



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

GRADUAL RETURN TO OFFICE OPERATIONS PLAN & COMMUNICABLE DISEASE PREVENTION PLAN FOR STAFF AND VISITORS

Suites 100, 208, 210 | 440 Cambie Street
Vancouver, British Columbia

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PUBLIC VERSION

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Overview

In March 2020, to help prevent the spread of COVID-19, the AIBC temporarily closed the physical office, and staff began working remotely. More specifically, it was March 18, 2020, when the AIBC closed the office to visitors and most staff began working remotely. With only a few exceptions that were deemed necessary, the office was closed to everyone on March 25, 2020.

Among other restrictions lifted as the pandemic evolved, in the summer of 2020 the AIBC was authorized to reopen the office carefully and gradually. The AIBC partially reopened the office to a limited number of staff on July 6, 2020. Prior to partially reopening the office, the first version of the AIBC's COVID-19 Safety Plan, as per Provincial Health Officer's orders, was developed and posted throughout the office and online. The Safety Plan was drafted based on WorkSafeBC guidelines and incorporated the Architecture Centre Safety Plan for Common Areas.

In June 2021, the provincial health officer (PHO) issued a statement for employers to transition from a Safety Plan to a Communicable Disease Prevention Plan ("**Prevention Plan**"). The statement recommends that employers maintain existing COVID-19 protocols such as plexiglass barriers and directional signage to reduce points of congestion. In July 2021, WorkSafeBC provided employers guidelines for the development of a Prevention Plan.

In January 2022, with record breaking COVID-19 cases, mostly from the highly contagious Omicron variant, the PHO issued an order for employers to transition back to a COVID-19 Safety Plan from a Prevention Plan. As the AIBC added even more safety measures to its Safety Plan when incorporating it into a Prevention Plan, and continued to post the Prevention Plan throughout the office and online, there were only minor edits and actions required to fulfill these PHO orders.

In March 2022, the PHO announced that many COVID-19 restrictions would be lifted as the virus began to show signs of becoming endemic (i.e., we must learn to live with the virus as we do with other communicable diseases such as the flu). The mask restrictions were lifted first, then on April 8, 2022, nearly every other COVID-19 related restriction was lifted in British Columbia, including vaccination proof, capacity limits, and the need for COVID-19 Safety Plans. As of September 6, 2022, proof of vaccination was no longer required to attend in-person meetings; however, visitors must continue to make an appointment to meet with staff and physically distance while in AIBC offices.

The AIBC has identified places within the offices where the risk of transmission of communicable diseases may occur. This Prevention Plan considers where people congregate, where staff may come into proximity with one another or visitors, shared equipment, and the surfaces that are touched often. The AIBC will continue to assess the effectiveness of the Prevention Plan to ensure all risks have been identified and are being appropriately managed.

As we are experiencing, the Prevention Plan will require further updates due to the evolving nature of this pandemic. AIBC will ensure that Staff and Visitors receive the latest version of these plans. Relevant COVID-19 Prevention Plan information will continue to be posted throughout the office and online.

The end to the COVID-19 pandemic may be nearing as the acute phase has ended as most people are vaccinated against the disease. The AIBC believes it can safely move to the next phase of gradually returning to office operations while maintaining some related safety protocol. As always, the AIBC will continue to take all reasonable precautions to prevent the spread of communicable diseases in the workplace.

Note: “**Visitors**” is referring to everyone except AIBC staff and contractors.

“**AIBC offices**” refers not only to those located at 440 Cambie Street, but wherever AIBC business and operations are carried out; at AIBC-related functions, exams, courses, conferences, and meetings; and during AIBC-related travel.

“**JOSH Advisory Group**” refers to the AIBC’s internal Joint Occupational Safety and Health Advisory Group.

“**Prevention Plan**” refers to the AIBC’s Communicable Disease Prevention Plan. It has been developed to comply with public health orders and to help ensure the health and safety of staff and visitors from communicable diseases while working in AIBC offices.

