COVID-19 Community Staff Safety Guidelines Training
Summer 2020

First Nations Health Authority
Health through wellness

The following information is designed to provide general COVID-19 safety training information for community staff working in BC First Nations health centres.

Ensure you check with your supervisor to review site-specific COVID-19 safety control measures put in place for your protection.

COVID-19 Transmission Risks

COVID-19 is most commonly transmitted through large droplets produced when a person infected with COVID-19 coughs or sneezes.

The virus in these droplets can enter through the eyes, nose or mouth of another person if they are in close contact with the person who coughed or sneezed.

The virus can also enter a person's body when they touch something with the virus on it and then touch their eyes, mouth or nose with unwashed hands.

Further information on COVID-19 transmission can be found on the BC Centre for Disease Control website.

COVID-19 Prevention Measures

There is currently no vaccine to prevent COVID-19 infection. The best way to prevent infection is to avoid being exposed to the virus, and to actively use everyday preventive actions including:

- Washing your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60 per cent alcohol if soap and water are not available.

- Avoiding touching your eyes, nose, and mouth with unwashed hands.

- Avoiding close contact with people who are sick.

- Staying home when you are sick.

- Covering your cough or sneeze with a tissue, then throwing the tissue in the trash.

- Cleaning and disinfecting frequently touched objects and surfaces.

COVID-19 Safety Action Plan

Employers must develop a COVID-19 Safety Plan that outlines the guidelines and procedures that a community should put in place to reduce the risk of COVID-19 transmission for all workers as part of their Occupational Health and Safety Policy.

Make sure to read your facility COVID-19 Safety Action Plan for specific safety control measures for your job position. These measures may include:

- Provision of hand sanitizer and disinfectant cleaning wipes for surface cleaning.
- Placement of directional traffic flow floor indicators.
- Signage indicating maximum occupancy limits.
- Appointment processes for all clients and visitors.
- Clients and visitor self-assessment before appointments.
- Optimal workstation configuration, ensuring safe distancing between desks or alternating staff work days.

Wellness Self-Checks

- Before attending the workplace, check in with yourself on your health and wellness.
- Do not attend work if you feel any flu-like symptoms.
- If you are feeling sick, then please inform your manager and stay home.
- Aim for regular wellness check-ins/confirmation with manager/colleague.
- If you become sick or start to feel sick while in the workplace, then leave the workplace in a timely manner.

Arriving at Work

- Follow established and posted COVID-19 safety guidance including signage, floor walkway directions and occupancy limits for premises, common areas and rooms (e.g., reception areas, break rooms, meeting rooms, change rooms, washrooms, elevators, and hotel/residence rooms).
- Review all safety control measures with your work supervisor and identify any additional risks and control measures specific to your unique office location or job tasks.

Workplace Protocols

Keep physical distance of six feet/two metres apart

20 SEC Wash hands frequently for 20 seconds

Do not crowd together

Stay home when you are sick

Avoid touching your face with unwashed hands

Cough/sneeze into your elbow or a tissue and immediately throw away

Clean and disinfect surfaces frequently

Maintaining Your Workstation

- Keep surfaces clear (put papers and other items away).
- Ensure cleaning materials are provided.
- Clean station daily.
- Leave desk clear at end of day.
- Refrain from sharing desks, office equipment/supplies.
- Clean communal printers and shared kitchen.

Reduce Contacts

- Conduct virtual meetings using teleconference or video conferencing whenever possible.
- Limit travel between other offices or work locations to critical business functions.
- Limit the number of people in a work area to the minimum number required for work tasks.
- Do not attend gatherings or meetings in groups of more than 50 people regardless of the occupancy limit for the area/space.

Feeling Ill

- If you start to feel ill in the workplace, notify your supervisor as soon as possible and make arrangements to go home.
- Contact your local first aid attendant if you require assistance.
- Inform your supervisor of anyone you met with that day and which desks or meeting areas you used.

Work Travel

- Assess the need for travel based on consideration of essential services and discussions with your manager.
- Establish a plan for maintaining physical distancing during the meeting/visit.
- Always complete a self-screening for exposure and symptoms of COVID-19. You should self-screen 12 hours before travel, at the time of departure and every 12 hours during travel.
- If exposure criteria are met or you are experiencing any symptoms of illness, delay travel, do not report to work and/or return home immediately.

Hotels

- Look for and follow any established and posted COVID-19 safety guidance the hotel, including signage and occupancy limits for premises, common areas and rooms.
- Locate handwashing/sanitizing locations and/or bring sanitizing supplies to practise frequent hygiene, including handwashing and applying hand sanitizer.
- Inspect the assigned room for cleanliness. If the room does not show clear signs of being wiped *(for example, if there are handprints or smudges on countertops), ask hotel management for another room.*
- Choose restaurants that prominently display their COVID-19 safety measures.

Position-Specific Personal Protective Equipment (PPE) Requirements

Information and resources pertaining to position-specific requirements for PPE will be provided by your supervisor. Some roles that may require PPE are:

- Nursing
- Dental
- Janitorial

Thank you for helping to keep yourself and others safe!