

WILLSON BUILDING DESIGN GROUP LTD.

# COVID-19 SAFETY PLAN

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POLICIES, PROCEDURES AND PREVENTION

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# COVID-19 POLICY

WILLSON BUILDING DESIGN GROUP LTD.

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## RISK MITIGATION AND MANDATES

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### **COVID-19 POLICIES & PROCEDURES**

As our staff and management have monitored the recommendations and precautionary measures of Health Canada, the BC Centre for Disease Control and our provincial health officer, we have set forth appropriate policies in accordance with Worksafe BC to reflect our commitment for the safety of all employees, associates and patrons of Willson Design.

Given the nature of our practice, we have addressed all practical aspects of business to ensure that we can maintain protocols in place that keep employees and patrons safe from the transmission of the COVID-19 virus. We ask all employees, associates, patrons and anyone visiting our site to do your part in the practice of safe conduct, social distancing, and hand sanitizing and protecting all others to the best of your ability.

Any persons **MUST NOT** enter the office or come into contact with employees or patrons under the following circumstances:

- If they have symptoms of COVID-19
- If they have been in close contact with someone with COVID-19 symptoms including any household members
- If they have travelled outside of Canada in the last 14 days

We want to assure you that we are following all directives from the Public Health Authority and we encourage you to follow recommendations as provided by provincial health authorities, to reduce the likelihood of catching the virus, which include:

- Wash your hands often with soap and water for at least 20 seconds
- Avoid touching your face

- Cover your mouth and nose with a tissue or your arm sleeve when coughing or sneezing
- Avoid others who are unwell
- Stay home when sick
- Avoid greeting with handshakes

In suspected cases of COVID-19 please call 811 and provide health-care professionals with the following information:

- Symptoms
- Where you have been travelling, working or living
- If you had close contact with a sick person, especially someone with a fever, cough or difficulty breathing.

### **Understanding the Risk (WorksafeBC, 2020)**

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching the face.

The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.

The risk of surface transmission is increased when many people contact same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

#### 1. Elimination Strategies

### **Illness and Symptoms**

#### **Symptoms**

The following symptoms would be considered reason for exclusion from our site or operations:

- Temperature of 100.4 F or 38 C or higher
- Runny nose or persistent sneezing
- Cough
- Sore throat
- Difficulty breathing or wheezing
- Unexplained fatigue, aches
- Sinus congestion
- Eye infections, discharge, pink eye

- Nausea, vomiting, diarrhea
- Undiagnosed rashes

When we refer to exclusion symptoms, we will include ALL symptoms listed for usual exclusions in our regular health policy in addition to those listed by BCCDC specific to COVID-19.

### **Individual Exclusions**

In the event that the Ministry of Health provides a regional or provincial quarantine recommendation for individuals - be it due to international travel, linked to potential exposures, or linked to individual symptoms, we will adhere to this recommendation.

### **We Reserve the right and responsibility to:**

- Have the right to close at any time, for any reason, should we see fit
- Have the right and responsibility to minimize people on site and

### **All employees and Patrons are required to avoid contact and not be on site when if they are:**

- Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
- Anyone who has been exposed to a suspected or confirmed case of COVID-19 (for example – close contact at school, work, religious service, social gathering); or
- anyone under the direction of the provincial health officer to self-isolate must follow those instructions
- anyone who has arrived from outside of Canada must [self-isolate for 14 days and monitor](#) for symptoms
- If an employee should develop symptoms while at the office, they must immediately notify the employer and vacate the office as soon as possible and seek medical advice or testing.

### **Maintaining Physical Distance**

## **Employees**

- Employees will make every attempt to stagger entering the facility and when possible maintaining physical distance of a minimum of 6' (2m) at all times.
- Employees will utilize distancing measures whenever possible, including the number of people in a workspace and staggering usage of areas to maintain distances.

## **At Worksite or Car/Transportation**

Employees on sites will maintain physical distancing and if there is an occasion in which transportation cannot be used separately, masks will be used and hands sanitized prior to entering or exiting a shared vehicle.

## **Patrons and Associates**

Willson Building Design Group Ltd. is currently by appointment only. If you cannot call ahead, we ask all individuals to call prior to entering. When entering the office, every person is required to wash or sanitize hands and if required to be in close proximity of anyone else to wear a mask.