“**Physical Distancing**” refers to a greater than usual physical separation between people to help reduce the transmission of a communicable disease (minimum two metres apart).

Virtual, In-Person, and Hybrid Meetings

As the acute stage of the COVID-19 pandemic appears to be over, the AIBC is equipped and will offer various options for committee and advisory group meetings, including fully virtual, fully in-person, and hybrid (mix of virtual and in-person).

Staff representatives will determine whether a meeting will be held virtually, in-person or hybrid, based on the agenda, terms of reference, attendee RSVPs, and prevailing legislation. There are pros and cons to each meeting option, as described below.

Virtual Meetings

Being able to meet virtually provides benefits such as engaging more volunteers from all over British Columbia (and beyond), eliminating the need for a commute, and saving time. Meeting virtually provides an opportunity for more personalized work environments to match individual work and personal lives. In extenuating circumstances such as the COVID-19 pandemic, virtual meetings helped with compliance to provincial health orders and promotes a safer and convenient professional environment. Meeting virtually, from home, does come with a variety of challenges, such as unstable connections and other distractions, which should be considered.

In-Person Meetings

Interacting in-person remains key to people's wellbeing. People gain the opportunity to connect with others across the organization which helps to instill a sense of belonging and fosters formal and informal knowledge transfer among groups and between individuals. It is easier to interpret non-verbal cues, engage in purposeful small talk, and communicate more effectively. Meeting in-person also supports professional development, collaboration, and helps to maintain a healthy work-life balance.

Hybrid Meetings

Most meetings are trending towards the hybrid model, whereby some attendees are in-person and some are virtual. This option provides good flexibility for attendees. Hybrid meetings bring special considerations for the meeting chair however, who must ensure that virtual attendees are active participants as there can be a tendency for the in-person conversation to dominate the meeting. It is important for the smooth administration of the meeting that attendees maintain their selected mode of attendance (i.e., do not switch from in-person to virtual at the last minute or vice versa).

For these reasons and more, the AIBC offers virtual, in-person, and hybrid meeting options whose attendees continue to provide excellence in professional regulation and the best balance for the Institute and its people.

In-Person Meetings By Appointment Only

By appointment only, visitors are welcome to attend meetings with staff in-person. Visitors without an appointment should not be permitted in the office and directed to schedule a meeting with a staff representative. Staff and visitors should not assume that the AIBC's front desk will be physically staffed each day. If an appointment is scheduled to occur in the office, it is the staff representative's responsibility to schedule the meeting and resources, work with the Office Coordinator to make arrangements for that visitor (e.g., parking, catering), and ensure the three-staff in office minimum is met for safety purposes.

Masks and Physical Distancing

The safety and wellbeing of AIBC staff and visitors is paramount and organizations, like the AIBC, can enforce their own safety requirements.

Through this next phase, proof of vaccination and masks are no longer required. Visitors who have made an appointment to meet in the office must physically distance as much as possible and are welcome to wear a mask (available at the front desk). Staff must also physically distance and are also welcome to wear a mask. Note that anyone may be asked to wear a mask, depending on the circumstances.

Gradual Return to Office Operations Phases

PHASE ONE

Timeline: July 6, 2020 to October 31, 2021

- > Limited number of staff in office; no visitors unless approved by the CEO.

PHASE TWO

Timeline: November 1, 2021 to April 30, 2022

- > Increased number of fully vaccinated staff in office; no visitors unless approved by the CEO; proof of full COVID-19 vaccination required from anyone prior to working or meeting in AIBC offices.

PHASE THREE

Timeline: May 1, 2022 to September 5, 2022

- > Office reopens fully to staff with no capacity limits; increased number of in-person meetings; mask wearing and providing proof of full COVID-19 vaccination are required to work or meet in AIBC offices.

PHASE FOUR

Timeline: September 6, 2022 to May 31, 2023

- > Office reopens to visitors by appointment only (which must be scheduled in advance with an AIBC staff member); visitors displaying COVID-19, flu, and/or cold symptoms should not attend their meeting in person and will not be permitted in the office; visitors must wear a mask over their nose and mouth; staff may choose to wear a mask; providing proof of COVID-19 vaccination is not required during this phase.



