

# PACE CREATIVE<sup>+</sup>

Pace Creative – COVID-19 Safety Plan

November 18, 2020

## COVID-19 Safety Plan

This document is Pace Creative's COVID-19 Safety Plan (Plan). The Plan is posted in the office entrance and on the whiteboard and will be posted on Pace Creative's website. The Plan is used for training for all current employees (remote and in-office), new employees, and remote employees who return to the office.

### 1 Introduction

In 2020, we've taken the time to reflect on the current COVID-19 environment, review WorkSafeBC resources and requirements, and create positive changes in the office to increase everyone's health and safety.

The changes identified in this document affect everyone in the office and working remotely. Reviewing this Plan with all employees gives us the opportunity to address questions or suggestions and improve our Plan. Please feel free to voice your opinions, support, concerns, or questions during your training or at any time thereafter.

The changes we've put in place and will review together include the following topics:

- [Our Health and Safety Representative](#)
- [Physical Distance](#)
- [Barriers](#)
- [Rules and Guidelines](#)
- [Mask Use and Training](#)
- [Cleaning and Hygiene Protocols](#)
- [Workplace Management and Illness](#)
- [Working from Home](#)
- [Monitoring and Updates](#)

### 2 Our Health and Safety Representative

Karen is our certified Health and Safety Representative. Please see Karen for any health and safety suggestions or concerns. You can reach her by way of Slack or email at [karen@creativepace.com](mailto:karen@creativepace.com).

Karen is responsible for helping monitor and consider the health and safety of every employee; for assisting with requests, concerns, and/or issues raised by employees to management; for identifying ways to help address them; and for working with management to implement them.

### 3 Physical Distance

COVID safety regulations mandate that we need to maintain a distance between employees of at least 2 meters. For this reason, we're implementing the following controls:

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## 3.1 DESK SPACE

Until Pace Creative has purchased and installed barriers at each desk, employees are asked to follow these guidelines:

1. Leave one empty desk space between themselves and any other employee.
2. Ensure that only one person maximum in any “pinch point”, i.e., the spot near the entrance and the back corner

## 3.2 OCCUPANCY LIMITS

Pace Creative has implemented the following occupancy limits, which are also posted in each office area:

- Office: 8 people
- Kitchen: 1 person

## 3.3 PROHIBITING OFFICE VISITORS

Office visitors are temporarily prohibited from entering the Pace Creative office. Visitors include clients, contractors, and delivery personnel. Regarding the latter, only one Pace Creative team member will accept deliveries and will do so wearing a mask outside of the office door.

## 3.4 TAPE AROUND DESKS

Pace Creative has marked—using tape on the floor—the 2-meter space allowance that each employee needs while seated at their desk.

Employees are asked not to enter the taped area around anyone else’s desk. If entering the space is necessary, Employees must sanitize their hands before entering, wear a mask, and avoid touching any of the workspace equipment or surfaces.

Employees can also find tape in the kitchen and boardroom to identify safe distancing.

## 3.5 WORK-FROM-HOME ARRANGEMENTS

Pace Creative is supporting work-from-home arrangements for employees as practicable and as necessary based on office space and safe distancing. More than half of Pace Creative’s full-time workforce has been provided the support they need to work from home.

## 4 Barriers

Pace Creative is looking into purchasing barriers to put between each desk so that employees can work safely beside each other even if they’re within the 2-meter distance limit.

