BCCF

Please feel free to get in touch if you have any questions or concerns. BCCF's Project Coordinators and administration staff will be working from home, but will still be contactable via email.

As always, our Safety Cell Phone (250-319-8533) will be monitored 24/7 for urgent safety problems/emergencies/check-in issues.

The safety email address is Safety@bccf.com.

Take care and stay safe. 😊