PHASE FIVE

Timeline: June 1, 2023 to TBD

- > Office reopens to visitors by appointment only (which must be scheduled in advance with an AIBC staff member); visitors displaying COVID-19, flu, and/or cold symptoms should not attend their meeting in person and will not be permitted in the office; Staff and Visitors must physically distance and are welcome to wear a mask (available at the front desk).

Architecture Centre Common Areas

Management of the Architecture Centre (“the Centre”) at 440 Cambie Street in Vancouver, British Columbia, will continue to comply with any legislation and orders related to the health and safety of occupants. As of May 1, 2022, the Centre became a ‘mask preferred’ environment in its “common areas”, with one sign at the front door to communicate that wearing a mask is preferred, but optional.

The following are considered common areas of the Centre:

- Lobby at main building entrance
- Elevator
- West Stairwell
- East Stairwell
- Open area on second and third floor
- Washrooms on main, second, and third floors
- Parkade and storage in basement (limited access)

Hand sanitizer dispensers will remain in common areas, including near the elevator on each floor. For now, the elevators will continue to require a fob to operate. The stairwells have remained unchanged, with fob access required to go up.

Tenants in other suites of the Centre, including the AIBC, are expected to comply with all public health orders and establish communicable disease plans (based on provincial and federal requirements). Although not required, the AIBC will continue to post safety requirements, including our Communicable Disease Prevention Plan, throughout the office and online, particularly because the pandemic is not over.

AIBC Communicable Disease Prevention Plan

Communicable Disease Prevention Plan created: October 29, 2021

Last updated: June 1, 2023; Approved by CEO: May 25, 2023

Resources

- **BC Centre for Disease Control:** [COVID-19 \(bccdc.ca\)](https://bccdc.ca)
- **Provincial Health Orders:** [Province-wide restrictions - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/health/diseases/communicable-diseases/provincial-health-orders)
- **WorkSafeBC Communicable Disease Prevention Guide for Employers:** [Communicable disease prevention: A guide for employers | WorkSafeBC](https://www.worksafebc.com/en/communicable-disease-prevention)

Main Contacts

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Professional Development Lead; Co-chair, Joint Occupational Safety and Health Committee (employee representative)

Mark Vernon

Chief Executive Officer; Chair, COVID-19 Safety Task Force

Purpose

The following Communicable Disease Prevention Plan (“**Prevention Plan**”) has been developed by the AIBC to help ensure the health and safety of staff and visitors from COVID-19 and other communicable diseases. These procedures must be adhered to by all AIBC staff and visitors while working in AIBC offices. In this Prevention Plan, “**Visitors**” refers to anyone who is not Staff or a contractor and “**AIBC offices**” refers not only to those located at 440 Cambie Street, but wherever AIBC business and operations are carried out (apart from home offices); at AIBC-related functions, exams, conferences, and meetings; and during AIBC-related travel.

The objective of the following procedures is to protect AIBC Staff and Visitors from spreading or contracting communicable diseases, and what to do if there is one or more infections amongst the team. We recognize this Prevention Plan will require ongoing development and key components are incorporated into the AIBC’s Emergency Response Plan.

The following communicable diseases will be outlined and discussed:

- ➔ 1. **COVID-19** (*current pandemic*)
2. **Influenza**
3. **Norovirus**

Note: “**Visitors**” is referring to everyone except AIBC staff and contractors.

“**AIBC offices**” refers not only to those located at 440 Cambie Street, but wherever AIBC business and operations are carried out (apart from your home office); at AIBC-related functions, exams, courses, conferences, and meetings; and during AIBC-related travel.

“**JOSH Advisory Group**” refers to the AIBC’s internal Joint Occupational Safety and Health Advisory Group.

“**Prevention Plan**” refers to the AIBC’s Communicable Disease Prevention Plan. It has been developed to comply with public health orders and to help ensure the health and safety of staff and visitors from communicable diseases while working in AIBC offices.

