BCGEU COVID-19 PROTOCOLS
In effect as of the Return to Office on March 3, 2022 until further notice

These revised protocols will be followed by all staff, members and visitors

Building Access
• Effective February 28th, 2022, the BCGEU will be re-opening offices in phases:
  o Phase 1 will be from February 28th, 2022 to March 25th, 2022 and will model of our prior office re-openings with staggering of schedules and following BCGEU COVID-19 Protocols
  o Effective March 28th, 2022, Phase 2 will be in effect and all BCGEU offices will be fully re-opening and following the BCGEU COVID-19 Protocols

Re-opening Plan & Dates:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Re-Opening Plan</th>
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| February 28th, 2022 to March 25th, 2022 | BCGEU offices will continue to operate with reduced capacity  
|                                 | Interim schedules will be created by Coordinators in consultation with their Directors and will have staff alternating weeks working in the office  
|                                 | During this time, members are able to attend BCGEU offices with an appointment  
|                                 | All offices will be following the BCGEU Protocols which are outlined below     |
| March 28th, 2022 Onwards        | Full Re-Opening  
|                                 | All staff will be working in the office and BCGEU offices will be open to all staff, visitors, members and guests  
|                                 | All offices will be following the BCGEU Protocols which are outlined below     |

• Only Members and Visitors will require to sign-in upon entry to BCGEU buildings
• All offices will be required to scan or send-in these sign in forms through inter-office mail to facilities at the end of every month to facilities@bcgeu.ca
Daily Health Checks:
• Daily Health Checks continue to be required for all staff attending the workplace.
• Prior to attending any BCGEU facility, all attendees should complete a daily self-assessment of their symptoms and notify Human Resources and their Coordinator if they are unwell.
• Staff who are not permitted to access a workplace will be advised to travel directly back home or to a preferred location for self-isolation. Assistance in travel may be available on request.
• Staff, members, and visitors will not be permitted to come into BCGEU buildings if they have cold or flu-like symptoms.

COVID Symptoms
In addition to notifying their Coordinator or SDC and Human Resources at human.resources@bcgeu.ca of their absence, staff should follow these guidelines when managing symptoms:

<table>
<thead>
<tr>
<th>IF STAFF HAVE ANY COVID-19 LIKE SYMPTOMS SUCH AS:</th>
<th>IF STAFF HAVE COVID-19 SYMPTOMS AND UNABLE TO OBTAIN A COVID-19 TEST</th>
<th>IF STAFF HAD A POSITIVE COVID-19 TEST BUT ARE FULLY VACCINATED:</th>
<th>IF STAFF HAVE HAD A NEGATIVE COVID-19 RESULT BUT HAVE SYMPTOMS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• FEVER OR CHILLS</td>
<td>• Staff should immediately self-isolate and contact 811, complete the self-assessment tool or contact their health care provider to determine if a COVID-19 test is required.</td>
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<tr>
<td>• COUGH</td>
<td>• Staff should not return to the office unless symptom free</td>
<td>• Staff should self-isolate for five (5) days until symptoms improve</td>
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<td>• SORE THROAT</td>
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<td>• If symptoms have improved and the isolation period is over, staff can return to work</td>
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<td>• DIFFICULTY BREATHING</td>
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<td>• DIARRHEA</td>
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<tr>
<td>• NAUSEA AND/OR VOMITING</td>
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<td>• EXTREME FATIGUE OR TIREDNESS</td>
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<td>• BODY ACHES</td>
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<td>• LOSS OF APPETITE</td>
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<td>• HEADACHE</td>
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<tr>
<td>• LOSS OF SENSE OF SMELL OR TASTE</td>
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<td>• RUNNY NOSE</td>
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<td>• SNEEZING</td>
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</table>

• Staff should immediately self-isolate and contact 811, complete the self-assessment tool or contact their health care provider to determine if a COVID-19 test is required.
• Staff should not return to the office unless symptom free.
**Self Isolation**

In accordance with the current BCCDC guidelines, self-isolation or self-monitoring may be required depending on the circumstance:

