

COVID-19 Safety Plan for Bowman Employment Services – Kelowna (Landmark)

First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

- We have considered how [occupancy limits](#) may be used to manage areas of crowding and congestion in the workplace. Occupancy limits may be established for the workplace as a whole, as well as for areas within the workplace such as break rooms, meeting rooms, change rooms, washrooms, and elevators. Employers are advised that some sectors and events may have occupancy limits prescribed by the [provincial health officer](#).
- 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 customers and visitors in the workplace.
- We have maximized available workspaces to accommodate physical distancing wherever possible. Options include revising work schedules and reorganizing work tasks.

Measures in place

- Work at home policy in place for all staff
- Single staff member working in Kelowna (Landmark) office
- Staff member is alone in private office
- Office door is locked to control visitors/deliveries

Second level protection (engineering): Barriers and partitions

- We have installed [barriers](#) where workers can't keep physically distant from co-workers, customers, or others.
- We have included barrier cleaning in our cleaning protocols.
- We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).
- For buildings with heating, ventilation, and air conditioning (HVAC) systems: We have reviewed available information on [ventilation and air circulation](#) and have ensured, to the extent that we are able, that these systems are properly maintained and functioning as designed.

Measures in place

- Barriers not required as single staff in office able to work in private office

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.

Measures in place

- In office staff are to wash hands upon entry of office.
- Hand sanitizer is also available on front counter.
- In office staff are to perform daily health check and are not permitted in the office if experiencing Covid-19 symptoms.
- In office staff are encouraged to remain home if experiencing any symptoms of sickness
- In office staff are to communicate with their supervisor if they are not attending the office due to sickness/symptoms
- Sanitization (using provided cleaning products) is required for all common areas (kitchen/boardroom) after each use

Fourth level protection: Using masks (optional measure in addition to other control measures)

- We have a policy on the use of masks that is appropriate to the workplace, and that is in alignment with orders and guidance from the [provincial health officer](#).
- Masks are [selected and used appropriately](#). [Signage](#) is available for workers on using masks correctly. We
- have provided workers information on the proper use of masks.

Measures in place

- Placards posted as to the requirement for mask usage in common areas
- Masks can be removed when in private work area/office

Implement effective cleaning and hygiene practices

- 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 are maintaining a clean environment in the workplace through routine cleaning practices.
- Workers who are cleaning have adequate training and materials.

Cleaning protocols

- In office staff are expected to wash hands upon each entry to the office, utilizing board room sink and supplied handsoap
- Enhanced office cleaning is completed weekly via cleaning company
- Sanitization (using provided cleaning products) is required for all common areas (kitchen/boardroom) after each use