



Espoir For All Society
COVID 19 WORK SAFETY PLAN: PO Box 33516 Surrey, RPO Central City.
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Created June 2020. Revised March 2022

Purpose: Espoir For All Society (Espoir Society) is committed to providing a safe, healthy environment for all participants, volunteers, and team members. The following work safety plan describes specific control measures implemented to eliminate and reduce risk during the COVID 19 pandemic, how required changes are made, and compliance is monitored

Process: Espoir For All Society reviewed WorkSafe safety plan development materials and conducted a thorough workplace risk assessment guided by the COVID 19 safety plan checklist.

ELIMINATION Controls Established:

Espoir Society may offer services over the phone or virtually when possible, while recognizing that barriers faced by high risk youth mean that face to face service is still the main type of contact.

Schedules may reflect the minimum number of team members needed for safe and effective service delivery. Team members who can work from home do so to reduce the number of staff on site; however, if staff and volunteers are negative, they are expected to be on site wearing masks.

All in-person groups are now back in session; masks mandatory in the office.

Utilize hand sanitizer as often as possible, and wear masks to prevent spread of Covid-19

Team meetings are back in person, if unwell; must attend via virtual.

When transporting participants, masks must be worn; follow Covid-19 procedures in place from the organization hosting events.

Must contact facilities and ask for Covid-19 protocols before departure to activities.

WORK PLACE protocols:

Excess furniture and other items have been restored, but must continue with disinfecting protocols

Furniture is re-configured to support physical distancing

Participants who choose not to wash or sanitize hands upon entry or who behave in ways that puts others at risk do not receive in-person services (determined on a case by case basis and reviewed regularly by program leadership)

Occupancy limits established and posted in each work area:

- Staff bathrooms – 1 person
- Director office – 2 people with masks
- Main area – increased back 10 people
- Participant bathroom with shower – 2 people
- Participant bathroom – 1 person

ENGINEERING Controls Established:

Plexi-glass barrier upstairs now removed.

ADMINISTRATIVE Controls Established:

Team members will continue to receive training on COVID 19 - definition, transmission routes, how to avoid transmission, guidelines for safe work.

Team members sanitize hands upon entry to the building, before breaks, and as indicated throughout the day.

Team members screen participants for upon entry by asking key health questions – any COVID 19 symptoms (cough, fever, body ache), travel outside country in last 14 days, contact with someone with known or suspected COVID 19 (signage with questions posted at entry)

Team members must complete the health check for symptoms prior to or upon entering premises. The Coordinator is responsible to tracking compliance with all health checks

You must stay home if sick

If a team member becomes sick at work, they should go home immediately. All areas they were in contact with to be cleaned/ disinfected thoroughly as soon as possible.

PERSONAL PROTECTIVE EQUIPMENT (PPE) Controls Established:

Gloves and masks are provided. Stock monitored and maintained by Coordinator

Mask use for employees is no longer mandatory as per BC Govt updates.

Disposable masks provided to participants for personal use. Mask use by participants is optional but encouraged.

CLEANING/ DISINFECTING Established:

Daily general facility cleaning and disinfecting provided by coordinator

Cleaning/ disinfecting is completed daily

Products used are approved by Health Canada as effective agents against COVID 19. Lysol or Clorox wipes and 1:9 bleach solution in use.

Reasonable stockpiles of approved cleaning/ disinfecting supplies are kept in stock and stored in the Coordinator office.

MENTAL WELLNESS Support Established:

Espoir Society recognizes the impact of COVID 19 on team members' mental wellness

Team members encouraged to remain calm and kind with colleagues while still reporting concerns and issues around non-compliance with recommendations/ policies in respectful ways so they can be corrected

Check-ins, discussion on mental wellness and coping are part of team meetings as indicated

Information on mental health and substance use resources to be posted on the our bulletin board (benefits information for eligible staff, general resources)