<table>
<thead>
<tr>
<th>Self-Isolation</th>
<th>Self Monitoring</th>
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<tbody>
<tr>
<td>Means that staff should <strong>stay home</strong> and keep away from others during the recommended isolation period.</td>
<td>Means that staff are monitoring their health for COVID-19 symptoms for the recommended self-monitoring period</td>
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**Face Mask Usage & Proof of Vaccination**

- All staff, members and visitors are required to wear a face mask when arriving at and departing from the office, including elevators.
- Visitors that are attending BCGEU offices for a visit under 10 minutes are able to wear their own mask and are not required to wear a KN95. If visitors do not have a mask, they can be supplied with a medical mask.
- All staff will be supplied with KN95 masks and will be required to wear them in BCGEU offices.
- Masks are not required when seated in a designated workspace (provided it is six feet distant from others or separated by a physical barrier).
- Masks may be removed in lunch rooms only for the purpose of eating or drinking while physical distancing is maintained. Socializing without a mask on is not permitted.
- Effective **February 22, 2022**, all staff must provide proof of full vaccination to their Coordinator, Director, or the BCGEU Human Resources Department.

**Members/Visitors**

- When booking appointments, visitors and members will be reminded to reschedule their appointment if they experience cold or flu-like symptoms.
- Waiting areas will be arranged to maintain physical distancing requirements. Barriers have been installed between reception areas and visitors (e.g. Plexiglas). Markers have been placed on floors directing visitors where to stand when approaching the front desk.
- Staff, visitors, and members will be required to dispose of used sanitizing wipes, used disposable masks, and other personal protective equipment in appropriate bins.

**Hygiene Protocols**

All staff, members, and visitors are required to follow these hygiene protocols:

- Allow time for handwashing breaks throughout the day.
- Wash hands often with soap and water for at least twenty (20) seconds.
- If hands are not visibly soiled and soap and water are unavailable, alcohol-based hand sanitizer can be used.
- Use good respiratory etiquette by covering your mouth and nose with the crease of your elbow or with a disposable tissue when you cough or sneeze.
- Ensure used tissues, disinfectant wipes, and safety equipment are properly disposed of in a lined waste receptacle.
Workplace Operations

• During Phase 1, the number of staff working in the office at any one time will be guided by the workplace risk assessments done by the Joint Occupational Health and Safety Committees (JOSHC) in accordance with any established health and safety regulations.

• Effective March 28th, 2022 all BCGEU offices will be fully re-opening with full staffing complement and following BCGEU Protocols.

• Each Department and Area Office will continue to review workplace procedures to ensure safe practices to carry out the work of the union.

• One-way staircases have been established to minimize physical contact and signage has been posted to indicate direction.

• If any worker has concerns related to Health & Safety they should contact their Coordinator, SDC, JOHS Committee Representatives or Human Resources to address the concerns.

Work Stations

• Staff can still continue to use communications with other staff using email, video/teleconference, or other technology as much as possible but are encouraged to return to meeting in person.

• Where possible offices and workstations should not be shared. If sharing space is unavoidable, all frequently touched surfaces must be cleaned and disinfected before leaving the space, such as the computer keyboard and mouse, desk surface, arms rests on chairs and telephone.

• Staff are required to clear the surface of their desk at the end of each day so that a proper cleaning of the surface can be carried out.

Communal Spaces

• Staggered break times should be considered to reduce large gatherings in common areas.

• All staff are required to use only their own equipment, such as pens, staplers, headsets, and computers.

• BCGEU has increased the number of stations with hand sanitizer for people to use while in BCGEU buildings.

Meetings & Proof of Vaccination

• Effective February 28th, 2022 meeting rooms can be booked at full capacity while following BCGEU COVID-19 protocols

• During a meeting, presenters are able to remove their mask while presenting provided a two (2) metre distance can be maintained from other attendees.

• Proof of vaccination is required for all indoor events/meetings of all sizes and for BCGEU members and visitors to BCGEU offices except for very short visits under 10 minutes.

