

# PANDEMIC OPERATIONAL PLAN

Pandemic Operational Plan – Powell River Living Magazine

Date: May 20, 2020    **Updated Dec 1, 2020**  
Business address: 7053-E Glacier St

At Powell River Living the health of our employees and customers are important to us. We have created this document to clarify the actions that Powell River Living will take in order to ensure the wellbeing of everyone in our place of business and community. This document can be found at the front desk and will regularly be updated. Should you have any questions, recommendations or concerns, please contact Isabelle at [isabelle@prliving.ca](mailto:isabelle@prliving.ca).

## PHYSICAL DISTANCING MEASURES

Powell River Living will ensure the physical distancing of 2 meters (6 feet) at all times for both our clients and employees inside our business as well as any lines entering our place of business. Should you have any questions, recommendations or concerns, please contact Isabelle at [isabelle@prliving.ca](mailto:isabelle@prliving.ca)

The following physical distancing measures are in place at this location:

- Clients and Guests are required to wear masks when in PRL office. Employees are required to wear masks when clients and guests are in office.
- Guest and employees will avoid common greetings, such as handshakes;
- The number of people in our office will be restricted to 7
- Staff will remind guests of physical distancing requirements; by directing individuals to sit in designated couches and chairs; arrange furniture position to allow 2-meter rule; hand sanitizer and face masks are available for use located on the coffee table.
- After each interview or guest visit, the staff member conducting the meeting will be responsible for sanitizing surfaces, this includes and is not limited to ( door handles, coffee table, pens, or other hard surfaces )
- No Public washrooms are provided at this location.
- The workplace has been altered to ensure physical distancing requirements (i.e. arrange furniture position to allow 2-meter rule, provide visual cues on floor for distancing and for directional movement of clients);

## CLEANING AND DISINFECTION PROCEDURES

Powell River Living has developed cleaning protocols to ensure that all common areas are cleaned and disinfected twice daily, or more often as required (i.e. if soiled). Health and Safety is a responsibility that belongs to everyone in the workplace. Should you have any questions, recommendations or concerns, please contact Isabelle at [isabelle@prliving.ca](mailto:isabelle@prliving.ca)

The following cleaning and disinfection procedures are in place at this location:

- Powell River Living will ensure that all the necessary supplies such as hot/cold potable running water, liquid soap, paper towel, and garbage bins, for handwashing; or minimum 60% alcohol based hand sanitizer; toilet paper, cleaning and disinfecting supplies and personal protection equipment (non-medical masks and disposable gloves) are available as appropriate.
- Staff members will wash hands for 20 seconds when entering the building.
- Staff members are responsible for disinfecting personal workstations.
- Staff members who use common desk area are responsible for sanitizing after each use.
- Staff members must sanitize bathroom after each use this includes but is not limited to wiping down taps, door knobs, toilet flush handle and light switch.
- Bathrooms and common areas will be deeply cleaned and disinfected as needed.

The following [cleaning and disinfection supplies](#) are available at this location:

Cleaning cabinet located beside the bathroom, disinfectant wipes are located in the bathroom and at the main desk, hand sanitizer is available at each work station and lounge area.

## EMPLOYEE WELLNESS AND HYGIENE

Powell River Living will ensure that all employees are informed of the best practices to encourage proper hygiene etiquette. Additionally, the necessary products and equipment will be available to you in the workplace to follow these best practices. Health and Safety is a responsibility that belongs to everyone in the workplace and we encourage you to review [WorkSafe BC resources like COVID-19 Industry Information](#). We have also reviewed our sick leave policy & Health and safety policy to ensure employees are not coming to work unless they are healthy. Should you have any concerns about your wellbeing in the workplace, please contact your Isabelle at [isabelle@prliving.ca](mailto:isabelle@prliving.ca)

The following employee wellness and hygiene procedures are in place at this location:

While at work to help stop the spread of germs:

- Employees are to wear masks when not at their desks.
- Employees will wear masks in common areas of the office.
- Avoid touching your eyes, nose or mouth
- Cover your mouth and nose with a tissue when you cough or sneeze and throw the used tissue in the trash;
- If you do not have a tissue, cough or sneeze into your elbow, not in your hands and then wash your hands immediately afterwards;
- When coming into work and leaving work, please wash/sanitize your hands for 20 seconds
- You are encouraged to clean your cell phone upon arriving at work with a sanitizer wipe (if available);
- Respect the 2-meter physical distancing measures with all your colleagues and guests;
- Handshakes, hugs and direct contact are not permitted;
- Avoid contact with people who are sick
- We encourage you to remind your colleagues and clients of the wellness and hygiene measures put into place.

Should you feel unwell (i.e. coughing, sneezing, fever, shortness of breath, runny nose, etc.), think you have come into contact with someone with COVID-19, or have someone from your household return from travelling abroad:

- If you have symptoms or think that you might have COVID-19, please use the [Screening Questionnaire](#) for COVID-19.
- Please notify Isabelle at [isabelle@prliving.ca](mailto:isabelle@prliving.ca)
- We ask that you do not present yourself at work with COVID-19 symptoms and self-isolate for 14 consecutive days

The following employee hygiene procedures guide/posters are in place at this location:  
Posters are located in bathroom