

PSBC's Protocol's for COVID-19 Workplace Safety

Since the COVID-19 pandemic, Parkinson Society British Columbia (PSBC) has taken proactive measures to ensure the safety of our staff and community. While Parkinson Society BC staff are working remotely until further notice, we have implemented safety measures according to the BC Restart Plan should any staff or clients need to enter our office space.

Measures implemented by building owner and operator *Shelley Morris Business Services* include:

1. Janitorial staff are frequently cleaning high touch surfaces (door handles, elevators buttons, and washroom countertops) in the commons areas.
2. Use of elevators is limited to 2 people per elevator. Stairwells are available for use, with designated up or down marked stairwells.
3. The building heating, air conditioning, & ventilation (HVAC) hours of operation have been extended to accommodate more business hours creating space for multiple shifts for staff to achieve social distancing. This adjustment also increases the fresh air exchange within the building.
4. Signage on COVID-19 protocols is posted in the ground floor lobby & stairway doors.
5. Hand sanitizer stations in place at ground floor lobby.
6. All operations staff are wearing gloves, masks, and interacting at a safe distance if they need to attend to a particular office space.

Measures implemented by Parkinson Society BC in our office space include:

1. Individuals and staff asked to keep a 2 meter distance from others and requested to wear masks if physical distancing is not possible.
2. Limiting elevator use to 2 people per elevator.
3. Rearranged workstation layout to accommodate physical distancing.
4. Frequent sanitizing of workstations and high-touch surfaces around the office.
5. Limiting shared space use (kitchen, photocopy room) to 1 person at a time.

In addition, masks are mandatory for clients entering the office and PSBC staff will ask clients the following questions before proceeding to any appointments:

1. Do you have new/worse cough or shortness of breath?
2. Are you feeling feverish or have you had shakes or chills in the last 24 hours? (>38 degrees Celsius)?
3. Are you, or someone that lives with you, currently self-isolating?
4. Has anyone in your home had influenza-like symptoms within the last 14 days?
5. Have you been exposed to any confirmed COVID-19 cases in the last 14 days?
6. Have you or anyone you've come in contact with travelled outside of the province within the last 14 days?