

SelfDesign Learning Foundation

# COVID-19 Safety & Communicable Disease Plan 4.0

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## Overview

### Purpose

In January 2022, workplaces were required to reactivate their COVID-19 Safety Plans. In concert with requirements from the Ministry of Education and WorkSafeBC, SelfDesign has integrated its COVID-19 and Communicable Disease Safety Protocols,

which will be updated as requirements change. These protocols aim to limit contact and potential exposure in the case of COVID-19, as well as other epidemics, pandemics, or other instances of communicable disease transmission.

SelfDesign Learning Community (SDLC) is aligning our allowed in-person activities such as camps and support provider activities with all ongoing directives from the provincial health officer, WorkSafeBC, and Ministry of Education. These protocols apply to all SelfDesign families, contractors and support providers.

This document outlines SelfDesign’s communicable disease prevention approach, and will be updated with emerging public health guidance from provincial authorities on the COVID-19 section of SelfDesign’s website.

### **Who the plan applies to**

This plan applies to all contractors working for SelfDesign Learning Foundation/SelfDesign Learning Community (SDLC), including learning consultants, Support Education Assistants, and Professional Support Providers. The plan also applies to SDLC enrolled learners and their families.

### **How this document will be updated**

The COO is responsible for working with the Safety Team identified in Table 1 to ensure the document is updated with any new requirements from regulatory organizations.

## **Table 1 Safety Team**

Name	Department	Responsibility
Sandy Steward, COO	Operations	Chairs meetings and approves resources.
Michelle Sim, Operations Coordinator	Operations	Provides operations coordination.
Paula Sobie, Operations Coordinator	Operations	Provides operations coordination.
Cimarron Ballantyne, Privacy & Compliance Lead	Operations	Monitoring and recommending changes for compliance with WorkSafeBC and provincial health officer requirements.
Principal Team: Clarissa Tufts, Vanessa Kuran, Catherine Dinim	SDLC	Monitoring and recommending changes for compliance with Ministry of Education requirements.
Karen Zukas, Director	Communications	Creates a communication plan for updates.
Cheryl Woodhouse, Internal Communications	Communications	Assist with creating a communication plan for updates.

## Background

### From COVID-19 Safety Plans to Communicable Disease Prevention

The precursor to SelfDesign's approach to communicable disease prevention was outlined in SelfDesign's COVID-19 safety plan. As part of the research for creating the safety plan, a workplace risk assessment was conducted to identify where the risk of COVID-19 transmission may occur in operating the Foundation and its educational programs. The safety team worked with frontline contractors to both identify and understand the risk and where it occurs.

As part of the risk assessment:

- Several types of risks were identified and defined in cases where work is conducted in-person versus online.
- A risk probability, impact and rating calculation was applied to each type of risk.

- Each type of risk was assigned a risk identification label.
- Contractors were classified into groups based on their exposure to the identified risks.

The unique risk profile of SelfDesign contractors enabled the SelfDesign COVID-19 protocols to be tailored to ensure that SelfDesign contractors and families can be kept safe in adjusted working and learning conditions.

A training and education plan was developed in order to mitigate the risks identified in this assessment. This plan includes a communication plan to target the segments of SelfDesign contractors with all the information they need to help create safe learning environments and reduce the spread of COVID-19.

### **Assessment on Risk of Violence**

SelfDesign contractors work with enrolled learners and families who have received instruction in SelfDesign COVID-19 protocols, with whom they have an established relationship. As a result, it has been determined that there is no immediate risk of violence to SelfDesign contractors or members of the public reacting to SelfDesign's workplace restrictions or policies. In addition, in SelfDesign's COVID-19 Safety Protocols, the designated visiting space for the learner and SelfDesign contractor can include only one other adult.

[Appendix A](#) shows the complete workplace risk assessment. SelfDesign's approach to communicable disease prevention relies on the risk assessment for the development of its safety protocols.

## Policies

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### Pandemic Response Policy

#### Preamble

SelfDesign Learning Foundation ('SDLF' or the 'organization') is committed to providing a safe and healthy workplace. As such, SDLF will follow all guidelines issued by governing and regulatory authorities to minimize exposure and protect the safety of the SDLF community during a pandemic.

#### Scope

This policy applies to the SDLF Board of Directors and all contractors, learners and their families.

#### Definitions

*A pandemic* is defined as an epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people. Certain types of pandemics, such as influenza or COVID-19, have the potential to cause widespread illness and death ([World Health Organization, 2020](#))

*A pandemic response team* is a temporary group that is formed in order to create and implement a pandemic response plan. Once implementation is complete, this team will meet if further problems or risks present themselves

*A pandemic response plan* sets out protocols and procedures to ensure that SDLF learning and working environments are as safe as they can be. This type of plan addresses the unique situations that the SDLF community faces by applying risk assessment tools as well as guidance from the provincial health officer, the Ministry of Education, and WorkSafeBC to create a tailored plan for safety. It also includes training and education for all those using the new protocols and procedures.