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## 5 Rules and Guidelines

Pace Creative has implemented the following office rules and guidelines to promote employee health and safety:

1. Employees must follow Pace Creative's [Mask Use and Training protocol](#).
2. Employees must follow Pace Creative's [Cleaning and Hygiene Protocol](#).
3. Employees must eat their lunch only at their desk or outside.
4. Employees must not share food including condiments, drinks, or snacks.
5. Employees must bring their own utensils and dishes and after lunch, must clean them at home rather than use the office kitchen for cleaning.
6. Employees may get a snack or drink but must take only the one they touch and must sanitize afterwards any surfaces they touched.
7. When practicable, employees are asked to cover their hand with a disposable paper towel or disinfecting wipe when opening the fridge, getting a drink, or using the coffee maker.
8. Employees are prohibited from using the loft and conference room.
9. Stretching and dancing must be conducted outside in the courtyard. Employees must maintain a 2-meter distance between each other during the activity.
10. All meetings must be conducted using Zoom.
11. Recognition Program cards have been removed from the whiteboard. To recognize a team member who has gone above and beyond their expected tasks, employees can complete a form on the server and submit it by email to Pace Creative's Recognition Program Committee (Stefanie, Anna, and Farryn) or the Office Manager (Anna). Find the difference maker cards on the server here: P:\Agency General\Templates.

## 6 Mask Use and Training

Masks are limited in protecting the wearer from respiratory droplets, though can be helpful when employees are moving through the office or are in close contact with each other.

Employees are asked to follow these guidelines for using masks:

1. Employees don't have to wear a mask while seated at their desks but must wear one when getting up from their desk. Therefore, masks are mandatory in the bathroom, kitchen, and around everyone's workspaces.

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2. Employees may bring their own mask or use a disposable mask provide by Pace Creative. If using a disposal mask, employees are asked to sanitize or wash their hands before taking a mask from the box. Masks are at the office entrance and on the bookshelf.
3. Employees must follow WorkSafeBC recommended mask use:
  - a. [Selecting and Using a Mask](#) (on the Server door, beside the Boardroom; on the fridge; on the COVID Whiteboard)
  - b. [How to Wear a Mask](#) (on the Server door, beside the Boardroom; on the fridge; on the COVID Whiteboard)

## 7 Cleaning and Hygiene Protocols

Cleaning and hygiene are very important to keeping employees safe from COVID-19. As such, Pace Creative has created cleaning protocols and schedule and asks that employees follow the hygiene protocols outlined in this section of the Plan.

### 7.1 CLEANING PROTOCOLS

Every employee is asked to participate in keeping the office sanitized. Protocols for each area of the office, and for frequently used and touched surfaces or tools, are outlined in the table below. Note that Pace Creative has reduced the number of available items in each area to make the cleaning process quicker and easier and to remove items that aren't safe to use and share.

Cleaning supplies are provided in each area. Supplies include disinfectant wipes, hand sanitizer, and disinfectant spray and paper towels. Refills are available in the office. Employees are asked to notify the Office Manager or the Health and Safety Representative if any cleaning supplies require a refill.

#### 7.1.1 Protocols Per Office Area

Area or Surface	To Clean	Frequency	Responsible
<b>Kitchen</b>	Coffee handle	Before and after use	Everyone
	Fridge handle	Before and after use	Everyone
	Microwave door	Before and after use	Everyone
	Counters	1pm, 6pm	Rotating schedule
	Light switches	1pm, 6pm	Rotating schedule
	Coffee pot	End of day	Rotating schedule
	Empty garbage	End of week	Cleaning company

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<b>Bathroom</b>	Light switches	1pm, 6pm	Rotating schedule
	Toilet handle	1pm, 6pm	Rotating schedule
	Faucet handle	1pm, 6pm	Rotating schedule
	Sink	1pm, 6pm	Rotating schedule
	Toilet surfaces	1pm, 6pm	Rotating schedule
	Door	1pm, 6pm	Rotating schedule
	Empty garbage	End of week	Cleaning company
<b>Desks</b>	Desk surface	End of day	Everyone
	Keyboard	End of day	Everyone
	Mouse	End of day	Everyone
	Empty garbage	End of week	Everyone
<b>General</b>	Thermostat	End of day	Office Manager
	Printer	Before and after use	Everyone
	Portable phones	After use if shared	Project Managers
	Entrance door handle	1pm, 6pm	Rotating schedule
	Whiteboard pen	After use if shared	Project Managers
	Whiteboard eraser	After use	Project Manager

## 7.1.2 Cleaning Best Practices

Everyone who participates in cleaning must follow proper cleaning and disinfecting procedures and practices. Pace Creative follows WorkSafeBC's [guidelines](#).

