



BC Corrections

# STRONGER TOGETHER

Working together to create a safer workplace and community during **COVID-19**.



# MESSAGE FROM PROVINCIAL DIRECTOR

I understand that this is a very taxing time; we all miss our unencumbered social interactions in an unparalleled way. However, we need to take all the necessary precautions to mitigate spread of COVID-19. We must be especially mindful when we are socializing. Wearing masks when we cannot physically distance from our colleagues at workplace is just as important as wearing it when interacting with the individuals in our community.

As correctional professionals and essential service workers, we shoulder additional responsibilities to follow all COVID-19 related health and safety guidelines, both while at work and while in the community. We have a responsibility to our colleagues, to ourselves, and to the individuals in our care and custody, many of whom have vulnerable immune systems. We take this responsibility very seriously and we are working closely with the Provincial Health Services Authority, Correction Health Service and Public Service Agency along with our justice partners to protect and support all aspects of our correctional centres.

Since the start of the pandemic our staff have led the way in proactively implementing measures to keep the virus out of our correctional centres. We have established protocols and policies to deal with incidences and ensured that our staff has information and equipment required to effectively manage any situation. Through this booklet we want to share some of that information with you.



I hope you will use this information and the guidelines provided by our provincial health authorities to take the necessary precautions against the virus. We have benefited greatly from the advice of our health care experts in BC and I encourage everyone to continue to follow the direction of our Provincial Health Officer without exception.

Again, I want to commend all of you on your incredible and unwavering resiliency. These are extremely challenging times for all of us both personally and professionally. The resilience of our communities and BC Corrections staff continue to amaze and inspire me daily.

Thank you for everything you have done to reduce spread of COVID-19.

**Stephanie Macpherson**  
PROVINCIAL DIRECTOR



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# COVID-19: FACTS

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19.

COVID-19 was first identified in late 2019. It was declared a global pandemic by the World Health Organization in March 2020. Information on COVID-19 is continuously developing, please check the BC CDC website for updates and latest information.

## Differences between cold, flu, allergies and COVID-19

COLD VS. FLU VS. ALLERGIES VS. COVID-19				
SYMPTOMS	COLD	FLU	ALLERGIES	COVID-19** (can range from mild to serious)
Fever	Rare	High (100-102°F), Can last 3-4 days	Never	Common
Headache	Rare	Intense	Uncommon	Can be present
General Aches, Pain	Slight	Usual, often severe	Never	Can be present
Fatigue, Weakness	Mild	Intense, can last up to 2-3 weeks	Sometimes	Can be present
Extreme Exhaustion	Never	Usual (starts early)	Never	Can be present
Stuffy/Runny Nose	Common	Sometimes	Common	Has been reported
Sneezing	Usual	Sometimes	Usual	Has been reported
Sore Throat	Common	Common	Sometimes	Has been reported
Cough	Mild to moderate	Common, can become severe	Sometimes	Common
Shortness of Breath	Rare	Rare	Rare, except for those with allergic asthma	In more serious infections

Sources: National Institute of Allergy and Infectious Diseases, CDC, WHO. \*\*Information is still evolving

## How long can the virus survive on various surfaces

### SURFACE CONTACT

Even though COVID-19 can survive for hours or days on different surfaces, infection from contact with contaminated surfaces appears to be less common. The most common type of spread is through larger droplets from close contact with an infected person.

There is no evidence that the virus transmits through food as it is destroyed almost immediately by stomach acid. Good hand hygiene is always important for food safety.

**WHAT YOU CAN DO:** Disinfect all surfaces and objects in your home daily with a household cleaning spray or wipe. Wash hands for at least 20 seconds with soap and warm water, especially after visiting the supermarket or bringing in packages.

For more information, see the BCCDC page on Food Safety and COVID-19.



# WHO IS AT MOST RISK?

While COVID-19 can make anyone sick, some Canadians may be at greater risk of COVID-19 than others due to their occupational, social, economic and other health and life circumstances.