• Attendees to events /meetings must provide their proof of vaccination QR code and all QR codes must be verified using the BC Vaccine Card Verifier App before allowing entry to the meeting or event.

• Tablets will be shipped to each area office. These tablets will be used for scanning vaccine passports.

• All staff or members can wipe down surfaces with the Spray Nine Disinfectant both before and/or after any meeting, if needed;

• Catering orders can resume and do not require to be individually wrapped; however Individuals should keep at least 2 metres apart when eating and drinking.
Rapid Tests

Rapid Tests can be ordered through the mail centre and are required for attending:

- Component Meetings
- Bargaining Committee Meetings where there are ten (10) or more people in attendance

- The staff person responsible is required to confirm that all attendees have provided their proof of vaccination, are wearing a N95 or KN95 mask and have completed a rapid antigen COVID test prior to attendance.
- Those who test positive on a rapid test will not be able to attend
- If N95 or KN95 masks and rapid tests are not available, in-person meetings will not be permitted.
- Where the staff person responsible is not attendance, they will provide reception the attendee list in advance of the meeting and reception will complete the scanning of the vaccine passport.
- Rapid tests and KN95 masks are not available for employer representatives where meetings involve employers

- **Below is a Suggested Checklist to Follow When Preparing for Meetings:**
  - The BC Vaccine Verifier App has been downloaded on to Tablets
  - Rapid Tests have been ordered in advance of the meeting from Mail Centre
  - Consider setting up two areas for attendees to check in upon arrival:
    - One area to verify vaccine passports and the other area to conduct rapid tests.
  - As each participant must complete a rapid test prior to attendance, this will mean staff will need to notify participants and provide the test kit ahead of time; or
  - Each participant must complete a rapid test before the start of the meeting, after being scanned and provided and N95 mask at the meeting location.
  - If possible attendees should be provided an option to participate virtually

Facilities and Cleaning Staff

- All common areas and high touch surfaces will be disinfected at least daily. This includes doorknobs and handles, elevator panels and buttons, light switches, tables, chairs, and work surfaces in break rooms, and washrooms.
- Pressurized sprayers that may aerosolize contaminants upon application to the surface will not be used in any area of the building.
- Only vacuum cleaners equipped with exhaust filters will be used for carpeted areas.
- Cleaning staff will be provided with personal protective equipment (PPE) appropriate to the risk level when performing cleaning tasks.
- A single, sturdy, leak-resistant garbage bag is sufficient for containing waste. A punctured or contaminated garbage bag should be placed into a second bag.
- The BCGEU will clean and disinfect all work areas accessed by person(s) confirmed to have COVID-19

Ventilation

- Ventilation systems at the office will be reviewed and adjusted where possible to increase ventilation rates (increasing the fresh air intake) while maintaining comfortable indoor air temperature and humidity for occupants.
- The use of portable fans, air conditioners, and heaters is prohibited.
Close Contact Notifications

If staff are advised by public health or another individual that they are a close contact of a COVID positive case:

- At this time close contacts do not need to self-isolate
- Staff can attend work provided they meet the required vaccination status and are symptom free
- Staff should continue to self monitor their health for symptoms

Seasonal Conditions:

- Staff who experience pre-existing conditions that have similarities to COVID-19 symptoms such as seasonal allergies can attend work when experiencing these symptoms.
- When in the office, staff should ensure that they are following the BCGEU protocols including practicing hand hygiene and wearing a mask.
- Staff should not attend work if sick and are required to monitor the seasonal symptoms.
- If staff are experiencing any change or worsening in these seasonal symptoms, they should isolate until symptoms improve and follow up with their health care practitioner or 811.
- Staff should notify HR, and their Coordinator if they will be absent from work, instructed to self isolate or awaiting testing results

Travel

- BCGEU Travel cannot book flights for members or staff who are not yet fully vaccinated or unable to confirm their vaccination status. As a result, the following options are available if travel can not be booked:
  - Staff or Members are able to drive and Members can claim mileage as per our airfare equivalency policy
  - Staff or Members can attend the meeting/event virtually

If you have any questions related to these protocols, please contact human.resources@bcgeu.ca