As per these guidelines, before disinfecting, employees must ensure that the surface is free of debris by wiping away any surface residue. Debris can deactivate a disinfectant. When clear, employees must disinfect the surface using the wipes and cleaning supplies provided by Pace Creative in each office area that requires cleaning protocols.

## 7.2 HYGIENE PROTOCOLS

Employees are asked to wash their hands frequently throughout the day to keep themselves and their coworkers safe. Pace Creative has posted [safe handwashing procedures](#) from WorkSafeBC in the bathroom and the kitchen.

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Please adhere to these procedures throughout your day. When an employee is unable to wash their hands with soap and water, they can use the hand sanitizer available at their workstation.

## 8 Workplace Management and Illness

To protect its employees, Pace Creative takes workplace management and illnesses seriously. Below are the controls Pace Creative has put in place.

### 8.1 WORKPLACE MANAGEMENT

The following people are prohibited from entering the workplace:

1. Anyone who has [symptoms of COVID-19](#) (posted at the entrance). Effective **November 19 to December 7**, before entering the office, employees must complete and submit the COVID-19 Daily Health Check: <https://www.surveymonkey.com/r/VVNLFT8>.
2. Any employee with symptoms must consult the [BC COVID-19 Self-Assessment Tool](#) and get tested for COVID-19 if advised to do so and then must isolate for as long as recommended.
3. Anyone who has been identified by Public Health as a close contact of someone with COVID-19.
4. Anyone directed by Public Health to self-isolate.
5. Anyone who has just arrived from outside of Canada. These employees must self-isolate for 14 days and monitor for symptoms.
6. Visitors, including clients, contractors, and delivery personnel.

### 8.2 FEELING SICK AT WORK

The following is Pace Creative's procedure should an employee feel sick at work (based on WorkSafeBC's COVID Plan):

1. Sick employees should report to the Health and Safety Representative even if they are experiencing mild symptoms.
2. Sick employees will be asked to wash and sanitize their hands, will be provided with a mask, and will be asked to go straight home to use the [BC COVID-19 Self-Assessment Tool](#) and proceed as recommended by the Tool.
3. The Health and Safety Representative will consult the [BC COVID-19 Self-Assessment Tool](#) or call 811 for guidance if needed.
4. If the worker is very ill, Pace Creative will call 911.
5. Pace Creative will disinfect any surfaces that the worker contacted.

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- The employee may return to work only after their recommended isolation period—if applicable—has ended.

## 8.3 WORKING FROM HOME

Employees who work from home must follow Pace Creative’s Work-From-Home Policy, and standard health and safety practices, including checking for risks in their workspace and making sure they use proper office ergonomics. See the Work-From-Home Policy for details.

## 9 Plan Monitoring and Updates

To make sure Pace Creative maintains an effective COVID-19 Plan, Pace Creative’s Health and Safety Representative and the management team will review the plan:

- Every two months
- Whenever a new change or mandate is announced
- If there are any changes to roles or new equipment that could affect the Plan
- If an employee has any new suggestions or concerns that affect the Plan

### 9.1 ONGOING TRAINING AND ORIENTATION

Any new staff who start with Pace Creative will receive our COVID safety orientation (following this Plan); the same applies to remote staff who start back at the office or who visit the office.

## 10.0 CHANGE MANAGEMENT

Version	Change	Updated By	Reviewed By	Issue Date	Communication
V1	Plan created	Farryn	Anna, Karen, Matt, Stefanie	11/18/2020	All Employees
V2-Web	Updated 7.1.1 cleaning hours from 9am and 1pm, to 1pm and 6pm  Updated 8.1.1 to include the daily health check	Farryn	Anna	11/24/2020	All Employees and Website Users