“**Physically Distance**” refers to a greater than usual physical separation between people to help reduce the transmission of a communicable disease (usually two metres apart).

Responsibilities

CEO Responsibilities

- Identify and assess work processes that could lead to Staff and Visitor exposure to communicable diseases
- Ensure procedures are followed and all exposure incidents are investigated
- Ensure that the materials and other resources required to implement and maintain these procedures are readily available when they are required (e.g., personal protective equipment/PPE, investigations kit, and training)
- Provide access and/or cover cost of seasonal vaccinations, whenever possible
- Ensure the JOSH Advisory Group reviews the Communicable Disease Prevention Plan at least once per year

Staff and Visitor Responsibilities

- Do not come to the office when feeling any flu-like symptoms:
 - > fever of chills
 - > cough
 - > stuffy or runny nose
 - > sore throat
 - > muscle or body aches
 - > headache
 - > diarrhea
 - > nausea or vomiting
 - > extreme fatigue or tiredness
- Attend related learning sessions and carefully read this Prevention Plan
- Use assigned PPE in an effective and safe manner
- Follow Public Health recommendations regarding a seasonal flu vaccination
- Follow established workplace decontamination procedures as directed by the JOSH Advisory Group
- Report unsafe conditions and acts to your supervisor and the JOSH Advisory Group
- Make sure you know how to report exposure incidents as outlined in the Prevention Plan
- If you start feeling flu-like symptoms in the office, put on a mask, report to your supervisor, and immediately plan to go home

1. COVID-19

The following information is provided for context, as understanding how the virus is spread, what the common symptoms are, and how to prevent infection, is critical to understanding the importance of this Prevention Plan and adhering to the policies that follow.

Transmission

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. The virus can enter through these droplets through the eyes, nose or throat. According to the B.C. Centre for Disease Control, COVID-19 is primarily spread by droplet contact, although it can also spread by staying in the air. COVID-19 does not come in through the skin. The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Getting fully vaccinated (including boosters), physical distancing, and wearing a mask help mitigate this risk.

The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

Symptoms

If you are displaying symptoms consistent with COVID-19, test yourself at home, and contact your healthcare providers if required.

Do not enter AIBC offices if you are displaying any of the following new or worsening symptoms:

- | | |
|-----------------------------------|--------------------------------|
| > fever of chills | > diarrhea |
| > cough | > nausea or vomiting |
| > loss of sense of smell or taste | > extreme fatigue or tiredness |
| > difficulty breathing | > headache |
| > sore throat | > body aches |
| > loss of appetite | |

Note that there are other COVID-19 symptoms that are less common. Check the B.C. Centre for Disease Control website for more information (www.bccdc.ca).

Staff can review the AIBC's COVID-19 [Illness and Exposure Procedures](#) for more information.

Prevention

There are several things we can do to prevent the spread of COVID-19 in our office and community:

- **Getting fully vaccinated (and getting booster shots which are working well against variants)**
- **Wearing masks or face coverings**
- **Frequent hand washing**
- **Staying home when sick**
- **Physical distancing (at least two metres)**
- Coughing or sneezing into elbow or tissue
- If travelling, going to relatively safe destinations

Safety Measures & Response

The information below is based on legislation and guidelines provided by WorkSafeBC, Occupational Health and Safety regulations, and the BC Centre for Disease Control, and is intended to keep staff and visitors as safe as possible while at AIBC offices during the pandemic.

If you become ill with COVID-19, or suspect you have, do not report to the office in-person. Contact your supervisor or staff representative as soon as possible to let them know that you cannot report to the office. Staff who need to take time off must provide updates to their supervisor and the Front Desk.

