

COVID-19 Health & Safety Plan

Nelson Innovation Centre

November 2020

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Introduction

KAST has created a COVID-19 Safety Plan for Nelson Innovation Centre workspace that outlines the policies, guidelines, and procedures put in place to reduce the risk of COVID-19 transmission. This plan follows the guidelines, recommendations and protocols administered by the BC Government, Provincial Health Officer, BC Centre for Disease Control, World Health Organization and WorkSafe BC on safe operation.

Our COVID-19 Safety Plan identifies protocols that everyone at the workplace must follow to keep staff, contractors, tenants and community safe. These protocols are to be considered and implemented to the extent that they address the risks in our space. At any time, we may need to identify and implement additional protocols if the protocols suggested here do not sufficiently address the individual needs of our staff, contractors, tenants and community. This will be monitored and actioned through ongoing conversations with our key stakeholders as well as when recommendations are made by Public Health during Public Health briefings.

Anyone entering the Nelson Innovation Centre will be required to adhere to the strict WorkSafe BC Covid-19 social distancing guidelines including:

- ❖ Keep a physical distance of 2m (6') or more from each other
- ❖ Practice frequent handwashing or hand sanitizing
- ❖ Use of masks in shared spaces where 2m social distancing cannot be maintained
- ❖ If you, or anyone in your family, gets sick - Stay Home

For the safety of our staff, tenants, contractors, members and the community, KAST reserves the right to ask anyone refusing to adhere to the guidelines to leave the space.

Protocols Implemented to Reduce the Risks of COVID-19

KAST has identified areas and activities where there may be risks, either through close physical proximity or through contaminated surfaces, of contracting COVID-19 at the Nelson Innovation Centre (KAST's office space), and implemented controls to address these risks.

Note that different protocols offer different protection. Wherever possible, KAST will use the protocols that offer the highest level of protection. The protocol used will be determined for each type, and area of, interaction in our space based on the following protection levels provided by [WorkSafe BC](#).

1. First Level Protection (elimination): KAST will use policies and procedures to keep people at a safe physical distance from one another. Limit the number of people in our space at any one time and implement protocols, including posting signage, to keep individuals at least 2 meters from other team members, tenants, clients and community members.
2. Second level protection (administrative controls): KAST will establish rules and guidelines, such as cleaning protocols, instructing KAST team and tenants not to share items, or implementing directional walkways.
3. Third level protection (PPE): If the first three levels of protection are not enough to control the risk, KAST will provide non-medical masks as an option for anyone entering the Nelson Innovation Centre to wear should they feel at risk. Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets. Ensure individuals are using masks appropriately.

A Phased Approach to Resuming Operations

The opening of the Nelson Innovation Centre (NiC) will consist of several phases. Our goal in implementing a phased opening plan is to comply with orders of the Office of the Provincial Health Officer, BC Public Health, WorkSafe BC, and the individual needs of our staff, contractors, tenants and community. Due to the unpredictability of the COVID-19 situation, we cannot assume that there will be a linear progression through the phases and it is possible that we may need to close the Nelson Innovation Centre in the future.

Phase One: KAST Team & Tenants Only

- ❖ Occupancy limited to staff, NiC tenants and sub-tenants with key fobs only (13 individuals)
- ❖ Sub-tenants must book use of shared space in advance using booking calendar
- ❖ Changes to the seating plan to ensure proper social distance is maintained
- ❖ The NiC will remain closed to the public and the doors will be locked
- ❖ All staff and tenants must wash or sanitize hands upon entry
- ❖ All staff and tenants must sign in upon entry for contact tracing purposes
- ❖ Boardroom capacity is set at 50% capacity or 6 people maximum
- ❖ Privacy booth capacity is set to 1 person maximum
- ❖ Maximum 2 people per table in the hub lounge area at all times
- ❖ Cleaning supplies are provided and staff and tenants are responsible for disinfecting shared tables, workspaces and equipment after each use
- ❖ Dishes and other high share items (i.e. staplers, remotes, printers) are to be self-sanitized after each use
- ❖ One person allowed in the kitchen at a time
- ❖ NiC hubspace will be professionally cleaned on a bi-weekly basis. Staff and tenants will be responsible for sanitizing their own work spaces regularly