## VULNERABLE POPULATIONS MAY INCLUDE

Individuals who are at **risk of more severe disease or outcomes**, including:

- Older adults (increasing risk with each decade, especially over 60 years)
- People of any age with chronic medical conditions (for example, lung disease, heart disease, high blood pressure, diabetes, kidney disease, liver disease, stroke or dementia)
- People of any age who are immunocompromised, including those with an underlying medical condition (for example, cancer) or taking medications which lower the immune system (for example, chemotherapy)
- People living with obesity (BMI of 40 or higher)

Individuals who may be more likely to be exposed to the COVID-19 virus because:

- Their jobs or occupations require them to be in contact with large numbers of people, which increases their chances of being exposed to someone who has COVID-19
- They live in group settings where the COVID-19 virus may transmit more easily (for example, long-term care facilities, correctional facilities, shelters, or group residences)

- They face barriers that limit their ability to access or implement effective public health measures (for example, individuals with disabilities who encounter non-accessible information, services and/or facilities)

For example, anyone who has:

- Difficulty reading, speaking, understanding or communicating
- Difficulty accessing medical care or health advice
- Difficulty doing preventive activities, like frequent hand washing and covering coughs and sneezes
- Ongoing specialized medical care or needs specific medical supplies
- Ongoing supervision needs or support for maintaining independence
- Difficulty accessing transportation
- Economic barriers
- Unstable employment or inflexible working conditions
- Social or geographic isolation, like in remote and isolated communities
- Insecure, inadequate, or nonexistent housing conditions

Source: [Vulnerable populations and COVID-19 - Canada.ca](#)



# IMPORTANT PRECAUTIONS TO PROTECT SELF AND FAMILY?

## Minimize your risk

- When you cough or sneeze, use a tissue or raise your arm up to your face and aim for your sleeve. Do not sneeze into your hand. Throw away tissues as soon as you use them.
- Wash/sanitize your hands immediately upon arriving home.
- Keep the surface areas in your home and office free of germs by cleaning them. Doorknobs, light switches, telephones, and keyboards are especially important to keep clean.
- If you have children, teach them good hygiene and how to wash their hands properly. Young children should be supervised while washing their hands.
- If you use bar soap, keep it in a self-draining holder that can be cleaned thoroughly before a new bar is added.
- Use individual damp cloths to wash each child's hands when a sink with warm running water is unavailable.
- Use fresh running water to rinse your hands rather than using a standing basin of water.
- Use individual hand towels and avoid sharing towels.
- Change cleaning cloths daily and launder them using detergent. Germs thrive on moist surfaces.

## SOAP OR ALCOHOL-BASED HAND SANITIZER: Which is best?

Either will clean your hands: use soap and water if hands are visibly soiled.

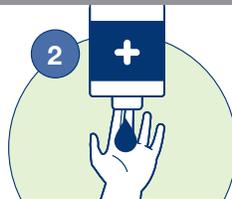


Remove hand and wrist jewellery

### HOW TO HAND WASH



Wet hands with warm (not hot or cold) running water



Apply liquid or foam soap



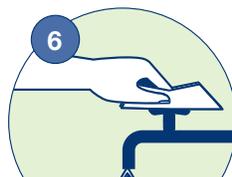
Lather soap covering all surfaces of hands for 20-30 seconds



Rinse thoroughly under running water

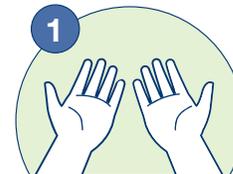


Pat hands dry thoroughly with paper towel



Use paper towel to turn off the tap

### HOW TO USE HAND RUB



Ensure hands are visibly clean (if soiled, follow hand-washing steps)



Apply about a loonie-sized amount to your hands



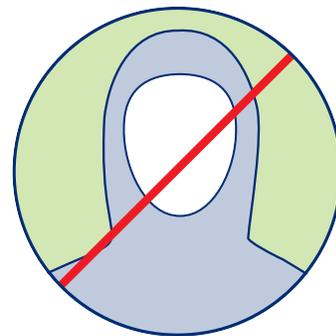
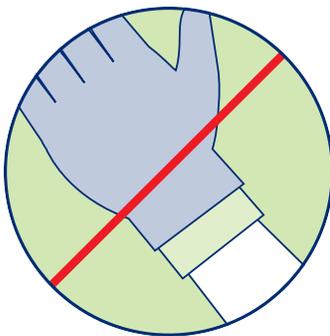
Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)

SOURCE: Adapted from British Columbia Ministry of Health (COVID19\_HH\_001)

## Personal protective equipment

### More pieces and layers of PPE doesn't mean more protection

Wearing extra PPE may affect the fit and complicates the doffing process which may increase the risk of self-contamination.



If you wear items such as ear savers, barrettes, hooks, etc. make sure you know how to remove them without contaminating yourself

#### Exceptions:

- ✓ Areas requiring routine use of hair or shoe coverings (e.g., operating rooms, medical device reprocessing, food service areas).
- ✓ Exceptions made by institutional Infection Prevention and Control and Workplace Health and Safety teams.

