

# BACI Restart Plan – Step 3

## March 14, 2022

This document will, in conjunction with BACI's Communicable Disease Prevention Plan, provide guidance to staff at BACI during the COVID-19 pandemic as guidance continues to change during Step 3 of BC's Restart Plan. Staff in all departments must be familiar with and consistently implement the strategies outlined in the Universal Precautions procedure and Calling in Sick procedure.

At all times, BACI will continue to follow the directives of the Provincial Health Officer (PHO), any specific municipal directions and BC's Restart Plan. At any time, it may be necessary to return to previous restrictions, should an outbreak occur or restrictions be re-implemented in a specific Health region or province-wide.

### Step 3:

#### Practices throughout BACI:

- Active screening for all staff prior to engaging in work continues, either in community, BACI-run properties or homes of the people we support. Staff who have any symptoms listed on the screening form, or have been directed to isolate either by Health or by CBSA due to travel, will not be permitted to work.
- Signage will continue to be posted throughout BACI's various sites:
  - Handwashing signs will be posted in all bathrooms;
  - Respiratory hygiene posters will be posted in obvious areas through the sites;
  - Posters of symptoms and directions not to enter if you are displaying any of the symptoms will be placed at entry points;
  - Posters will be placed on entry doors and throughout the buildings stating that masks are to be worn at all times.
- Practicing good hand hygiene and respiratory hygiene (see Communicable Disease Prevention Plan)
- Ongoing cleaning and disinfecting schedules will remain in place in all programs (see Communicable Disease Prevention Plan)
- Ongoing COVID vehicle procedures include enhanced cleaning after each use. Staff and persons served may chose to wear a mask while driving, however it is not required.
- Where staff are supporting people in their own vehicles, they may request that persons served wear a mask while driving with them.
- Maintaining physical distance of 2 meters whenever possible.

- Wearing of a medical mask while working is recommended, however, not required. Staff may choose to wear a mask based on their personal comfort level.
- A medical mask will be required where staff are providing close personal supports to a person who is ill.
- Across all services, staff will be fully vaccinated against COVID, as per the PHO mandate, in order to continue working.
- Try to limit physical contact, however, continue to wash or sanitize hands frequently.
- There are no longer any capacity limits in any BACI run spaces or buildings, with the exception of the Christine Sinclair Center, which will remain at maximum capacity of 35 people.
- PPE requests for programs can be made by emailing [pperequests@gobaci.com](mailto:pperequests@gobaci.com) and PPE orders can be picked up on Thursdays at Still Creek by booked appointment only.

### Admin Offices

- All staff and visitors will self screen at the reception area as they enter the office
- Should anyone become ill while they are at work, they must leave the office immediately, using the emergency exit closest to the office door, to minimize contact with others in the building.
- Wearing of masks in the BACI office is recommended, however not required. As the BACI office is located within a larger building, staff will be required to follow any posted guidelines while in common area's of the building.
  - Hand sanitizer is available at the reception desk, the kitchen area and handwashing and cleaning supplies (soap ,paper towels, cleaners, disinfectant wipes) are available in the kitchen.
  - Paper towels are supplied in the shared bathroom, down the hall from the BACI office.
  - The booking system for the Deer Lake office is no longer required, however, where offices are shared, people using those offices may want to continue using a booking system.
  - Meals can be shared together.
  - If using a shared desk/workspace, employees are required to clean/sanitize after use.

### Residential Homes

- All employee's and visitors will complete the daily assessment form upon entry. Anyone with symptoms on the screening will not be allowed to enter.

- Wearing of a medical mask while working is recommended, however, not required. Staff may choose to wear a mask based on their personal comfort level.
- Family visits to the homes will continue with no restrictions.
- Staff can resume eating together and with the people they are supporting for all meals
- All homes will continue with enhanced cleaning 2 times per shift and increase to 6 times per day in the event of a home being in enhanced monitoring.
- Planning meetings will be completed for everyone.
- Continue to increase accessing regular activities in the community, based on risk assessments that have been completed for each person. This would include meals and coffee out.
- Begin to have in person team meetings, indoors where space allows and outdoors if private space is available.
- Continue with current support protocols for any supported person who becomes ill with COVID symptoms or is being tested for COVID (isolate the person, don full PPE's).

### Community Inclusion Program

- All remote workers will complete the self assessment app prior to engaging in work and all employees entering BACI run spaces must complete the self assessment form upon entry
- All supported persons will also complete the self assessment form (or be supported to complete the form) upon entry to all BACI run properties. People with COVID symptoms, who are being tested for COVID, test positive for COVID or have been directed to isolate will not be provided with support until the end of isolation/negative COVID test and/or symptoms have resolved.
- Supported persons must show their vaccine card to enter BACI run spaces on Royal Oak and at the Christine Sinclair Community Center.
- Wearing of a medical mask while working indoors or on buses is recommended, however, not required. Staff may choose to wear a mask based on their personal comfort level and are required to wear a mask in any public location that requires it.
- In the event that a staff is working in a family home and the family requests they wear a mask indoors, staff will be expected to wear a medical mask in that environment.
- There are no capacity limits in any CI run spaces other than the Christine Sinclair Community Center where capacity remains at 35 people. The spaces are primarily used for scheduled classes or activities, however, it is possible for people to drop in and use the Christine Sinclair Community Center space anytime before 10am or after 2pm.
- Meals can continue to be eaten together.
- Continue to increase accessing regular activities in the community, which can include meals and coffee out.
- Group gatherings are permitted, indoor group sizes will be based on the space they are accessing. Groups will be tracked through log notes.
- Increase in person team meetings.

