

These policies are based on Government of Canada, WorkSafe BC, and BC Centre for Disease Control guidelines. Please refer to these resources for the most recent information.

*Literacy Alberni reserves the right to deny entry into its offices to any person who is visibly ill, who has been exposed to others who are ill, or who are not willing to comply with policies in place for the protection of the health of others.*

\*\*A “Pilot” designation provides for the implementation of a novel approach or idea, or the application of a standard approach which is new to the organization, and for which risk management and the appropriateness of the changes can be reviewed after implementation in order to determine their impacts. This allows for fluidity of the policy as feedback from staff, clients, students, and tutors is received, and as the health restrictions that govern this policy are relaxed or tightened based on the changing scope of the Covid 19 pandemic.

*In the event that our office is advised that persons who have been on the premises have tested positive for Covid 19 or are involved in contact tracing due to exposure to Covid 19, LAS will provide to Health Authorities the necessary contact information for all persons who have been on this site for the time period in question, as determined by the Health Authority.*

When visitors first come to our offices, or upon the return to work for any office or tutoring staff, all persons are made aware of these policies and procedures. Please direct questions or concerns about these protocols to Graham Hughes or Lesley Wright.

### **Policies:**

- 1. Entry into the Literacy Alberni office will be by appointment or schedule only.**
  - Visitors are required to make an appointment to visit the LAS office so that staff can be prepared and available to receive them.
  - Scheduled tutors and clients will be admitted by staff
- 2. Entry into the Literacy Alberni office must be made with minimum contact and contamination of the front entrance doors and door handles.**
  - Upon arriving for their appointment, visitors must wait outside the entry doors (as indicated by signs on the glass doors) until invited inside by a staff member who will open the door for them.
  - Non-compliance to these procedures will result in a verbal reminder from LAS staff to the visitor and immediate disinfection<sup>A</sup> of any touched surfaces.
  - Refer to *KT Health Safety Guidelines* for details concerning procedures for KT students and parents.
- 3. It is expected that all visitors to our site will respect the boundaries of marked restricted areas.** The Literacy Alberni office contains restricted access areas: Reception (floor tape), Personal Offices (doorways), Kitchen/Lounge (floor tape), Virtual Classroom (stop sign) and Multi-stall Bathrooms (stop signs).
  - Following entry, visitors, students, and parents must remain in the entry as indicated by entry signage, until guided or invited elsewhere.
  - Non-staff are not to enter an individual staff member's office or workspace unless invited.
  - Non-compliance to these procedures will result in a verbal reminder from LAS staff to the visitor and immediate disinfection of any touched surfaces
- 4. The LAS office has an occupancy limit of 34 people, with specific occupancy limits for individual rooms and classrooms.**
  - A sign stating the occupancy limit for the LAS office is visible upon entry and occupancy limits for individual rooms are stated at the entry point to each room.
  - LAS staff is required to keep track of the number of people in the office at a given time.
  - If the occupancy limit has been reached, entry into the LAS office will be denied.
- 5. Internal movement by anyone who is not a LAS staff member must be limited, controlled, and monitored.**
  - If invited to proceed beyond the entry area, visitors, students, and parents must sanitize their hands at the Sani-station or by spray offered by staff.
  - Visitors will be guided and supervised to their destination by LAS staff who will disinfect any surfaces or objects touched en route.
  - Visitor usage of the All Access bathroom may be requested.
  - All interior classroom doors must remain open for ventilation and fans for air movement must always remain on.
  - Entry into the lounge and kitchen area is restricted to staff only.
  - Please refer to *KT Health Safety Guidelines* for details concerning KT students and parents.



6. Wearing a mask is mandatory under specific circumstances.
  - All persons entering the LAS offices must have their masks available to wear when required.
  - Masks may be required during one-to-one tutoring sessions at the discretion of the tutor, regardless of the number of people present in the room.
  - If there are more than 3 people in a classroom, masks must be worn by everyone present.
  - Masks are available on-site for those who do not have their own. Both disposable masks and cloth masks will be offered first time free or by donation. A fee will be charged for second or any subsequent cloth mask.
7. Separate bathrooms are used for LAS staff, Visitors, Guests, Clients, Students, and Tutors.
  - Visitors may use the All Access bathroom with permission from an LAS staff member. This bathroom must be disinfected following each use (see Policy #9).
  - Guests, Clients, Students, and Tutors may use the All Access bathroom if internal movement is reported to staff for implementation of disinfection protocols.
  - LAS staff are assigned a stall in one of the multi-stall bathrooms to use on workdays. If a stall is shared between 2 employees on any given day, the last person to use the stall is responsible for disinfecting the space so that the other person may use it. The multi-stall bathrooms must also be disinfected at the end of each workday.
  - Tutors may be assigned a stall in one of the multi-use bathrooms if tutoring more than 2 hours in a day.
8. Exiting the LAS office must be done with minimum contact and contamination of the front entrance doors and door handles.
  - An LAS staff member will open the door for any visitors, students, or parents so that they may leave, or
  - A visitor may push the door open with clothing, arm, or body
  - Please refer to *KT Health Safety Guidelines* for details concerning exiting procedures for KT students and parents
9. Disinfection is required of all actively used areas, including workspaces, classrooms, and bathrooms, and any borrowed supplies.
  - Borrowed supplies and resources must be returned to the disinfection bin in the front entry after visitor, staff, student, or tutor use.
  - The LAS office is divided into 9 distinct areas, which includes: 5 classrooms, 2 multi-stall and 1 All Access bathroom(s), lounge and kitchen area, and entry/reception area. Each of these areas has its own disinfection log posted outside the entrance (common rooms) or inside the area (restricted access), including a list of surfaces that require disinfection after the space has been used. The surfaces include (but are not limited to) chairs, tables, light switches, doorframes, etc.
  - All publicly accessible areas (classrooms, All Access bathroom, office entrance) must be disinfected regularly (immediately after use or hourly).
  - Restricted “staff-only” areas (reception desk, lounge/kitchen area and multi-stall bathrooms) must be disinfected at the end of each workday.
  - An LAS staff member is responsible for disinfection and recording disinfection activities on the appropriate log for common and restricted areas.
  - LAS staff members and/or willing tutoring staff are responsible for disinfection of tutoring areas after each session, and for reporting disinfection tasks to the KT Program Coordinator for recording on the daily attendance sheets.
  - Depending on the surface being disinfected, colour-coded cloths are used for disinfection tasks:
    - **Yellow** cloths are designated for disinfecting bathroom surfaces
    - **Green** cloths are designated for disinfecting non-bathroom surfaces
    - **Blue** cloths are for cleaning surfaces for spills and grime, with no disinfecting solution

---

<sup>A</sup> Disinfection of surfaces throughout the office, bathroom, and classroom areas of Literacy Alberni is done using 75% Ethyl Alcohol or a solution containing 2-3 tbs (30-45ml) of household bleach for every litre of water.