If you begin to feel COVID-19 symptoms while at AIBC offices:

1. put a mask on as soon as possible;
2. alert your supervisor by email or tell your staff representative, and limit your movement in the office to help prevent the spread of the virus;
3. disinfect any touched surfaces, if you are well enough (disinfecting of touched surfaces will also be completed by a JOSH member, other member of the management team and/or professional cleaning staff);
4. go home or seek medical care (request assistance if needed);
5. staff must keep their supervisor and the Front Desk updated, and visitors should update their staff representative; and
6. do not return to AIBC offices until you have tested negative and have been symptom-free for at least 24 hours. Note that some symptoms can linger for months with no danger to anyone else. When you do not have active, droplet-transmitting symptoms (e.g., sneezing, coughing, diarrhea), you can return to the office a full 24 hours after a negative test and starting to feel better.

NOTE: If you have received a positive COVID-19 test, you should stay away from the office until you test negative and when droplet-transmitting symptoms have stopped.

Safety Supplies Available for Staff and Visitors

- Soap and water
- Paper towels and tissue
- Hand sanitizer
- Gloves and Masks
- Masks
- Face Shields
- Disinfectant wipes for surfaces
- Disinfectant wipes for electronics
- Disinfectant spray for other surfaces

Other Safety Measures

- Requiring proof of full COVID-19 vaccination from staff and visitors prior to working in AIBC offices (November 1, 2021 to September 5, 2022)
- Daily disinfecting cleaning of AIBC offices and perimeter of building
- Trash bins placed outside of washrooms for disposal of paper towels, masks, gloves, etc.
- Hand sanitizer dispensers in AIBC lobby and outside of elevator on each floor
- Doors leading to washroom hallways on second and third floors have been removed (reducing a touchpoint; doors on first floor can be opened with your shoulder or hip)

High-touch Surfaces

High-touch surfaces are cleaned mid-day in common areas of the Architecture Centre by professional cleaners. Weekend cleaning includes enhanced cleaning efforts of high-touch areas in AIBC offices. Staff wipe down high-touch surfaces within AIBC offices with disinfectant wipes throughout the week.

High-touch surfaces in AIBC offices that receive weekly professional cleaning include:

- > Kitchen
- > Alarm keypad
- > Meeting room chair handles
- > Meeting room surfaces
- > Floor locks on glass doors
- > Light switches
- > Plexiglass barriers
- > Water cooler tabs (use tissue when getting water)

High-touch surfaces in the Architecture Centre that receive midday professional cleaning include:

- > Doors and handles of front doors of building and AIBC suites
- > Elevator buttons (outside on all floors and inside)
- > Doors, handles, and railings in stairwells
- > Washrooms: doors, stalls, handles, faucets, soap dispensers, paper towel dispensers, etc.
- > Parkade doors and handles

AIBC COVID-19 Mandatory Safety Protocol

All AIBC staff and visitors (where applicable) are expected to be aware of and follow the safety protocols listed below during the ongoing COVID-19 pandemic and as part of this Prevention Plan. If you notice staff or visitors not adhering to these protocols, please remind them of the importance of our combined efforts to keep each other healthy and safe.

- **MASKS:** Staff and Visitors are welcome to wear a mask while performing in-person AIBC work. AIBC has disposable masks for staff and visitor use at the Front Desk and available at off-site work events.
- **PHYSICAL DISTANCING:** Physical distancing (distance of two metres apart) should be adhered to as much as possible in AIBC offices.
- **HANDWASHING:** Handwash frequently with soap and water; wash hands upon arrival to building, before eating, after eating, before washroom, after washroom, before masking, before departing from the building, etc. Use hand sanitizer as a backup or when washing with soap is not possible.
- **VISITORS & MEETINGS:** An increased number of in-person and hybrid (mix of in-person and remote) meetings are encouraged and will continue in Phase Five, by appointment only.
- **ILLNESS POLICY:** All AIBC staff are provided paid sick time over and above provincial legislation. The AIBC further improved its illness policy in Spring 2020 to completely discourage staff from coming to work or staying at work while sick. When you test negative and no longer have droplet-transmitting symptoms, you can return to the office a full 24 hours after starting to feel better.
- **WORKING REMOTELY:** AIBC staff continue to work remotely and up to five days per week in the office.
- **VIRTUAL MEETINGS:** AIBC staff continue to host meetings virtually, in-person, and hybrid, as required. Virtual meetings can be hosted by staff remotely or from the office.
- **ELEVATOR:** Maximum two people in the elevator at a time. If a person would prefer to be alone in the elevator, respect their wishes and be patient. For now, the elevator remains locked to those without a fob.
- **EVENTS:** Many in-person AIBC events have been converted to virtual platforms. Some may continue in the virtual format, some may be moving to a hybrid model, and others will be in-person. Everyone must physically distance as much as possible and are welcome to wear a mask.
- **COURIERS & DELIVERIES:** Couriers must be directed to notify the recipient when they are inside the building. The recipient should meet the courier in the lobby to retrieve their package or have the package placed just inside the main entrance to the building on the designated table.
- **FOOD DELIVERY & CATERING:** Food delivery is available and a nice way for a small group of staff to eat lunch together in the office during the pandemic. Simple catering, such as lunchboxes, are available for volunteer meetings. Speak to the People and Administration Coordinator for assistance.
- **WASHROOMS:** To reduce the potential spread of the virus, use sanitizer before and after washroom use in addition to hand washing with soap for 20 seconds. Do not crowd the washrooms and give as

