



Lower Fraser Fisheries Alliance COVID – 19 Safety Plan Summary

- One person at a time in hallways, doorways and other smaller areas, always maintaining a 2-meter (6ft) distance between you and others
- Kitchenware items and cutlery have been removed from the kitchen.
- Staff to use single use, disposable products, or use their own personal kitchenware including coffee mugs etc. Any personal items must be taken home with you when you leave. Any personal items left at the office will be disposed of.
- Staff to use their own office supplies and equipment such as pens, staplers etc.
- Staff must use hand sanitizer and masks when entering the building and using common areas where contact with others is possible. You will not require a mask if you are working alone in your office.
- Staff to review and adhere to the "how to use mask correctly" document
- Using the kitchen is discouraged, however if staff must use kitchen appliances and equipment, they must use disinfectant wipes to wipe down anything they use.
- Shared office equipment must be wiped down with disinfectant wipes after use.
- Staff must wash and sanitize their hands when coming into contact with publicly used items (doorknobs, photocopier, coffee machine etc.)
- Anyone exhibiting COVID like symptoms are not permitted to enter the building
- A temperature gauge is available at the LFFA office
- Staff are required to use a mask when they enter the building
- Masks must be worn in common areas and when you are in close contact with others
- Staff must review the "how to use a mask" information document
- Ensure your work areas are wiped with disinfectant wipes along with areas you have been in contact with before leaving the office.
- Wipe down any kitchen equipment and products after each use.
- Wipe doorknobs, faucets and sitting areas you have come into contact with whenever possible.
- Practice good hygiene and handwashing with frequency.
- Anyone who has had *symptoms of COVID-19* in the last 10 days must self-isolate at home.
- Anyone who has been identified by Public Health as a close contact of someone with COVID-19
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada must *self-isolate for 14 days and monitor* for symptoms.
- Visitors are prohibited or limited in the workplace.
- We have a *working alone policy* in place (if needed).
- We have a *work from home policy* in place.
- Our policy addresses workers who may start to feel ill at work. It includes the following:
 - Sick workers should report to first aid, even with mild symptoms.
 - Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to 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 that the ill worker has come into contact with.