#### Policy

In the event of a pandemic SDLF will form a pandemic response team and create a pandemic response plan to ensure that the health and safety of SelfDesign community members is protected.

**Procedures**

During an Active Pandemic, please follow the procedures listed below.

**Active Pandemic: COVID-19  
March 17, 2020 - present**

In March 2020, [the Government of British Columbia](#) declared a public health emergency due to the COVID-19 pandemic.

[Follow this link](#) to review SelfDesign's protocols and procedures for the COVID-19 pandemic.

**Resources**

[Public Health Communicable Disease Guidance for K-12 Schools](#)

**Effective: September 28, 2020**

## Working from Home Policy

### Preamble

SDLF Learning Foundation ( 'SDLF' or 'the organization') contractors work remotely. Often this means that contractors are working in their own homes or in the homes of families whose children are enrolled in SDLF programs. This policy outlines the working in home environments safety roles and responsibilities for the organization and for SDLF contractors.

### Scope

This policy applies to all SDLF contractors.

### Definitions

*Working from home or "home working"*

Remote working where a contractor is working in a home environment.

### Policy

#### **SDLF Contractors**

It is the responsibility of all SDLF contractors working in a home environment to follow all SDLF procedures that ensure the work space is as safe as possible.

#### **SelfDesign Learning Foundation**

It is the responsibility of the organization to provide guidance on safe work practices and ergonomic considerations for SDLF contractors and to address and respond to SDLF contractor reports of any workplace hazards or incidents.

### Procedures

#### **Work environment**

Contractor work environments should:

- Be free from interruptions or distractions;
- Keep SDLF information secure and confidential; and



- Meet health and safety requirements, as indicated in this policy.

### **Work Equipment**

SDLF contractors are expected to provide, install and maintain equipment that supports remote working. Equipment may vary between SDLF contractors and may include: a secure computer; software to support SDLF related work; learner support equipment and any safety equipment required to ensure a safe work environment for SDLF contractors, SDLF learners and their families.

### **Workplace Hazard Assessment**

SDLF contractors are required to complete a [Workplace Hazard Assessment](#) whenever they begin working in a remote space. All hazards identified in a remote workspace must be resolved before commencing work (i.e. if any answers fall within the 'No' column of this checklist). If a hazard cannot be immediately resolved, the contractor must remove themselves from the work environment and submit a [Hazard and Incident Report](#) form describing the hazard, and wait for a SDLF team member to contact them before beginning work.

### **SDLF Business Hours**

SDLF general business hours are Monday to Friday, 6am and 6pm Pacific Time. However, SDLF contractors set their own hours of work based on timelines and other requirements related to service deliverables specified in their contracts.

### **Safe Work & Ergonomic Practices**

SDLF supports and encourages contractors to follow safe and ergonomic practices for home working, as per the WorksSafeBC resources below.

[Setting up, organizing, and working comfortably in your home workspace](#)

[How to Make Your Computer Workstation Fit You](#)

[Ergonomics](#)

[WorkSafeBC](#)

### **Reporting Work-related Incidents or Hazards**

SDLF contractors must report remote work incidents or hazards that have occurred within 24 hours using the [Hazard and Incident Report Form](#). Hazards that could pose a risk to a person's health or safety and include instances of unsafe work

practices and the environment (e.g. air, water, land). Incidents include injuries, illnesses and near misses involving workers while working on SDLF contracts.

To report workplace bullying and harassment, please use the form available [here](#) on the [SDLF Policies](#) website.

### **Working in Isolation**

Contractors who carry out their role in isolation are at a higher risk than those who work with others. SDLF contractors who are working from home are required to adhere to SDLF's policy for checking the well-being of a worker assigned to work alone or in isolation, outlined in SDLF's [Working in Isolation](#) policy.

### **Requirements for Education and Training**

SDLF contractors are required to complete:

- a) Anti-Bullying and Harassment Training;
- b) Occupational Health and Safety including Injury/Hazard Training; and
- c) Lone Worker Monitoring Training.

SDLF contractors whose WorkSafeBC insurance is not paid for by SDLF can voluntarily participate in this training by emailing a request to [worksafe@selfdesign.org](mailto:worksafe@selfdesign.org).