Phase Two: KAST Team & Tenants + KAST Members only

- ❖ Maximum capacity of the NiC is set at 22 people (30% capacity), including KAST team and tenants
- ❖ Tenants must book use of shared space in advance using online booking system
- ❖ Gradual opening of NiC to KAST members only; no public drop-ins at this time
- ❖ Reduced capacity and reduced hours for KAST members on a booking-only basis from Mon-Thurs, 10am-5pm, beginning November 2, 2020
- ❖ Members will be required to use the online booking system in advance, with capacity limited to 5 available workstations (2 people per table or 10 people max) and 6 people maximum in the board room
- ❖ As of November 2, 2020, the use of masks is mandatory in shared/communal spaces until seated at a workstation or the boardroom. Staff and tenants can remove masks within own office spaces, but they must be worn when interacting in the shared space
- ❖ All staff, tenants and members must wash/sanitize hands and wear a mask upon entry
- ❖ All staff, tenants and members must sign in upon entry for contact tracing purposes
- ❖ Members will be asked to confirm a series of COVID-19 screening questions upon entry
- ❖ Privacy booth capacity is set to 1 person maximum
- ❖ Maximum 2 people per table in the hub lounge area
- ❖ Staff member responsible for opening the facility will wipe down and sanitize all high contact areas every morning prior to opening to members
- ❖ Staff will be sanitizing shared work spaces, high contact surfaces, and equipment frequently between use by members
- ❖ Kitchen, use of dishes and coffee/teas service will be limited to staff and tenants only, members will be prohibited from utilizing the kitchen area
- ❖ NiC will be professionally cleaned on a weekly basis. Staff and tenants will be responsible for sanitizing their own work spaces regularly

Policies

1. Do not enter Nelson Innovation Centre when ill

Any person who is feeling sick must self-isolate at home and is prohibited from coming into the Nelson Innovation Centre. There are no exceptions. We must all do our part to help with the effort to protect each other.

2. Direction by Public Health to self-isolate

Any person directed by Public Health to self-isolate must not come into the Nelson Innovation Centre until Public Health has decided that it is safe for them to do so. Similarly, if you live in the same household as a confirmed or clinical COVID-19 case who is self-isolating, you must stay away from the space.

3. Travel outside of Canada & BC

Any person that has travelled outside of Canada must remain away from the office and self-isolate for at least 14 days. Those that have travelled outside of BC must inform KAST staff so they can determine the level of risk posed to other staff, members and tenants based on the potential level of exposure.

4. KAST Team Travel and Transportation Policy

KAST will follow the BC Government, Provincial Health Office and BC Centre for Disease Control, respective to recommend travel policies and protocols. Currently KAST's travel policies are as follows:

- ❖ Interprovincial travel will be reported to the ED with the possibility of self-isolation upon return. Self-isolation is determined based on the potential level of exposure, and options to continue to work from home during this time.
- ❖ No in-person transport of clients and/or members to jobs, appointments or other meetings within the community.
- ❖ Where possible, all staff to communicate virtually using phone, zoom meetings, text message, or Slack.

5. Cleaning Policy

NiC will be professionally cleaned on a weekly basis to ensure a clean and healthy facility at the start of every week. In addition, KAST staff will maintain daily cleaning procedures as follows:

- ❖ Staff will use provided gloves, disinfectant spray or wipes, and disposable paper towel to disinfect surfaces and dispose of them properly in garbage receptacles.
- ❖ When members are present, KAST staff will be responsible for sanitizing shared work spaces frequently. Staff will sanitize any occupied tables/seating/work stations and sign in computer between visitors.
- ❖ Staff and tenants will be responsible for sanitizing their own work spaces daily.
- ❖ Members are not permitted to use the kitchen space. Any dishes used by staff or tenants will be thoroughly self-sanitized using hot soapy water or run through dish washer daily.
- ❖ Washroom facility will be monitored closely and high contact surface areas will be disinfected frequently. Washroom will be cleaned daily at opening.
- ❖ Staff member responsible for opening the facility will wipe down and sanitize all high contact areas including:
 - Internal and external door handles, including office door handles
 - Kitchen tap and counter, fridge & dishwasher handles
 - Bathroom door handles, counter top, faucet & toilet handle
 - Table top surfaces in lounge, boardroom & sound booth
 - Reception area and sign-in keyboard
 - Other high contact items such as thermostats, alarm button, AV controls, zoom camera
- ❖ Garbage receptacles are provided to dispose of used sanitizing wipes and paper towels.

6. Deliveries Policy

KAST team members will collect tenant mail and will notify tenants for safe distancing mail pickup. KAST team members will be present for arranging deliveries and will follow safe distancing and sanitation protocols.

7. First Aid

KAST currently has 2-4 staff at the Nelson Innovation Centre on a regular day.

