



British Columbia  
Securities Commission

# **BCSC COVID-19 Safety Protocols**

**701 West Georgia Street**



This protocol applies to anyone (employee, contractor, or member of the public) who attends the BCSC office at 701 West Georgia Street in Vancouver.

## Report infection and exposure

**Do NOT come to the office:**

1. If **you are ill**.
2. If **you have any symptoms** of COVID-19 as detailed by the [BCCDC](#)<sup>1</sup>. You must contact your physician or public health (811) and follow medical advice.
3. If **you live with** a person or have had known contact with a person who has symptoms of COVID-19, you must not come into the office and must follow medical advice (call 8-1-1).
4. If **you are awaiting results of a test, have tested positive for COVID-19, or been exposed to** a person who has tested positive for COVID-19, you must not come into the office until medically cleared to do so.

**If you develop any symptoms of COVID-19 you must immediately report your situation to Human Resources.** Please contact Lynn at [ljoly@bcsc.bc.ca](mailto:ljoly@bcsc.bc.ca) or 604-899-6521 or Marita at [mbruun@bcsc.bc.ca](mailto:mbruun@bcsc.bc.ca) or 604-899-6523.

## Notices of Infection

Upon receiving a report, HR may need to collect further information from you in order to understand whether others are at risk. If we discover that any staff may be at risk of infection because of contact with a person who has come into the office, we will take steps to ensure those staff have relevant information. Any information sharing will be undertaken in a privacy sensitive manner and consistent with our obligations under privacy legislation.

## Practice physical distancing

- To ensure we are managing and documenting daily office capacity, you must use your Card Key to enter our premises every time you arrive (i.e. tap even if following someone else in). In the event of a positive COVID-19 case, it is crucial that we know who was in the office for the purposes of contact tracing.
- Maintain two metres (two arm lengths) physical distancing in all BCSC office spaces, wherever possible
- To ensure physical distancing, follow the instructions posted for each shared space (reception, kitchens, hearing rooms, meeting rooms) regarding the maximum capacity, entry, and use.
- Follow the directional signs for walkways
- Walk on the section of walkways furthest from open workstations
- Given that physical distancing cannot be maintained in washrooms, employees are required to wear a mask in the washroom
- Washroom sinks are only available for handwashing at this time. Please use the building refresh facilities on 2<sup>nd</sup> floor for other needs (teeth brushing, etc.)

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<sup>1</sup> BC Centre for Disease Control

- Given that physical distancing cannot be maintained in the building elevators, Cadillac Fairview requires individuals to wear a mask in the elevator. If you choose not to wear a mask in the elevator, you will be required to wait until an elevator is empty.
- Employees should feel welcome to wear a mask whenever they wish to. It is important to treat people wearing masks with respect
- Follow Cadillac Fairview's safety protocols when entering or exiting the office, such as elevator capacity limits, use of stairwells

### **Practice good hygiene**

- Wash your hands frequently with soap and water for a minimum of 20 seconds
- When unable to wash your hands, use the hand sanitizers located throughout the building
- Cough and sneeze into an arm or sleeve
- Avoid touching eyes, nose and mouth
- No personal contact at the office: no hand-shakes and no hugs

### **Resources on handwashing**

- HealthLinkBC File: [Handwashing Information](#)
- WorkSafeBC: [Handwashing video](#)

### **Keep the office clean**

- Keep your workspace tidy and clutter-free to facilitate regular cleaning
- Clean your own workspace daily, using the disinfectant wipes supplied to each employee
- Clean, before and after use, all common work surfaces that you come into contact with including: photocopiers & printers, file cabinets, tables, chairs, boardroom tables, phones and other audiovisual equipment. Disinfectant wipes are available in each common space on every floor.

### **Kitchens**

- Follow all protocols for use of the kitchens, as posted at entrances to these rooms
- Wipe the coffee machine, microwave, water cooler, and other touch surfaces with a disinfectant wipe before and after you use them
- Kitchen doors have been propped open to reduce touching of common surfaces
- All common cutlery, dishes, and coffee mugs have been removed from the kitchens
- Bring your own mugs, dishes and utensils and take them home every day for cleaning

### **Meeting Rooms**

- When planning an in-person meeting, only use a room that can accommodate the number of attendees in your meeting
- When necessary, have some people attend in the meeting room and some attend virtually
- Meeting rooms are adjusted and signage indicates the maximum number of people allowed in the room, based on physical distancing guidelines

- Check the meeting room in advance of the meeting to ensure the physical distancing set-up is in place
- Use the disinfectant wipes supplied in each meeting room and wipe the table, chairs, phones and audiovisual equipment before and after you use them

### **Other Common Areas**

We have arranged with the landlord (Cadillac Fairview) and contracted cleaning providers to ensure additional cleaning, including:

- All common areas and high-touch surfaces, including elevators, washrooms, common tables, desks, light switches and door handles, which will be cleaned several times each day
- Deep cleaning of the entire office every Saturday morning
- Ensuring that cleaning staff are healthy when they work
- Ensuring that cleaning staff use protective equipment and effective cleaning products in accordance with public health guidelines
- Following public health guidance following any reported exposure in the building

### **Report any safety concerns**

- If you see any potential safety concerns, please contact Human Resources immediately. HR, Facilities and, if required, members of the Occupational Health & Safety Committee will investigate promptly and remedy the situation.

### **Office visitors**

- Organize virtual meetings with external parties whenever possible
- If you must have a visitor attend the office, then you must send them this protocol before they arrive, (except in the case of parties attending a hearing, the Commission Hearing Office will send a tailored version of the safety protocols)
- All visitors must report to BCSC reception
- The Reception area has been supplied with a large Plexiglas shield and social distancing decals on the floor and seating area, outlining the physical distancing requirements
- Reception has a supply of disposable non-medical masks available if a visitor needs a mask

### **Business and personal travel**

- Any business travel must be pre-approved by your manager and director
- If you travel out of the province for any reason, you must advise your manager prior to your return to the office as there may be Public Health protocols for self-isolation and reporting potential illness

### **Resources**

Refer to the following link for up-to-date general information on COVID-19:

- [BC Center for Disease Control](#) (BCCDC)

**Contact**

Please call BCSC Human Resources by email ([ljoly@bcsc.bc.ca](mailto:ljoly@bcsc.bc.ca)) or phone (604-899-6521) if you have questions or concerns regarding this safety protocol. Human Resources will coordinate as appropriate with Facilities and the Occupational Health and Safety Committee.

Stay safe and healthy!