\* World Health Organization, Public Health Agency of Canada, Center for Disease Control and Prevention, Public Health England, and Department of Health Australia

SOURCE: British Columbia Ministry of Health

Download original printable posters from: (PDF format) <http://www.bccdc.ca/health-professionals/clinical-resources/covid-19-care/signage-posters>

# KEEP YOUR WORKPLACE AND COMMUNITY SAFE?

As the COVID-19 pandemic continues, we all need to continue practicing recommended measures. Whether you are working in the office or from home, you can take some simple steps to help keep yourself and your fellow British Columbians safe. Follow all Provincial Health Officer Orders and Guidance. Stay Informed!

This is the time to reflect on and renew your commitment to habits that protect yourself and those around you.

## Masks and proper use of PPE

### Do's

- Do wear a non-medical mask or face covering to protect yourself and others.
- Do ensure the mask is made of at least 3 layers, including 2 layers of tightly woven fabric, with a filter or filter fabric between layers.
- Do inspect the mask for tears or holes.
- Do ensure the mask or face covering is clean and dry.
- Do **wash your hands** or use **alcohol-based hand sanitizer** before and after touching the mask or face covering.
- Do use the ear loops or ties to put on and remove the mask.
- Do ensure your nose and mouth are fully covered.
- Do replace and launder your mask whenever it becomes damp or dirty.
- Do wash your mask with hot, soapy water and let it dry completely before wearing it again.
- Do store re-usable masks in a clean paper bag until you wear it again.
- Do discard masks that cannot be washed in a plastic lined garbage bin after use.

### Don'ts

- Don't wear masks with exhalation valves or vents.
- Don't wear a loose mask.
- Don't touch the mask while wearing it.
- Don't remove the mask to talk to someone.
- Don't hang mask from your neck or ears.
- Don't share your mask.
- Don't leave your used mask within the reach of others.
- Don't reuse masks that are damp, dirty or damaged.

Remember, wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. Stay at home if you're sick, wash your hands often and practise physical distancing.

### Do your part to protect yourself and others

Wear a non-medical mask or face covering:

- When you're in shared indoor spaces
- When you can't maintain a 2-metre physical distance from others
- As advised by your local public health authority

### Be kind

Some people may not be able to wear a mask or face covering.

Non-medical masks are **not recommended** for:

- People who suffer from an illness or disabilities that make it difficult to put on or take off a mask
- Those who have difficulty breathing
- Children under the age of 2 years

### Be environmentally responsible

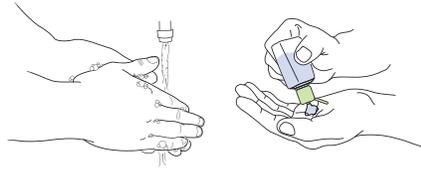
- Wear reusable masks whenever possible
- Washable and reusable masks are more environmentally friendly than disposable masks
- If you must use a disposable mask, dispose of it properly
- Don't litter

Source: for more information visit [COVID-19: How to safely use a non-medical mask or face covering - Canada.ca](#)

# 5 Steps to Don (put on) Personal Protective Equipment (PPE)

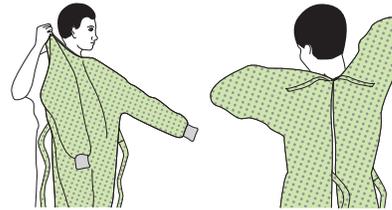
For Full Droplet Precaution Protocols

## 1 Hand hygiene



Clean all surfaces of hands and wrists

## 2 Gown



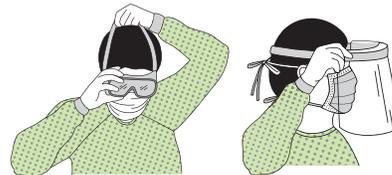
Typically gowns are used for full droplet precaution protocols. Cover torso and wrap around back, fasten in back of neck and waist.

## 3 Surgical/procedure mask



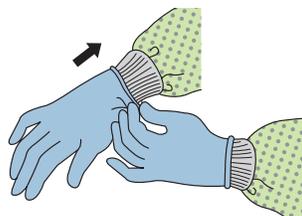
Secure ties at middle of head and neck, fit nose band to your nose and pull bottom down to completely over chin

## 4 Eye protection



Place goggles or face shield over face and eyes and adjust fit

## 5 Gloves



Extend to cover wrist of gown

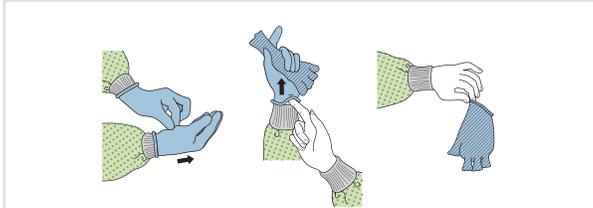
SOURCE: Adapted from British Columbia Ministry of Health

