



**Contractors, licensees and lease holders working at
a Saanich facility during COVID-19**
Occupational Health and Safety obligations

This document applies to contractors, licensees and lease holders that use and occupy Saanich facilities during the COVID-19 Pandemic.

Background - the role of prime contractors/owners, employers (including leaseholders), and sub-contractors – (from [WorkSafeBC COVID-19 website](#))

Prime contractors and if one does not exist, owners, have specific responsibilities for health and safety and must ensure that the activities of employers, workers, sub-contractors and other parties at the workplace are coordinated. The prime contractor or owner is also required to do everything that is reasonably practicable to establish and maintain a system or process that will ensure the compliance with the Occupational Health and Safety Regulation and the Workers Compensation Act.

Employers (including leaseholders) and sub-contractors are responsible for ensuring the health and safety of workers by putting policies and procedures in place to keep workers healthy and safe, and providing workers with up-to-date instructions, training, and supervision on those policies and procedures.

Prime contractors or owners, employers, and sub-contractors must have a mechanism in place for workers to raise issues and concerns about COVID-19 exposure so that additional precautions and controls can be put in place where required.

Contractors, licensees and lease holders are, by the terms of their agreements with Saanich, responsible for compliance with all laws applicable to their operations, including without limitation laws pertaining to occupational health and safety. Contractors, licensees and lease holders are therefore obligated to ensure they satisfy all legal requirements related to the COVID-19 Pandemic, whether imposed by WorkSafeBC or any other authority having jurisdiction. The purpose of this document is for the undersigned contractor, licensee or lease holder to confirm to Saanich that it understands its obligations and will fulfill them. Saanich assumes no liability for the satisfaction of such obligations, all of which remain the responsibility of the undersigned contractor, licensee or lease holder.

To be completed by the contractor, licensee or lease holder and Saanich representative:

1) List applicable COVID-19 Public Health Officer orders, notices or guidance and/or WorkSafeBC Protocols for remaining in or returning to operation:

Please see "Goward House: First Level Re-Opening Plan", specifically General Protocols, Appendix 1 and APPENDIX 2.

2) List applicable industry specific requirements:

we have applied Worksafe BC requirements for
- gyms and fitness centres
- offices
- retail
to our re-opening safety plan. Please see the
document mentioned in question 1).

COVID-19 considerations (Contractor or lease holder to initial boxes)

Contractors, licensee or lease holders must:

- Have developed a COVID-19 Safety Plan that outlines the policies, guidelines, and procedures that the contractor, licensee or lease holder has put in place to reduce the risk of COVID-19 transmission. A copy of this plan is attached to this document, and the contractor, licensee or lease holder must promptly provide Saanich with copies of any changes or updates to the plan. The plan, and any changes or updates to it, must also be posted in the workplace in accordance with the [order of the Provincial Health Officer](#).
- Establish a system for:
 - o Reporting COVID-19 related symptoms
 - o Reporting unsafe acts or conditions – including patrons who are not adhering to the contractor's, lease holder's or facility's code of conduct.
 - o Designating a health and safety worker representative who is responsible for communicating with Saanich and the Joint Health and Safety Committee at the Saanich location.
- Ensure they have been oriented to, understand and follow Saanich's *Patient Zero* requirements including who to contact to report a suspect, probable or confirmed case and what information must be provided (see supplement below).

Reviewed with HEIDI HODGINS (Contractor/licensee/lease holder representative)

On behalf of Goward House Society (Company name)

Reviewed by Harley Machreli (Saanich representative)

Date reviewed June 15/2020 (YYYY/MM/DD)

Initialed and signed copy sent to EOC Risk (eoc.risk@saanich.ca) and OHS (safety@saanich.ca). Original kept with Department.

Supplement: Saanich's Patient Zero requirements

This supplement applies to contractors, licensees and lease holders that use and occupy Saanich facilities during the COVID-19 Pandemic and supplements the *Contractors, licensees and lease holders working at a Saanich facility during COVID-19 - Occupational Health and Safety obligations* document.

Background – To effectively manage instances of community transmission of COVID-19, the BC Centre for Disease Control has created a response process. This process outlines the responsibilities of employees (contact) and Island Health and relies on clearly defined terms such as suspect, probable and confirmed cases, and close and non-close contacts. If a case were to occur in a Saanich facility, we understand that Island Health Public Health will provide overall coordination of the public health response with Saanich being responsible for its own internal response. Considering this, the Saanich Emergency Operations Centre developed a Patient Zero process.

As a contractor, licensee or lease holder, you have been asked to

- Ensure that you have been oriented to, understand and follow Saanich's *Patient Zero* requirements including who to contact to report a suspect, probable or confirmed case and what information must be provided.

Based on your location, the following individuals are your Saanich representatives:

Name (position)	Primary contact number	Secondary contact number (if applicable)
Primary – Harley Macnicise	250 - 475 - 1775 ext. 5446	
Alternate – Shane Wayc	250 - 896 - 4177	

The following shall be reported to the Saanich representative noted above:

- An employee who believes they are a suspect case.
- An employee who has been advised by a health care provider that they are a probable or confirmed case.
- Any information regarding a non-Saanich worker who was in a Saanich facility or at a Saanich job site (e.g. contractor) who is a suspect, probable or confirmed case.

The Saanich representative should obtain the following information:

- Contact information for the employee or non-Saanich worker (or their representative).
- The first day the employee or non-Saanich worker noted symptoms.
- The last day the employee or non-Saanich worker was in a Saanich facility or at a Saanich job site.
- A list of the facilities/job sites visited and close contacts at those facilities/job sites (see definition below) two days (48 hours) prior to the onset of symptoms until the last day present. Island Health may provide further guidance on this matter.
- Any specific instructions that the employee or non-Saanich worker (or their representative) received from Island Health, including any Island Health staff contact information.
- Close contact is a person who:
 - had close face to face contact (within 2 metres) with a probable or confirmed individual for more than 15 minutes (may be cumulative, i.e., multiple interactions) up to 48 hours prior to symptom onset, or
 - had direct contact with infectious body fluids of a probable or confirmed individual (e.g., was coughed or sneezed on) while not wearing recommended PPE, or
 - has been identified by the local MHO as a possible contact

The Saanich representative will contact EOC Command (250-475-5511) or EOC Risk (250-475-5480) / Rebecca Chow - OHS (250-217-3464) by phone and share the information they have received. The EOC will manage the process and contact the necessary / appropriate parties.