



K'ómoks First Nation

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COVID-19 and KFN Returning to Safe Operations

K'ómoks First Nation (KFN) recognizes the importance of your safety as we resume operations following COVID-19 related work stoppages and interruptions. The following protocols will provide you with information and resources to assist you in ensuring the risk of exposure to the virus that causes COVID-19 is minimized in our workplace.

We have developed a plan that has assessed and reduces the risk of exposure. This plan has addressed how:

- Our workplace is organized and arranged;
- Some specific activities are carried out;
- We clean and sanitize;
- Changes and precautions will be communicated to everyone in our workplace

The following steps were provided to us by WorkSafe BC to help us develop our plan to ensure we are minimizing the risk of Covid-19 appropriately, and that KFN can operate safely.

1. We have assessed our workplace in order to identify places where the risk of transmission is introduced. We have identified our Reception area, meeting rooms, kitchens, printers/photocopiers, doorknobs, and elevator. We will continue to assess our workplace after operations resume to ensure risks are identified and managed. **We encourage you to raise any safety concerns that you may have to Acting Band Administrator, Jenny Millar.**
2. We have implemented measures to reduce this risk of transmission. We have six adequate hand-washing facilities located in our washrooms and kitchens. Four in our Administration building and two in the Village. We have set up sanitizing stations at our employee entrances, at Reception, in our washrooms, in our kitchens at our printers/copiers and in our boardrooms. Hand sanitizer, masks and gloves will be available to you at the Reception desk. Nicole Everson our Custodian will be sanitizing all door handles and public surfaces.

3. Our office will remain closed to Community Members and the public until further notice to ensure no outside transmissions. We would also like to see staff comfortable with safety procedures and once Reception is equipped with the plexiglass. However, on site meetings will be resuming and we will enforce the 6 feet physical distancing rule and ensure committee members follow our sanitizing protocol. When possible, we are conducting meetings through Microsoft Teams, Zoom, and your in-office phones. We encourage you to communicate with each other using these tools.
4. We have addressed how to manage illness that arises at our workplace and have noted this process for further down in this document.

A. What is expected of you?

1. Upon arriving for work, you are to sanitize inside the entrance before proceeding to your office. You are to sanitize every time prior to leaving your office to visit other areas in the building and sanitize when you return to your office.
2. Continue to maintain excellent personal hygiene/hand hygiene by frequent hand washing, frequent use of hand sanitizer, avoiding touching your face/nose/mouth/eyes, and coughing/sneezing into your elbow.
3. If you notice someone not adhering to points 1&2, we ask that you politely remind them in the moment that all staff members need to sanitize and follow hygiene protocols to keep us all safe. Be Kind.
4. Stay home if you are sick/not feeling well.
5. Our Janitor will be cleaning the offices, and all other spaces. However, we ask that you wipe down your own workspaces (desk, computers / keyboards /mouse's, phones, chairs, coffee cups, personal cell phones etc.) as you feel necessary.
6. We always ask that you be aware of your physical distance to other employees. We will be placing signage around the office as a reminder of physical distancing. We also ask that you be aware of physical distancing outside of the office and continue to minimize/avoid all non-essential personal travel during your time off to keep everyone safe.

7. Please limit your activity at Reception to the mail bin/printer area to remain 6 feet away from Bonnie. There will be tape on the floor to indicate the 6-foot distance. Bonnie will be doing all the mail postage for us and signing in visitors for meetings when required. We will also be installing a plexiglass shield at the reception desk when our order arrives.
8. If you need to use the three large printers/photocopiers, we ask that you wear gloves or sanitize before and after use. Please do not loiter in these areas. Only one person at a time can be in the printer/mail bin area at one time, respecting the 6ft social distancing.
9. Adhere to the marked one way in the hallways. If a hallway is unable to be a one way and a person is already in the hallway, we ask that you wait until they have moved through the hallway before you proceed. The same applies to the elevator (Max 2 people at any one time) and stairwells, wait until someone has moved through these areas before you proceed.
10. We ask that no dishes, cutlery, etc. is left in any of the kitchens. If you need to use the fridge, stove, microwave, coffee brewer or water dispensers, please ensure that you wear gloves or have sanitized before and after.