much space to people as possible. Try to limit washrooms to two occupants at a time and maintain two-metre spacing if lineups occur.

- **TRAVEL:** For the safety of everyone, the AIBC is committed to following federal and provincial health orders related to travel and expects the team to do the same.

COVID-19 Safety Actions

In addition to the mandatory safety protocol, Staff and Visitors (where applicable) are also asked to contribute to a safe and healthy work environment by committing to do the following:

- Wipe shared surfaces, equipment, appliances, and supplies after each use with disinfectant
- Clean desk surface and office supplies before leaving each day
- Obey safety signage
- Use tissue on water dispenser tabs and then dispose of tissue in garbage
- Arrive at the Architecture Centre with a clean and/or new mask or face covering (disposable masks available at the front desk)
- Watch for communicable disease symptoms and follow the Illness policy
- If you see an opportunity to make our workplace safer, bring it forward to the JOSH Advisory Group or your staff representative
- Be empathetic to yourself and others

Other notes:

- Staff and visitors will be alerted of heightened risk of contracting any communicable disease
- Specific responses to COVID-19 and other communicable diseases will be further developed when incorporating the Prevention Plan into the Emergency Response Plan
- Professional cleaning staff are available for emergency work

2. Influenza

The following information is provided for context, as understanding how the virus is spread, what the common symptoms are, and how to prevent infection, is critical to understanding the importance of this Prevention Plan and adhering to the policies that follow.

Influenza, also known as the “flu”, is a contagious respiratory illness caused by viruses that infect the nose, throat, and sometimes the lungs. It can cause mild to severe illness, and at times can be fatal.

Transmission

Most experts believe that flu viruses spread mainly by tiny droplets made when people with a flu cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby. Less often, a person might get a flu by touching a surface or object that has a flu virus on it and then touching their own mouth, nose or possibly their eyes. You may be able to spread flu to someone else before you know you are sick (asymptotically), as well as while you are sick.

Symptoms

Do not enter AIBC offices if you are displaying any of the following new and worsening symptoms:

- > fever or feeling feverish/chills
- > cough
- > sore throat
- > runny or stuffy nose
- > muscle or body aches
- > headaches
- > fatigue (tiredness)
- > some people may have vomiting and diarrhea

Prevention

There are several things we can do to prevent the spread of influenza in our workplace and community:

- **Frequent hand washing**
- **Staying home when sick**
- **Getting an annual vaccine (“flu shot”)**
- Physical distancing (at least two metres)
- Wearing masks or face coverings during flu season
- Coughing or sneezing into elbow or tissue
- Avoiding non-essential travel

Safety Measures & Response

The information below is based on legislation and guidelines provided by WorkSafeBC, Occupational Health and Safety regulations, and the BC Centre for Disease Control, and is intended to keep Staff and Visitors as safe as possible while at AIBC offices.