Download original printable posters from: (PDF format) <http://www.bccdc.ca/health-professionals/clinical-resources/covid-19-care/signage-posters>

# 9 Steps to Doff (Take Off) Personal Protective Equipment (PPE)

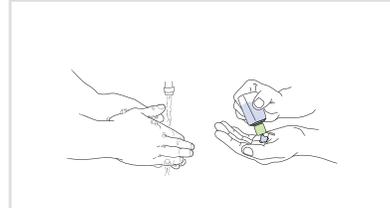
For Droplet and Contact Precautions

## 1 Gloves



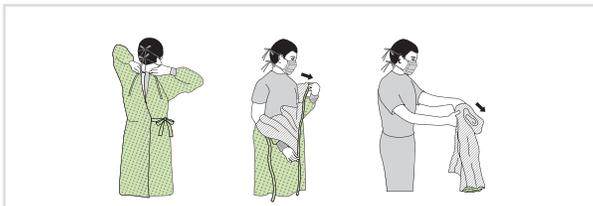
The outside of gloves are contaminated. Grasp palm area of one gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste bin.

## 2 Perform hand hygiene



Clean all surfaces of hands and wrists.

## 3 Gown



Unfasten ties, pull gown away from neck and shoulders, touching ONLY the inside of the gown. Turn gown inside out and roll into a bundle. Place in soiled laundry hamper (if reusable) or in regular waste bin (if disposable).

## 4 Perform hand hygiene



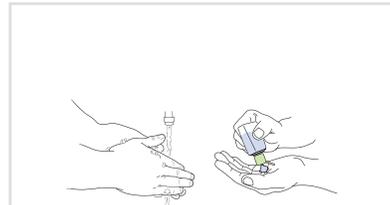
Clean all surfaces of hands and wrists.  
**If you are NOT 2 meters away from the patient, exit room now, perform hand hygiene, and finish the remaining steps.**

## 5 Goggles or face shield



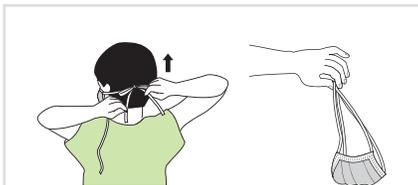
The outside of goggles are contaminated. Grasp palm area of one gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste bin.

## 6 Perform hand hygiene



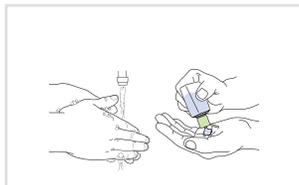
Clean all surfaces of hands and wrists.

## 7 Surgical or procedure mask



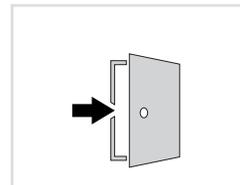
Grasp ties or elastics at back and remove **WITHOUT** touching the front. Place in receptacle for reprocessing or in regular waste bin.

## 8 Perform hand hygiene



Clean all surfaces of hands and wrists.

## 9 Exit room



Exit room and perform hand hygiene.

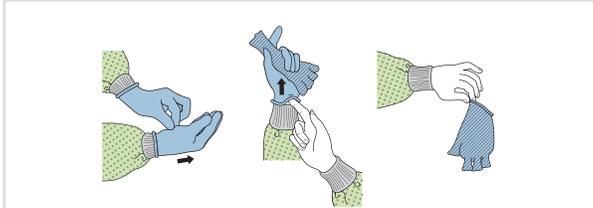
SOURCE: British Columbia Ministry of Health

Download original printable posters from: (PDF format) <http://www.bccdc.ca/health-professionals/clinical-resources/covid-19-care/signage-posters>

# 9 Steps to Doff (Take Off) Personal Protective Equipment (PPE)

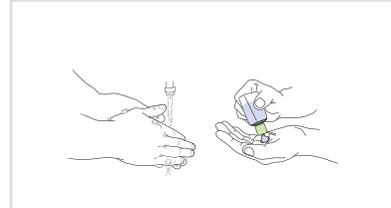
For Full Airborne Precaution Protocols

## 1 Gloves



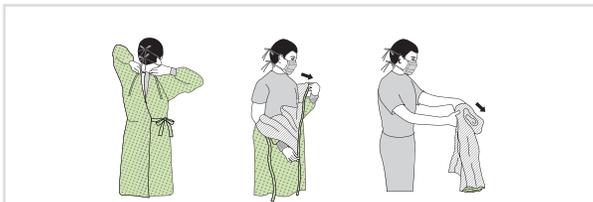
The outside of gloves are contaminated. Grasp palm area of one gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste bin.