## **Hygiene**

### *Hand washing Practices*

We require workers to wash their hands regularly throughout the day, including:

- If they have used shared equipment or tools
- Before and after handling food
- After using the toilet
- After contact with body fluids (e.g., runny noses, spit, vomit, blood)
- Before donning and after doffing personal protective equipment
- After cleaning tasks
- After handling garbage
- Whenever hands are visibly dirty

### **Other safe practice includes:**

- Sneeze or cough into your elbow; or cover mouth and nose with a tissue before sneezing or coughing, then immediately discard the tissue and wash your hands
- Avoid touching eyes, nose, and mouth with unwashed hands

- Avoid kissing, hugging, and sharing cups or eating utensils with others
- Disinfect frequently touched surfaces, especially if someone is sick
- Conducting meetings with a maximum of two clients at a time

## **Cleaning and Disinfecting**

- All common areas and frequently touched surfaces such as door knobs, faucet handles, light switches, cupboard handles and gate handles will be sanitized after use. This will include and extend areas known to frequently be touched and pose a higher risk of contamination.
- Toilets and bathroom areas and areas where food is kept, prepared, or eaten be sanitized regularly.
- Board room tables and common chairs are cleaned after every use.
- Any tools or shared items will be cleaned between users.
- Garbage will be emptied at minimum the end of every week.
- If an employee or patron leaves the workplace due to symptoms of COVID-19, those areas that individuals were in, including surfaces and articles they may have touched, will immediately be disinfected upon their departure.
- A Ministry of Health approved sanitizing solution will be used to sanitize the facility and all equipment.

The BCCDC Recommended disinfection solutions can be found at:  
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/cleaning-and-disinfecting>

## **Signs**

- Signs and directions are posted as needed.

### 2. PPE

## **Masks**

At any time that physical distancing cannot be maintained and barriers are not present. Employees and patrons are asked to wear a mask to protect the safety of others. A poster of proper use of masks and PPE can be found at:

<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-how-to-use-mask?lang=en>

## **NON-BIASED INCLUSIVE APPROACH**

Fear based responses in times of pandemic or other communicable disease outbreak, have historically led to actions stemming from bias, misinformed and self-protective measures. Not only can these measures lead to conflict between staff, patrons and community members, they can also lead to actions rooted in racism. Willson Building Design Group Ltd. Group has an inclusive based approach and works to be a safe space and as such will not tolerate acts of racism or bigotry towards anyone. Any such acts may be subject to an immediate dismissal and/or refusal of service.

## **AUTHORIZED SOURCES OF INFORMATION**

A pandemic or localized communicable disease outbreak is subject to governance by official sources including the Ministry of Health, Federal Government, BC CDC and accredited and approved sources of direction. While we appreciate that social media and news sources provide an extensive amount of information, we will respond to official authorized sources of information only.

## **LIABILITY**

Willson Building Design Group Ltd. Group and its employees are taking all precautionary measures to protect the health and well-being of its employees, patrons and associates. Therefore, we will not be held liable for damages caused by exposure to COVID-19 caused by our continuation of operations, as we are complying with orders from the Provincial Health Officer and other regulatory bodies.

The Provincial Government has issued an order to protect all essential services that are in compliance with Provincial mandates.

Link: [http://www.bclaws.ca/civix/document/id/mo/mo/2020\\_m094](http://www.bclaws.ca/civix/document/id/mo/mo/2020_m094)

## **For more information**

The information in this document is based on current recommendations and may change. For the latest guidance, please see the health information from the British Columbia Centre for Disease Control and the latest news from the government of British Columbia.

## **If you have a question or concern**

Workers and employers with questions or concerns about workplace exposure to COVID-19 can call WorkSafeBC'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.

## **Here are some useful links to assist you in staying informed:**

- All joint statements from Provincial Health Officer Dr. Bonnie Henry and Minister of Health Adrian Dix are posted here: <https://news.gov.bc.ca/ministries/health>
- The Provincial Pandemic Coordination plan: <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/reports-publications/pandemic-provincial-coordination-plan.pdf>
- Ministry of Health response plans - <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/pandemic-influenza>
- Novel Coronavirus Q&A from HealthLinkBC: <https://www.healthlinkbc.ca/health-feature/coronavirus>
- BC Centre for Disease Control: [http://www.bccdc.ca/health-info/diseases-conditions/coronavirus-\(novel\)](http://www.bccdc.ca/health-info/diseases-conditions/coronavirus-(novel))
- Government of Canada - Novel Coronavirus in China Travel Health

Notice: <https://travel.gc.ca/travelling/health-safety/travel-health-notices/210>

- Worksafe BC- <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices>
  - Liability
- Laws: <https://news.gov.bc.ca/releases/2020AG0029-000616>

In this time of uncertainty, we must continue to keep ourselves calm and informed, follow the advice of health professionals and cooperate in our efforts to address the COVID-19 pandemic and health crisis.