If you become ill with Influenza, or suspect you have, do not report to the office in-person. Contact your supervisor or staff representative as soon as possible to let them know that you cannot report to the office. Staff who need to take time off must provide updates to their supervisor and the Front Desk.

If you begin to feel influenza symptoms while at AIBC offices:

1. put a mask on as soon as possible;
2. alert your supervisor by email or tell your staff representative, and limit your movement in the office to help prevent the spread of the virus;
3. disinfect any touched surfaces, if you are well enough (disinfecting of touched surfaces will also be completed by a JOSH member, other member of the management team and/or professional cleaning staff);
4. go home or seek medical care (request assistance if needed);
5. staff must keep their supervisor and the Front Desk updated, and visitors should update their staff representative; and
6. do not return to AIBC offices until you have been symptom-free for at least 24 hours. Note that some symptoms can linger for months with no danger to anyone else. When you do not have active, droplet-transmitting symptoms (e.g., sneezing, coughing, diarrhea), you can return to the office a full 24 hours after starting to feel better.

Safety Supplies Available for Staff and Visitors

- | | |
|---------------------------|--|
| > Masks | > Face shields |
| > Soap and water | > Disinfectant wipes for surfaces |
| > Paper towels and tissue | > Disinfectant wipes for electronics |
| > Hand sanitizer | > Disinfectant spray for other surface |
| > Gloves | |

High-touch Surfaces

During influenza season through the late-fall and winter, high-touch surfaces are cleaned mid-day in common areas of the Architecture Centre by professional cleaners. In AIBC offices, enhanced cleaning efforts of high-touch areas takes place and staff regularly disinfect their workstations and high-touch surfaces throughout the week. The frequency of professional cleaning depends on in-office activity during the COVID-19 pandemic.

High-touch surfaces in AIBC offices that receive professional cleaning include:

- | | |
|------------------------------|------------------------------|
| > Kitchen | > Floor locks on glass doors |
| > Alarm keypad | > Light switches |
| > Meeting room chair handles | > Plexiglass barriers |
| > Meeting room surfaces | > Water cooler tab |

High-touch surfaces in the Architecture Centre that will receive midday professional cleaning include:

- > Doors and handles of front doors of building and AIBC suites
- > Elevator buttons (outside on all floors and inside)
- > Doors, handles and railings in stairwells
- > Washrooms: doors, stalls, handles, faucets, soap dispensers, paper towel dispensers, etc.
- > Parkade doors and handles

Other notes:

- Staff and Visitors will be alerted of heightened risk of contracting any communicable disease
- Specific responses to communicable diseases will be further development when incorporating this Prevention Plan into the Emergency Response Plan
- Professional cleaning staff are available for emergency work

3. Norovirus

The following information is provided for context, as understanding how the virus is spread, what the common symptoms are, and how to prevent infection, is critical to understanding the importance of this Prevention Plan and adhering to the policies that follow.

Norovirus is the term used to describe a group of viruses which cause common gastroenteritis (digestive system). These viruses are more noticeable in “closed communities” such as long-term care facilities and cruise ships but can also appear in office environments. Norovirus is thought to be the most common cause of acute gastroenteritis (diarrhea and vomiting illness) around the world.

Transmission

Norovirus spreads easily through food and drink and can, in rare cases, be fatal. The virus is usually spread through contaminated food or water or person-to-person contact. It may also spread via contaminated surfaces or through air from the vomit of an infected person. Risk factors include unsanitary food preparation and sharing close quarters.

- The main source of the virus is stool and vomit from infected people, and is passed along through what is called the fecal-oral route
- The virus can be spread from person to person on unwashed hands
- The virus can also be spread by food, water or ice that has been handled by a sick person
- It is considered to be one of the most common causes of foodborne illness
- Vomiting may spread the virus, in droplets
- The virus can survive on surfaces such as countertops or sink taps for a long time
- It takes very few viruses to start an infection

Symptoms

Do not enter AIBC offices if you are displaying any of the following sudden and worsening symptoms:

- > nausea
- > cramping
- > chills
- > fever
- > usually vomiting and/or diarrhea are also present

Symptoms usually start 12 to 48 hours after infection with the virus, and generally last between 24 to 72 hours. Fluid loss can be a serious problem for the elderly or very young. Although having norovirus can be unpleasant, it is not usually dangerous, and most who contract it make a full recovery within two to three days (although it can last for a few weeks). Norovirus can establish a long-term infection in people who are immunosuppressed.