## 2 Perform hand hygiene



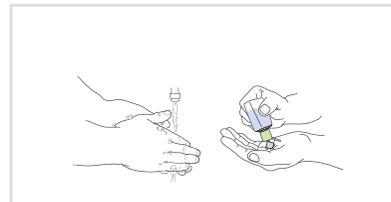
Clean all surfaces of hands and wrists.

## 3 Gown



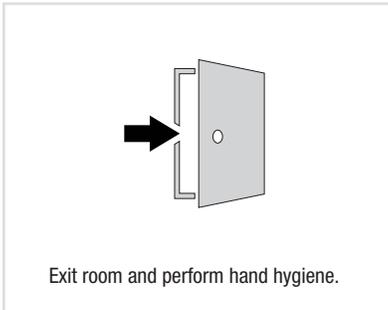
Unfasten ties, pull gown away from neck and shoulders, touching ONLY the inside of the gown. Turn gown inside out and roll into a bundle. Place in soiled laundry hamper (if reusable) or in regular waste bin (if disposable).

## 4 Perform hand hygiene



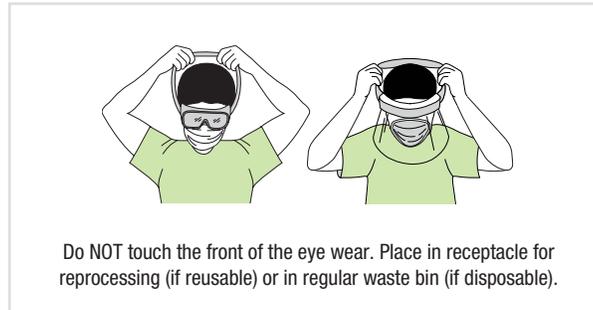
Clean all surfaces of hands and wrists.

## 5 Exit room



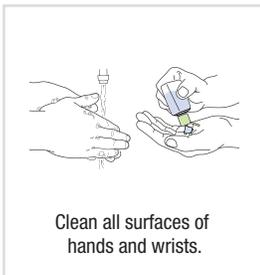
Exit room and perform hand hygiene.

## 6 Goggles or face shield



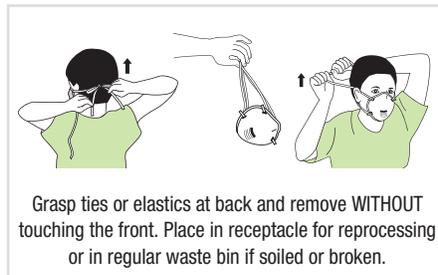
Do NOT touch the front of the eye wear. Place in receptacle for reprocessing (if reusable) or in regular waste bin (if disposable).

## 7 Perform hand hygiene



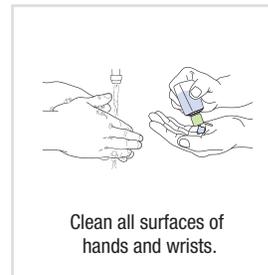
Clean all surfaces of hands and wrists.

## 8 N95 respirator



Grasp ties or elastics at back and remove WITHOUT touching the front. Place in receptacle for reprocessing or in regular waste bin if soiled or broken.

## 9 Perform hand hygiene



Clean all surfaces of hands and wrists.

SOURCE: British Columbia Ministry of Health

Download original printable posters from: (PDF format) <http://www.bccdc.ca/health-professionals/clinical-resources/covid-19-care/signage-posters>



## BC CORRECTIONS RESPONSE TO COVID-19

BC Corrections has been working with multiple partners throughout the pandemic to ensure that our COVID-19 protocols are coordinated and effective. We will continue this work until COVID-19 is no longer a threat in our communities.

A correctional centre is a unique environment. We have worked very hard to establish procedures and protocols to keep ourselves and those in our care and custody safe and healthy, and for the time being, we will continue with all our mitigation strategies. We've experienced an extremely successful response, but COVID-19 has not gone away and it remains critical that we remain vigilant in our efforts to keep it from entering our correctional centres.

Going forward, we will continue to evolve and will make changes based on best practices founded in scientific evidence, and always with the safety and health of our officers and staff as our leading consideration.

