

## Community Social Services – Health and Safety COVID-19 Checklist

### March 2020

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*This checklist should complement your existing health and safety best practices and is intended to ensure further compliance with COVID-19 mitigation practices.*

- Risk Assessment Practices**
  - Continue risk assessment practices to ensure you comply with WorkSafeBC requirements.
  - Risk Assessment process must be applied to any new work environment. Staff must be orientated, provided with all the necessary training, information, PPE and others, prior to engaging in the new work site.
- WorkSafeBC COVID-19**
  - Periodically check website for up-to-date information and resources.
  - In the event an employee contracts COVID-19, activate quarantine guidelines, notify all parties and follow directives from a medical practitioner.
  - Ensure employees are knowledgeable about your agency's Injury Reporting Process and that they must complete a WorkSafeBC Form 6 Claim if they are COVID-19 positive.
- Universal Precautions & COVID-19**
  - Reinforce universal precautions, handwashing, etiquette for coughing sneezing, signage, increased cleaning protocols, and any other directives of the MOH.
  - Agency process utilized during the SARS and N1H1 outbreaks, however with COVID-19 safeguard protocols as advised by MOH.
- Communication:**
  - Sharing update information on COVID-19 at the agency level with agency and board.
  - Advise workers of communicable disease possibility (see article 22.9) in the face of knowledge of confirmed suspected virus carriers at the worksite.
- Joint Occupational Health & Safety Committee**
  - Ensure committee members are involved and provided COVID-19 communications for feedback and support.
- Training & Personal Protective Equipment**
  - Protect employees with PPE (acknowledge availability/supply chain issues – union cited that it believes the N95 mask is needed)
  - Properly train for how employees should respond to suspected/confirmed virus situation
- Right To Refuse Agency Policy**
  - Understand the WorkSafeBC 3.12 Regulation, which outlines the refuse to perform unsafe work process (also in collective agreement).
- Collaboration**
  - Encourage employers to work with unions to support the workforce to address COVID-19.
- Psychological Health & Safety in the Workplace**
  - Keep the lines of communication open with staff, debrief and engage with workforce.
  - For additional support to your extended benefits, access information on the Canadian Mental Health Association of BC for support in your region (Divisions throughout BC).



## **RESOURCES & INFORMATION**

### **WORKSAFEBC**

WorkSafeBC COVID-19 Updates (please visit periodically)

<https://www.worksafebc.com/en/about-us/covid-19-updates>

WorkSafeBC COVID-19 Employers Responsibilities

<https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/what-employers-should-do>

WorkSafeBC COVID-19 Claims

<https://www.worksafebc.com/en/about-us/covid-19-updates/claims>

Due Diligence (legal) must be done by the employer

<https://www.worksafebc.com/en/health-safety/create-manage/enhancing-culture-performance/due-diligence>

*Workers Compensation Act*

<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/workers-compensation-act/workers-compensation-act>

*Employer Resources*

<https://www.worksafebc.com/en/health-safety/create-manage>

### **OTHERS**

**BC Ministry of Health**

<https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19>

**Health Canada**

<https://www.canada.ca/en/health-canada/news/2020/03/health-canada-expedites-access-to-covid-19-diagnostic-laboratory-test-kits-and-other-medical-devices.html>

**BC CDC**

<http://covid-19.bccdc.ca/>

**Canadian Mental Health Association of BC**

<https://cmha.bc.ca/>

**Anxiety Canada**

[www.anxietycanada.com](http://www.anxietycanada.com)

**HBT**

<https://www.hbt.ca/Pages/default.aspx>

**Schmunk Gatt & Smith**

<http://schmunkgattsmith.com/>

**CSBT**

<https://www.csbt.ca/>