Prevention

There is no vaccine or medicine that can prevent norovirus. There are different strains of norovirus, so people who have had it once can get norovirus again, and there is only temporary immunity to the strain that has just infected a person.

There are several things we can do to prevent the spread of influenza in our workplace and community:

- **Frequent hand washing**
- **Practicing safe food handling**
- **Staying home when sick**

Safety Measures & Response

The information below is based on legislation and guidelines provided by WorkSafeBC, Occupational Health and Safety regulations, and the BC Centre for Disease Control, and is intended to keep staff and visitors as safe as possible while at AIBC offices.

If you become ill with norovirus, or suspect you have, do not report to the office in-person. Contact your supervisor or staff representative as soon as possible to let them know that you cannot report to the office.

If you begin to feel norovirus symptoms while at AIBC offices:

1. put a mask on as soon as possible;
2. alert your supervisor by email or tell your staff representative, and limit your movement in the office to help prevent the spread of the virus;
3. disinfect any touched surfaces, if you are well enough (disinfecting of touched surfaces will also be completed by a JOSH member, other member of the management team and/or professional cleaning staff);
4. go home or seek medical care (request assistance if needed);
5. Staff must keep their supervisor and the Front Desk updated, and Visitors should update their staff representative; and
6. do not return to AIBC offices until you have been symptom-free for at least 24 hours. Note that some symptoms can linger for months with no danger to anyone else. When you do not have active, droplet-transmitting symptoms (e.g., sneezing, coughing, diarrhea), you can return to the office a full 24 hours after starting to feel better.

Safety Supplies Available for Staff and Visitors

- > Masks
- > Soap and water
- > Paper towels and tissue
- > Hand sanitizer
- > Gloves
- > Face shields
- > Disinfectant wipes for surfaces
- > Disinfectant wipes for electronics
- > Disinfectant spray for other surfaces

High-touch Surfaces

High-touch surfaces are cleaned mid-day in common areas of the Architecture Centre by professional cleaners. In AIBC offices, enhanced cleaning efforts of high-touch areas takes place and staff regularly disinfect their workstations and high-touch surfaces throughout the week. The frequency of professional cleaning depends on in-office activity during the COVID-19 pandemic.

High-touch surfaces in AIBC offices that receive professional cleaning include:

- > Kitchen
- > Alarm keypad
- > Meeting room chair handles
- > Meeting room surfaces
- > Floor locks on glass doors
- > Light switches
- > Plexiglass barriers
- > Water cooler tabs

High-touch surfaces in the Architecture Centre that will receive midday professional cleaning include:

- > Doors and handles of front doors of building and AIBC suites
- > Elevator buttons (outside on all floors and inside)
- > Doors, handles and railings in stairwells
- > Washrooms: doors, stalls, handles, faucets, soap dispensers, paper towel dispensers, etc.
- > Parkade doors and handles

Other notes:

- Staff and Visitors will be alerted of heightened risk of contracting any communicable disease
- Specific responses to communicable diseases will be further development when incorporating this Prevention Plan into the AIBC's Emergency Response Plan
- Professional cleaning staff are available for emergency work

Related Resources

- COVID-19: [Illness and Exposure Procedures](#)
- AIBC [Illness Policy](#)
- AIBC [Working Alone Procedures](#)
- AIBC [Emergency Response Plan](#)
- AIBC Staff Manual: [7.0 Employee Health & Safety](#)
- [WorkSafeBC](#) resources
- [BC Centre for Disease Control](#) resources
- [Workers Compensation Act](#)
- [Occupational Health and Safety Regulation](#)