# BC CORRECTIONS RESPONSE TO COVID



## Active screening for all individuals entering a correctional centres:

- All staff, contractors (everyone) are screened
- All intakes screened upon admission

## Isolation protocol for symptomatic incarcerated individuals for:

- Suspected or confirmed cases of COVID-19, as well as close contacts of suspected or confirmed cases.
- Any individual showing signs of COVID-19 symptoms on a living unit is medically isolated immediately.
- The individual is promptly tested for COVID-19 where determined appropriate by medical staff.

## Movement within and between centres limited

## Dedicated units to house all new admissions for a 14-day assessment period

- Single cell with single occupant
- Cohort based on admission date
- Offered time out of cell with cohort

## Restrictions on in-person visits unless there are urgent, exceptional circumstances

- Free local and long-distance phone calls for all individuals in our centres at this time

## Lawyers are asked to meet with clients in custody by video or phone wherever possible

## Video court preferred



## Reducing and/or suspending contracted and volunteer services

## Intensified cleaning and disinfecting procedures

- Mandatory handwashing and cleaning protocols for everyone coming into correctional centres
- Increased frequency of contracted cleaning services
- Sanitization of induction units and all living unit common areas several times per day
- Increased, frequent cleaning of staff and incarcerated individuals' areas and all contact surfaces
- Correctional centres have enough supplies to conduct enhanced cleaning





# ACTIVE SCREENING TOOL

## FOR COVID-19



1. Are you experiencing a **FEVER** or new **COUGH**?

<input type="checkbox"/> NO	<b>FEVER</b>	YES <input type="checkbox"/>
<input type="checkbox"/> NO	<b>COUGH (new)</b>	YES <input type="checkbox"/>

If answer is 'yes' to **BOTH** of the above continue with question #2.

If answer is 'yes' to **ANY** of the above the employee is to:

- A. Immediately **don a mask**
- B. **Inform manager** or On-call
- C. **Return home**
- D. **Call 8-1-1** for assessment & testing
- E. **Self-isolate** at home pending test results



2. Are you experiencing any of the following less direct COVID-19 symptoms **NOT related to allergies**?

<input type="checkbox"/> NO	Muscle Ache/Fatigue	YES <input type="checkbox"/>
<input type="checkbox"/> NO	Cold symptoms (eg congestion)	YES <input type="checkbox"/>
<input type="checkbox"/> NO	Shortness of Breath	YES <input type="checkbox"/>
<input type="checkbox"/> NO	Sore Throat	YES <input type="checkbox"/>
<input type="checkbox"/> NO	Nausea	YES <input type="checkbox"/>
<input type="checkbox"/> NO	Vomiting	YES <input type="checkbox"/>
<input type="checkbox"/> NO	Diarrhea	YES <input type="checkbox"/>
<input type="checkbox"/> NO	Headache	YES <input type="checkbox"/>

If employee answered **NO to ALL parts** of question 1 and 2: Continue to Work

At this time\*, If employee answered **YES to ANY of the above**, the employee is to:

- 1. Immediately **don a mask**
- 2. **Inform manager** or On-call
- 3. **Return home**
- 4. **Call 8-1-1** for assessment & testing

**TO WORK**

**RETURN HOME\***

\*As the response to COVID-19 changes and/or there is a need to maintain essential service levels, the outcome options for question #2 will be updated.

# BE PREPARED

## PLAN AHEAD

Take time to consider what you will do if you or a family member becomes sick and needs care. Think about:

- What food and household supplies you need for you and your family
- What medicines you need, including renewing and refilling prescriptions ahead of time

Discuss your plans with your family, friends and neighbours, and set up a system to check in on each other by phone, email or text during times of need.

## GET PREPARED

Have supplies on hand so you do not need to leave your home if you become ill. Add a few extra items to your grocery cart every time you shop. This places less of a burden on suppliers, and can help ease financial burden on you as well.

### SUPPLIES:

- Dried pasta and rice
- Pasta sauces
- Canned soups, vegetables and beans
- Fever-reducing medications (acetaminophen or ibuprofen for adults and children)
- Pet food and supplies
- Thermometer
- Diapers
- Soap
- Facial tissue
- Toilet paper
- Feminine hygiene products
- Paper towels
- Plastic garbage bags
- **Alcohol-based hand sanitizer** containing at least 60% alcohol
- Dish soap
- Laundry detergent
- Regular household cleaning products
- Hard surface disinfectant, or if not available, concentrated (5%) liquid bleach and a separate container for dilution

### STAY HEALTHY AND LIMIT SPREAD

- Practice **physical distancing** at all times.
- Wash your hands often with soap and warm water for at least 20 seconds.
- Sneeze or cough into your arm or sleeve.
- Consider a wave in place of a handshake, a hug or kiss.
- Reduce your exposure to crowded places by shopping or using transit during non-peak hours.
- Encourage those you know are sick to stay home until they no longer have **symptoms**.
- If you become ill, stay home until you are no longer showing symptoms. Contact your health care professional or local public health authority and tell them your symptoms. They will give you advice about what to do next.
- Some people may transmit COVID-19 even though they do not show any symptoms. Wearing a **mask**, including a **non-medical mask or face covering** (i.e. made with at least two layers of tightly woven fabric, **constructed** to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops) can help protect others around you.