## Stitched Services: Outreach, BEST and Community Connectors

- All remote workers will complete the self assessment app prior to engaging in work and all employees entering BACI run spaces must complete the self assessment form upon entry
- All supported persons will complete the self assessment form upon entry. People with COVID symptoms, who are being tested for COVID, test positive for COVID or have been directed to isolate will not be provided with in person support until the end of isolation/negative COVID test and/or symptoms have resolved.
- Wearing of a medical mask while working indoors or on busses is recommended, however, not required. Staff may choose to wear a mask based on their personal comfort level and are required to wear a mask in any public location that requires it (this includes when providing onsite job coaching).
- Regular activities resume and group gatherings have no limits, other than the size of the space being used.
- Continue to increase indoor activities (i.e. going to the library, attending appointments in person, etc.).
- Continue risk assessment at point of referral.
- Continue to increase in person supports and decreasing virtual supports.

### In office settings (indoor):

- Calendar booking system may continued to be used where it makes sense for shared spaces. Shared desks will be cleaned and sanitized after each use.
- Where there are concerns about indoor air quality, programs can explore purchasing HEPA air purifiers
- Meals can continue to be shared.
- In person team meetings are encouraged.
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### AHA:

- All employees entering BACI run spaces must complete the self assessment form upon entry
- All supported persons will complete the self assessment form upon entry. People with COVID symptoms, who are being tested for COVID, test positive for COVID or have been directed to isolate will not be provided with in person support until the end of isolation/negative COVID test and/or symptoms have resolved.
- Supported persons must show their vaccine card to enter AHA. If people attend with supports that are not BACI staff, those people must show their vaccine card as well.
- Wearing of a medical mask while working indoors or on busses is recommended, however, not required. Staff may choose to wear a mask based on their personal comfort level.
- Art facilitator will provide the required supplies to each person and supplies are not shared

- Only art supplies that can be sanitized after use will be allowed to be used/shared. For example, paint brushes, paint bowls
- Participants who choose to use an art medium that cannot be sanitized (for example, wool, pastel crayons) must bring their own supplies. Supplies cannot be stored at the studio, they must be taken home after each session.
- Participants can bring a snack or drink with them, however, can not stay after their scheduled time to eat.
- The studio is currently closed, however, upon reopening will have a mix of booked classes and drop in studio time. There will no longer be capacity limits.

#### **IDP:**

- All remote workers will complete the self assessment app prior to engaging in work and all employees entering BACI run spaces must complete the self assessment form upon entry
- Active screening for all family visits. People with COVID symptoms, who are being tested for COVID, test positive for COVID or have been directed to isolate will not be provided with in person support until the end of isolation/negative COVID test and/or symptoms have resolved.
- Wearing of a medical mask while working indoors is recommended, however, not required. Staff may choose to wear a mask based on their personal comfort level.
- Increase the number of people who can attend physio appointments but all adults will be required to wear a medical mask.
- Continue to increase in person supports and decreasing virtual supports.
- Consultants can bring their own toys and material to visits in family homes. Toys are sanitized at the end of each day.
- There are no limits to the number of in person visits consultants can do per day.
- The number of people working together in an office is limited only by space and work stations. IDP will continue to use a booking system to ensure space is available.
- Employee's can continue to eat meals together.
- Revisit starting outdoor group activities for March 2022 and indoor groups for April 2022.
- Increase in person team meetings.

#### **LSN:**

- All remote workers will complete the self assessment app prior to engaging in work and all employees entering BACI run spaces must complete the self assessment form upon entry
- Active screening for all visits to LSN providers homes. People with COVID symptoms, who are being tested for COVID, test positive for COVID or have been directed to isolate will not be provided with in person support until the end of isolation/negative COVID test and/or symptoms have resolved.

- Wearing of a medical mask while working indoors is recommended, however, not required. Staff may choose to wear a mask based on their personal comfort level.
- Continue to increase in person supports and decreasing virtual supports.
- There are no limits to the number of in person visits a manager can do per day.
- Employee's can continue to eat their meals together.
- Begin to have in person team meetings, indoors where space allows and outdoors if private space is available.

#### **Children's Services:**

- As part of the daily screen, temperatures of children will continue to be taken upon arrival to the center
- At BPP, Southslope and Fairhaven, parents will continue to drop children off at the door. At Cariboo, parents may enter the building and drop their children off at the door to the daycare space. Parents must wear a mask when indoors.
- Continue to wear medical masks when working indoors. Masks do not need to be worn when working outdoors, however, physical distancing should be maintained.
- Until March 25, 2022, children aged 5 and up are required to wear masks indoors, however, they are not required to wear a medical mask. Effective March 28, 2022, children aged 5 and up will no longer be required to wear a mask, but may chose to do so if they wish.
- Employee's and children can continue eating snacks and meals at the table together, however, there will be no shared food. Masks must be put on when leaving the table.
- Enhanced cleaning of high touch surfaces will continue twice per day with the exception of toys. All non-porous toys will be sanitized each evening. Toys will be sprayed, left out to dry and put away the following morning.
- Enhanced deep cleaning by the janitorial company will continue every two weeks.
- Children can remain in the center if contractors, external consultants or delivery personnel need to access the premises.
- Children's centers can welcome practicum students back.
- Continue to increase in person team meetings.

Information for Step 4 will be added once the province moves to these steps and guidance has been received from the PHO, WorksafeBC and CLBC.

## **BACI Restart Plan – Step 3**

March 14, 2022

I, \_\_\_\_\_, confirm that I have read and understand  
(Print first name and last name)

BACI's Restart Plan – Step 3, March 14, 2022

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date