

# ARROWSMITH COMMUNITY JUSTICE SOCIETY

## Covid-19 Safety Plan

P&P 3.9



Adopted 11 June 2020  
Last Rev:

### **GUIDING PRINCIPLE:**

1. The Arrowsmith Community Justice Society (ACJS) believes that after a closure of the program due to health concerns, a process to restart in a safe way is essential.

### **OBJECTIVES:**

1. The unprecedented COVID-19 pandemic of 2020 forced the closure of the program for a period of 90 days by order of the BC Health Authority. To reopen, a Safety Plan is required to be on record to ensure the safety of staff and clients. Protocols for each aspect of staff/client interactions are deemed essential to a smooth transition.

### **GUIDELINES:**

1. The workplace will include the office located in the RCMP Oceanside detachment, the location of the preconference, the location of the conference and the venue used for the fulfillment of the resolution agreement.
2. Section 3 and 4 below are from the WorkSafe BC, Covid-19, Safety Plan which can be viewed at <https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan>
3. The Risk: The risk is assessed to be the transference of the virus from one person to another. As described by the BC Health Authority:
  - a) The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.
  - b) The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them and the more people you come near.
  - c) The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.
4. Levels of Protection: There are four levels of protection to be considered. More than one can be used at the same time to ensure maximum protection for staff and clients.
  - a) First level protection is the elimination of risk. This can be achieved by:
    - i. Limiting the number of people in the workplace to what will allow proper physical distancing of 2 metres or 6 feet between all attending.
    - ii. Use hand sanitizer upon entry to and exit from the workplace.
  - b) Second level protection is engineering controls such as physical barriers. This option does not work for our purposes.
  - c) Third level protection is by administrative controls. These include:
    - i. Do not share physical documents or materials

- ii. Sanitize work space before using. For example: wipe down lawn chairs before using.
- d) Fourth level protection is using personal protection equipment such as masks and/or gloves.

## **RISK MANAGEMENT**

There are four areas of workspace which will require risk management:

1. Protocol for risk management in the office:
  - a) Follow the RCMP protocols for their office space including but not limited to, the break room and common areas.
  - b) Number of people in ACJS office space limited to Coordinator only
  - c) Clean door knobs and desktops surfaces upon entry
  - d) Case documentation and forms
    - i. Case contact information (full name, date of birth, address, phone number, etc) will be shared over the telephone with team members.
    - ii. Case information will be sent electronically and will not include names. Identification will be by initials only.
    - iii. Forms needed will be either sent electronically or downloaded from website at the team's discretion.
    - iv. Team members will delete information sent electronically when they are finished.
    - v. If hand delivered documents is requested, ACJS will make every effort to ensure sanitization but this cannot be guaranteed.
  
2. Protocol for risk management at the preconference:
  - a) At initial contact team to **ask the following questions:**
    - i. **Do you (client) have any symptoms of Covid-19? Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.**
    - ii. **Have you, or anyone you are around, travelled out of province in the past 14 days?**
    - iii. **Have you, or anyone you are around, been directed by Public Health or Travel Restrictions to self-isolate for 14 days?**
    - iv. **Do you have any personal concerns regarding the ACJS process?**
  - b) Advise client to notify you immediately should any of the above happen.
  - c) Preconference can be done by phone or video conferencing
  - d) When meeting clients in person
    - i. use outdoor spaces when possible
    - ii. follow social distancing guidelines
  - e) Sanitize any touchable surfaces such as outdoor chairs, benches, tables, etc.
  
3. Protocol for risk management at the conference:
  - a) Hold in large enough location to allow physical distancing and follow sanitization protocol as with pre-conference meeting.
  - b) Resolution agreement
    - i. Signed by pen with pen sanitized between each use OR

- ii. Clients may verbally agree to requirement. The team leader will make notation as to witnessing verbal agreement.
  - iii. Resolution agreement to be:
    - 1. Sent to client electronically
    - 2. Sent to client by Canada Post mail.
    - 3. Client can take photos using their cell phone or iPad.
- 4. Protocol for risk management at the community service venue:
  - a) To be determined between venue and coordinator and working within the safety protocols for each organization.

## **ACTIONS**

- 1) Communication and training
  - a) COVID-19 Safety Plan to be shared with all staff and volunteers
  - b) Training or information on each item to be provided through the Newsletter
  - c) Any team members wanting specific training will advise Coordinator and it will be made available to them.
- 2. Monitor workplace(s) and update plans as necessary
  - a) Assess and address risks from resuming operation
- 3. Time Frame – The program will be assessing the operation regularly until such a time as the BC Health Authority advises that there is no longer a risk of COVID-19 in the area.