[Be prepared for COVID-19 \(factsheet\) - Canada.ca](#)



## FAQ

### 1. What is being done to stop COVID-19 from entering the correctional centre and to reduce the risk of COVID-19 spread within the correctional centre?

#### EVERYONE:

- Mandatory handwashing.
- Physical distancing: keep two meters between people wherever possible.
- Increased cleaning throughout the centre, living units, staff areas and all “high-touch” surfaces such as phones, doorknobs, railings, counters, and light switches.
- Access to cleaning supplies for your personal use for additional disinfecting of your cell (if you wish).
- Active screening of everyone entering the correctional centre.

#### INDIVIDUALS IN CUSTODY:

- Active screening process for all new and returning admissions into the centre. The process includes a questionnaire, a temperature check, and a health screening.
- All new admissions, including those returning from one day in-person court appearances, are placed in an induction unit for a 14-day period.
- Individuals in induction units are provided with as much time out of their cells and as many amenities as possible. These individuals can interact socially (while physically distancing) with other individuals admitted on the same day, in their cohort (bubble).
- During the 14-day period, health care is performing wellness checks frequently for possible symptoms of COVID-19.
- For those already in custody, we continue to monitor everyone to identify any individuals who show symptoms of COVID-19. Healthcare will assess and if necessary, medically isolate and treat symptomatic individuals. This may include testing.
- Any confirmed cases of COVID-19, as well as those who, due to contact tracing, are considered close contacts of suspected or confirmed cases, are immediately medically isolated, single-bunked, and attended to by healthcare.



### STAFF/HEALTHCARE PERSONNEL/CONTRACTORS:

- Active screening (health questionnaire) of all staff, healthcare personnel, and essential contractors who enter the correctional centre. This screening ensures no one enters a correctional centre if they are exhibiting possible symptoms of COVID-19.
- No staff, healthcare personnel, or contractor may enter the centre if they have travelled outside of Canada within the last 14 days.
- Correctional management can deny any individual entry into the correctional centre. Those who are symptomatic are sent home and required to be tested in order to attend work.
- Staff are also self-monitoring for COVID-19 symptoms.

### 2. Are all staff and people in custody being tested for COVID-19?

Healthcare staff determine who is tested for COVID-19. Individuals in custody and staff at correctional centres are being given priority testing when a test is needed.

Staff are also self-monitoring and are encouraged to seek medical advice if they experience any symptoms. We know the best defence is keeping physical distance from others as much as possible, washing your hands frequently, and not touching your face.

### 3. What is the difference between droplet contact and airborne transmission?

**Droplet contact:** Some diseases can be transferred by infected droplets contacting surfaces of the eye, nose, or mouth. For example, droplets that may be invisible to the naked eye are generated when a person sneezes or coughs.

These droplets typically spread only one to two metres and quickly fall to the ground. Influenza and SARS are two diseases capable of being transmitted from droplet contact. Currently, health experts believe that coronavirus can also be transmitted in this way.

**Airborne transmission:** This occurs when much smaller evaporated droplets or dust particles containing the microorganism float in the air for long periods of time. Transmission occurs when others breathe the microorganism into their throat or lungs. Examples of diseases capable of airborne transmission include measles, chickenpox and tuberculosis.

Full knowledge of how the coronavirus that causes COVID-19 spreads is continually developing as new research and information becomes available.

Visit the BC Centre for Disease Control website at [bccdc.ca](http://bccdc.ca) for more information.

## 4. Can I get sick from someone who isn't showing symptoms?

Yes, B.C. health officials recommend that the best ways to prevent getting sick are to keep a minimum of two metres distance between yourself and others

whenever possible, wash your hands frequently, and avoid touching your face.

## 5. How can physical distancing be practiced in the workplace?

Physical distancing is an important way we can all help limit the spread of COVID-19 in the community.

The recommendation for physical distancing is that people stay at least two metres apart and avoid prolonged close personal contact. COVID-19 is transmitted by an infected person coughing or sneezing droplets and someone breathes them in. Typically, droplets travel less than two metres. The droplet can also land on hard surfaces that we touch and then we touch our faces.