Given this, there is no requirement to have a First Aid Attendant. If First Aid beyond the basic first aid kit on site is required, team members have been directed to either proceed to a medical office for assistance or in cases of emergency, call 911

8. KAST Team Working Alone Policy

With KAST team members working from home, there is a possibility that some of our team members are working alone without anyone present to check-in on their wellbeing. Given this, KAST has developed a system for ensuring that persons that live alone and are working from home are checked in on regularly. The process is as follows:

- ❖ KAST CEO will document who on the team does not have another person regularly present while they are working from home;
- ❖ A daily check-in on Slack to confirm attendance at work and where the team member is working from that day is required;
- ❖ If a team member misses a daily check-in does not send a message in Slack, a team member will get a hold of the individual and/or take further steps to ensure the well-being of the individual;
- ❖ Employees can work alone from NiC during regular working hours M-F 8-6pm. For safety reasons, working alone after hours is not permitted unless permission is given by the Executive Director.

9. KAST Team Working from Home Policy

KAST staff can work from home during the COVID-19 pandemic. Our team is considered “at work” when working from home and, as such, WorkSafe BC requires those working from home to take steps to ensure their health and safety including:

- ❖ Ensuring you have a comfortable and safe workspace sensitive to your personal ergonomic needs;
- ❖ For managers and their team members, checking in with one another at least once per day (by Slack, email or phone) to ensure wellbeing; and
- ❖ Identifying proper evacuation procedures from home.

Any workplace incidents or injuries arising “out of and in the course of” working from home must be reported the KAST Executive Director. Not all at home incidents and injuries need to be reported, only those that were caused by the work activities being conducted at home.

10. KAST Team, Tenants or Members that begin to feel ill at the office

If an employee, tenant or member starts to feel ill while at the Nelson Innovation Centre, even with minor symptoms, they must follow the procedure below:

1. Do not leave your workspace. If your workspace is in an office – close the door.
2. Put on a facemask.
3. Use the hand sanitizer provided to sanitize your hands.
4. Contact Executive Director, Sean Smillie, by phone (250-231-3744) or email (sean@kast.com).
5. Proceed directly home. Preference is for you to drive yourself home if possible, or alternatively to have someone you reside with pick you up. If this is not possible, you are to travel home in a manner that poses the least risk to the public. Continue to wear your mask until you are at home.

6. Once at home, it is recommended that you contact local health authorities to determine whether a COVID-19 test is necessary.
7. Immediately following the person's departure from the office space, their workspace shall undergo a deep clean and sanitization.
8. Identify any other individuals that may have come into contact with the person at the Nelson Innovation Centre and seek advice from the Office of the Public Health Officer whether these individuals should be sent home to self-isolate.
9. Further sanitizing measures will be taken if an individual who has been in the workplace tests for COVID-19.

11. Concerns About Unsafe Work

Staff have the right to refuse work if they believe it presents an undue hazard. An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” hazard. For COVID-19, an “undue hazard” would be one where a worker’s job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.

Any undue hazard should be brought to the attention of KAST Executive Director. If the matter cannot be resolved, the employee, supervisor or employer must contact WorkSafe BC.

Staff and employers with questions or concerns about workplace exposure to the COVID-19 virus can call WorkSafe BC’s Prevention Information Line at 604.276.3100 in the Lower Mainland (toll-free within B.C. at 1.888.621.SAFE). You’ll be able to speak to a prevention officer to get answers to your questions, and if required, a prevention officer will be assigned to assess the health and safety risk at your workplace.

Communication Plan & Training

KAST's Executive Director and Director of Operations have been communicating regularly with team members and tenants about our COVID-19 Safety Plan, returning to the office space and the measures implemented to ensure the return to the office is done safely.

The COVID-19 Safety Plan has been shared with all staff, tenants and subtenants, is posted on the website for the public and in the office. KAST team members, staff, tenants and subtenants have been provided a copy by email and asked to confirm their understanding of its contents.

Updates to the COVID-19 Safety Plan may be necessary to address newly identified risks, concerns, or regulatory requirements. Updates to the COVID-19 Safety Plan will be tracked and revised versions will replace previous versions posted on KAST's internal Slack channel, website, in the office and be circulated to team members by email for review with a cover email highlighting the changes.

KAST's Executive Director and Director of Operations will monitor the implementation and adherence to the COVID-19 Safety Plan.

KAST believes that the potential risks from resuming operations have been mitigated and addressed in this safety plan.