

SUBJECT: COVID-19 Policy	POLICY NO: INT-13b	LAST REVIEWED: February 2022
APPROVED BY: Executive Board	MANAGED BY: Executive Director	NEXT REVIEW:

SUMMARY

Policy Statement

In addition to existing Policy INT-13 Workplace Safety, BCITSA is clarifying the new working environment for all employees and patrons while COVID-19 restrictions are in place; therefore, it is essential that all employees follow guidelines and procedures to ensure everyone’s safety.

Purpose of This Policy

The purpose of this Policy is to:

- Ensure that all employees, patrons, and students are informed of the new requirements under the COVID-19 policy.
- Provide a framework in which procedures can be created to ensure that BCITSA operations and services meet operational requirements as per Provincial guidelines.

Application of This Policy

This Policy applies to all full-time and part-time employees.

This Policy also applies to Executives that receive the equivalent of a minimum wage as compensation for the hours they serve in their respective capacities. In these cases, Executives shall be considered as employees for the purposes of this Policy.

Related Documents and Legislation

Legislation

- [BC Worker's Compensation Act](#)

Forms Associated With This Policy

Amendment History

- Created 2020-05-30
- Amended 2020-10-16
- Amended 2021-06-21
- **Amended 2022-02-28**

DEFINITIONS

BC Centre for Disease Control (BCCDC): A program of the Provincial Health Services Authority that provides provincial and national leadership in disease surveillance, detection, treatment, prevention, and consultation.

Communicable Disease Plan: A plan which includes general measures to reduce the risk of communicable disease and additional measures for when there is an elevated risk of communicable disease.

Joint Occupational Health and Safety Committee: The Joint Occupational Health and Safety committee brings together Management and Employees to identify and help resolve health and safety issues in the workplace.

Safety Plan: A plan based on risk identification which includes enhanced safety measures and precautions to minimize the risk and spread of COVID-19 in the workplace. This document details the rules and procedures on how operations will function in time of pandemic.

DUTIES AND RESPONSIBILITIES

Executive Director

The Executive Director is responsible for the interpretation and enforcement of this Policy.

POLICY

COVID-19 Safety Guidelines

- 1.1.** Due to high accessibility of [COVID-19 vaccinations](#), the risk of COVID-19 transmission is reduced, however it is still circulating. As per the Provincial Health Authority, employers are required to maintain a COVID-19 Safety Plan as mandated.
 - a.** Employees must follow all practices as outlined in the COVID-19 Safety Plans, as well as current [provincial guidelines](#).
- 1.2.** The Communicable Disease Plan will be implemented and updated based on [provincial guidelines](#) however, for the most up-to-date information regarding COVID-19, please visit the BC's website for [current province-wide restrictions](#).

Workplace Safety Specific to COVID-19

1.3. Employee Health Status:

- a. Employees with COVID-19-like [symptoms](#) as defined by the BC Center for Disease Control, should use the [BC COVID-19 Self Assessment Tool](#) or call 811 to determine their next course of action. Employees must also notify their manager immediately to develop a working arrangement if they are unable to be onsite or will need time off.
- b. Employees who have been exposed to someone with COVID-19 should follow the current [BCCDC guidelines](#) in determining what action to take next. Please inform your manager of your situation as soon as possible to determine working arrangements.
- c. Employees who have travelled:
 - i. Within Canada are required to follow [provincial travel guidelines](#).
 - ii. Internationally, must meet both the [provincial](#) and [federal entry requirements](#) upon their return. The BCITSA will follow these requirements and employees may be required to provide a negative COVID-19 test result before returning to work onsite.

1.4. Behaviour and Practices while at work:

- a. Employees who work onsite will need to refer to the [most current safety documentation](#) which will outline the Provincial Health Orders and current [workplace safety regulations](#) put in place to reduce the risk of COVID-19. The organizational safety documentation will outline if there are room capacity requirements, directional signage, in-person meeting requirements, cleaning protocols, etc.
- b. If Provincial restrictions require remote work, employees who can perform their duties at home may be asked to work remotely as much as possible as to reduce the risk in the workplace.

Responsibility to Report

- c. If employees witness someone not following the precautions put in place, they must inform Human Resources immediately.

PROCEDURE

Refer to BCITSA COVID-19 Safety Procedure for detailed information on what to do in the following situations:

- What to do if you show COVID-19 symptoms
- What to do if you test positive for COVID-19
- What happens in the workplace if a COVID-19 case was identified
- What to do if you were in close contact with someone outside of the workplace who is getting tested for COVID-19
- What to do if you were in close contact with someone who tests positive for COVID-19 outside the workplace
- What should I be entering in my timesheet for hours used on sickness related to COVID-19