

## **Addendum to Islands Trust Safety Plan**

November 20, 2020

Given the resurgence of community infections, increased orders, and new guidance documents by the BC Provincial Health Officer, the following amendments to the Safety Plan and to operational procedures are implemented. Please note that any Provincial Order supersedes conflicting elements in the Islands Trust Safety Plan or apply where the Safety Plan is silent.

**NOTE: THESE AMENDMENTS ARE IN EFFECT IMMEDIATELY UNTIL DECEMBER 7, AT WHICH TIME THEY WILL BE EITHER PERMANENTLY INCLUDED IN THE SAFETY PLAN/WORK PLANS OR AMENDED BASED UPON PROVINCIAL DIRECTION.**

**NOTE: THESE AMENDMENTS HAVE BEEN EXTENDED TO MIDNIGHT, JANUARY 8, 2021**

---

### **Personal Protective Equipment**

#### **Masks:**

- a. Masks are required to be worn by staff and trustees in shared work areas and areas where physical distancing cannot be maintained, including:
  - a. Entranceways or public settings,
  - b. Hallways,
  - c. Open office areas,
  - d. Meeting rooms,
  - e. Kitchens,
  - f. Bathrooms.

### **Public Spaces**

Offices remain open to the public as per current guidelines, however:

- a. All foyers and entranceways to Islands Trust offices are deemed to be public spaces or settings, office areas are not, by definition, public spaces;
- b. Masks must be worn by any member of the public entering public spaces and those that refuse will be denied entry;
- c. The public must maintain 6 feet of spacing upon entry and remain outside if spacing is not possible. If weather makes lining up not feasible please institute a scheduled meeting process. No further expenses for chairs, tents, benches, are authorized at this time;
- d. No visitors or guests are to be invited past the public spaces in Islands Trust offices, i.e. in to office spaces.

### **Contract Tracing**

- a. Contract tracing (i.e. requesting contact information) is not required for members of the public who remain in public spaces in Islands Trust Offices, socially distance and wear masks.

- b. If for some reason a longer meeting/engagement is required with a member of the public that violates any of the above, contact information should be obtained.

**Working Arrangements**

- a. All staff are strongly encouraged to work from home and to arrange any successful transition to a work from home arrangement with their manager. Certain exceptions will apply based upon managerial recommendation to the Chief Administrative Officer (CAO). This means that the current elective office/work from home arrangement has changed to encourage working from home.
- b. Staff who work in the Gabriola Office, but live off-island, should work from home.
- c. All non-essential travel to the islands by Bylaw Compliance and Enforcement staff, Conservancy staff and Planning staff is cancelled.

The Safety Plan will be amended as detailed above and posted to the Islands Trust website as per Provincial Health Orders and in keeping with WORKSAFE BC sector safety plan requirements.