



# Kamloops Immigrant Services COVID-19 Safety Plan

*Updated February 1<sup>st</sup>, 2022*

## 1) Preparation, distribution and context of this plan

1.1. This plan has been prepared following the direction of WorkSafeBC, and relevant public health guidelines, with input from the agency employees.

1.2. KIS COVID-19 Safety Plan is posted on the agency's website, distributed to all employees and located in the reception area.

1.3 The plan may be updated from time-to-time.

1.4 Staff working on-site and meeting face-to-face with clients is done in accordance WorkSafeBC guidelines.

## 2) Measures to reduce the risk of person-to-person transmission

### 2.1. Measures to maintain physical distancing of at least 2 metres

a) Meetings with more than 6 people will be conducted virtually. During in-person meetings a distance of at least 2 meters between people is maintained.

b) Client service may be provided remotely, to the extent possible, while accommodating client needs. Where those needs cannot be adequately met through remote service, appropriate precautions are taken for in-person meetings.

c) Visitors are limited based on circumstances.

d) Appropriate signage is posted throughout the agency.

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### 2.2. Measures to minimize the risk of transmission where physical distancing of at least 2 metres cannot be maintained

a) A Plexiglass barrier (screen guard) is installed at the reception desk.

- b) Portable barriers (sneeze guards) can be used where needed, in additions to meeting spaces.
- c) For situations in which neither physical distancing nor other measures are available, such as walking through the hallways or administration of first aid, additional disposable masks are kept in stock at the reception.
- d) On an ongoing basis, the supply of gloves and surgical masks is monitored and replacement supplies are purchased as needed.
- e) Clients are asked to bring their own mask wear a mask during their in-person appointment, but masks are available for clients who forget theirs.
- f) Employees must wear a face covering over their nose and mouth in indoor common areas of the agency.
- g) Employees can remove their face covering temporarily to consume food or beverage in the agency kitchen, the workers must be seated.

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### **2.3. Measures to ensure adequate hygiene and cleaning are maintained**

- a) Gloves, spray bottles, disinfectant, and paper towels for sanitization of surfaces are provided.
- b) Hand sanitizer for hand hygiene are available at appropriate locations ensuring that each staff person and client have easy access to soap and running water or to hand sanitizer.
- c) Daily cleaning for both kitchens is maintained by all staff.
- d) Daily cleaning of all four washrooms is maintained by the janitor.
- e) Evening janitorial service provider adheres to standards provided by the agency.
- f) HVAC systems and filters are maintained.
- g) Barriers and frequently touched surfaces in common areas and meeting rooms are sanitized after use.

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### **2.4. Measures to restrict entry**

- a) If an appointment with a client or essential visitor is arranged by phone or otherwise in advance, then the individual will be asked to confirm that they:
  - i. Have not, or someone in their household arrived from outside of Canada or had contact with a person who traveled outside of Canada in the past 14 days;

- ii. Have not or someone in their household experienced any of the following symptoms in the last 10 days: fever, coughing, sore throat, difficulty breathing, flu-like symptoms;
- iii. Have not been directed by Public Health to self-isolate or quarantine;
- iv. Have not been in direct contact with someone who has tested positive for COVID-19 or is waiting for COVID-19 test results.

If the answer to any of these questions is positive, the individual shall not be permitted to come to the site. Remote service will then be offered including additional resources such as interpreter on conference or video call, technical support, etc. unless the client waits until it is safe to come to an in-person meeting.

b) Upon arrival, anyone accessing the site shall answer the following questions to the designated person at the reception desk:

- i. Have you experienced any symptoms that could be related to COVID-19 since you booked your appointment?

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## **2.5. Measures regarding illness on-site**

- a) All employees must stay home when sick.
- b) Employees who start to feel ill at work, even with mild symptoms, must report to the their team lead or the executive director and go home.