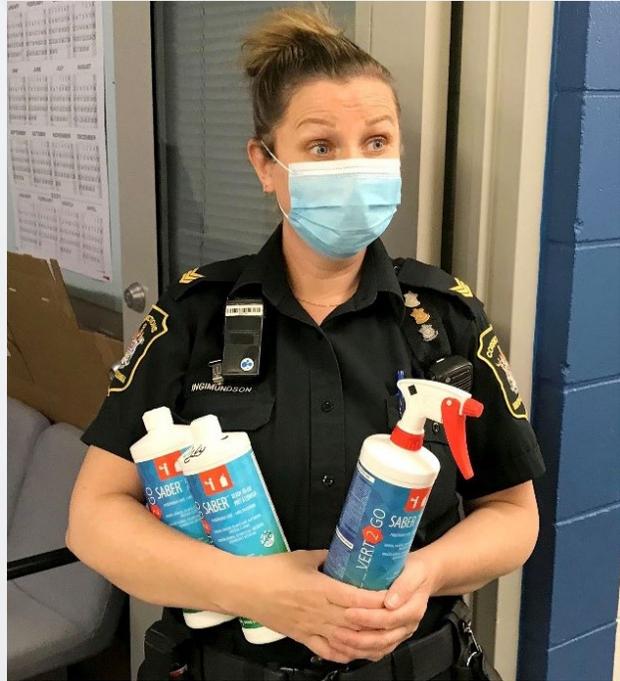
Ways to practice physical distancing in the workplace include:

- Following the new workplace capacities and posted protocols.
- Avoid shaking hands, wash your hands thoroughly, and stay home if you are sick.
- If you're having a conversation with someone in their office or cubicle, stay at the door to increase the distance.
- Use virtual meeting tools rather than face-to-face conversations.
- If meeting with a group, use the largest room available and physically distance two metres from each other. Observe the posted maximum COVID-19 occupancy for the room.
- Sit at least two metres apart in mobile workspaces.
- Use automatic door openers to avoid touching door handles.
- Wipe down shared surfaces in mobile workspaces, meeting rooms and common areas.
- When working with clients, where possible keep the two-metre distance by standing back slightly at a service counter if necessary.
- Don't share food, plates or cutlery in staff rooms.
- Ensure staff room dishes are well cleaned.
- Don't leave items on staff room counters and tables overnight so janitorial staff can properly wipe down the entire surface.

## 6. What does "close contact" mean?

Individuals will be identified as a close contact by Public Health staff following evaluation of new cases and tracing contacts. Employees who have been advised they are close contacts should stay away from the workplace, follow Public Health staff's direction and discuss work arrangements with their supervisor. For Public Health monitoring, a close contact is defined as a person who:

- Provided care for the case, including healthcare workers, family members or other caregivers, or who had other similar close physical contact without consistent and appropriate use of personal protective equipment, OR
- Who lived with or otherwise had close prolonged\* contact (within 2 metres) with a probable or confirmed case while the case was ill, OR
- Had direct contact with the infectious body fluids of a probable or confirmed case (e.g. was coughed on or sneezed on) while not wearing recommended personal protective equipment. \*As part of the individual risk assessment, public health will consider the duration of the contact's exposure (e.g. a longer exposure time likely increases the risk), the case's symptoms (coughing or severe illness likely increases exposure risk) and whether the exposure occurred in a health care setting.



## Helpful Resources

For non-medical-related questions about COVID-19 including community protection and reporting options, call 1-888-COVID19 (1-888-268-4319). Service is available from 7:30 a.m. to 8:00 p.m. seven days a week.

Call 811 or your primary care provider for personal medical advice following exposure or if you are experiencing symptoms of COVID-19.

For general health-related questions from Canadians, call 1-833-784-4397. Service is available from 7:00 a.m. to midnight EST.

## Other sources

WorkSafeBC: [worksafebc.com](https://www.worksafebc.com)

BC Ministry of Health: [www.healthlinkbc.ca/health-feature/coronavirus-covid-19](https://www.healthlinkbc.ca/health-feature/coronavirus-covid-19)

For general information on COVID-19, see the BC Centre for Disease Control online resources at [covid-19.bccdc.ca](https://covid-19.bccdc.ca).

If you think you may have symptoms, the BC Centre for Disease Control's self-assessment tool can help you determine if you need further assessment or testing for COVID-19: [covid19.thrive.health](https://covid19.thrive.health).

World Health Organization: [who.int](https://www.who.int)

Government of Canada Health: [canada.ca/en/services/health.html](https://www.canada.ca/en/services/health.html)