



St. Leonard's Youth and Family Services COVID-19 Safety Plan

A commitment of Health and Safety to our clients, staff and community.

Workplace Risk Assessment:

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face. The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near. The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

At STLEO, we have involved our workers to assist us to identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

We have reviewed industry-specific protocols from WorkSafe BC and recommendations for the Provincial Health Officer to implement the appropriate protocols based upon our Risk Assessment.

First Level Protection (Elimination):

We have established and posted an occupancy limit for our sites, limiting the number of people, staff and clients in our locations. This allows for variation depending on the size of the program location. In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of clients and visitors in the workplace.

We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, washrooms, and elevators.

We have implemented measures to keep workers and others at least 2 metres apart, wherever possible.

Second level protection (engineering): Barriers and partitions

We have installed barriers where workers can't keep physically distant from co-workers, clients, or others, where appropriate and have included barrier cleaning in our cleaning protocols.

Third level protection (administrative): Rules and guidelines

We have identified rules and guidelines for how workers should conduct themselves.

We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Fourth level protection: Using masks

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 have trained workers in the proper use of masks.

We are reducing the risk of surface transmission through effective cleaning and hygiene practices

We have reviewed the information on cleaning and disinfecting surfaces.

Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.

We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.

We have implemented cleaning protocols for all common areas and surfaces. Workers who are cleaning have adequate training and materials. We have removed unnecessary tools and equipment to simplify the cleaning process.

Policies, Procedures, Protocols and Plans

We have developed the necessary policies to manage our workplace, including 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.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace. We have a training plan to ensure everyone is trained in workplace policies and procedures. We have posted signage at the workplace, including occupancy limits, effective hygiene practices, who can visit, restricting entrance to this with symptoms.

We have a plan to monitor risks and make changes to our policies and procedures as necessary. Our workers know who to go to with health and safety concerns. When resolving safety issues, we will involve joint health and safety committee.

Bright futures. Strong families.