**Effective: September 28, 2020**

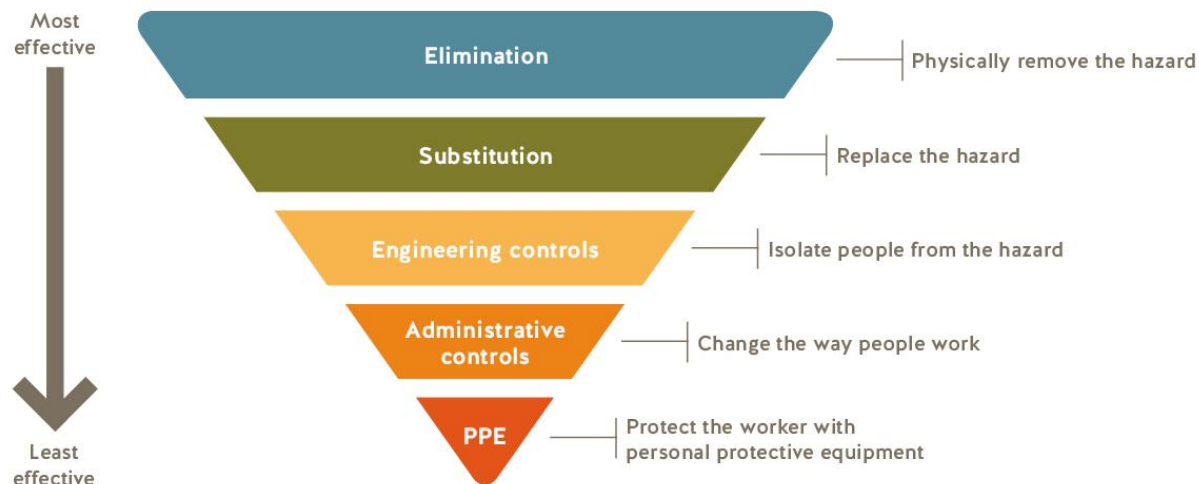
## Protocols

The health and well-being of SelfDesign contractors and families is a key priority for SelfDesign. A set of safety protocols have been developed to return to working safely in-person for SelfDesign. These protocols apply to:

- SDLC enrolled learners and their families.
- All SDFL/SDLC contractors including Support Education Assistants, Learning Consultants, and Professional Support Providers.

The following **hierarchy of controls** was used as a guideline during the development of the protocols.

### Hierarchy of controls



[Click here](#) to review the protocols.

## Communication and Training during the COVID-19 Pandemic

This section of the plan describes how the policies and protocols identified as being necessary to return to work safely and work safely in person are communicated to contractors with training provided as appropriate.

### Objectives

1. Inform all SDLF/SDLC contractors about their roles and responsibilities when working in-person during the pandemic.
2. Prepare contractors to apply appropriate SelfDesign COVID-19 policies and protocols when carrying out their work.

### Target Groups

Table 2 shows the groups of contractors and other individuals who will receive communications and training. These target groups were identified as part of the [Workplace Risk Assessment](#).

<b>Target Group</b>	<b>Potential Risk Scenario(s) Encountered by the Target Group</b>
<b>SDLF/SDLC Contractors</b>	SDLF/SDLC contractors generally work from home and therefore have limited exposure to risk scenarios. However, risk scenarios may present in the event contractors need to conduct work in-person or choose to work in locations where others are present.
<b>Support Education Assistants (SEAs) working in-person with learners</b>	SEAs typically work with learners in their homes, or a nearby park or community centre. They may also work with multiple learners in different communities. Potential risk scenarios include working in enclosed areas with learners and family members for an extended period of time, whether distancing or in close physical contact, and touching shared surfaces.
<b>Professional Support Providers (PSPs)</b>	PSPs working closely in person with learners. Although PSPs have their own offices, cover their own insurance, and in many cases are governed by professional regulatory bodies, they are also asked to adhere to SelfDesign COVID-19 Protocols. These protocols stipulate that in-person support at the PSPs' place of business is conditional on the PSP

	having met relevant regulations set by all levels of government and having their in-person support plan approved by the PSP's governing body and/or WorkSafeBC.
<b>Families working in-person with service providers</b>	Working in enclosed areas for an extended period of time, whether distancing or in close physical contact, and touching shared surfaces.
<b>Learning Consultants (LCs)</b>	Learning consultants conducting annual family visits may encounter the same potential risk scenarios as identified for the group above (families working in person with an SEA)
<b>Learning Centres (staff)</b>	SelfDesign learners, and learners from other schools, attend learning centres in person.

## Communications Plan & Training Approach

The communication and training approach for each target group in Table 2 in order to achieve the communication and training objectives include:

1. Presentation of the safety protocols infographic at the start of the 2021-22 school year, or later as needed.
  - a. The infographic includes:
    - i. A summary of allowable activities
    - ii. A prominent link to SelfDesign's Communicable Disease Safety Protocols
    - iii. Information about daily health check responsibilities
    - iv. A reminder to stay home if you are sick
    - v. Aides for working safely, including links to:
      - A workplace hazard assessment for contractors working in a new space
      - The household visit hygiene checklist
      - Cancellation procedures
      - Frequently Asked Questions
    - vi. SelfDesign representative contact information for questions and comments.

SelfDesign contractors, SEAs and PSPs (including learning centres) all agree to follow SelfDesign's health and safety protocols in their agreements/contracts. Families are presented with the infographic when a learner enrolls and begins the school year.

## Additional Communication & Training Documents

### Monitoring Workplace Safety

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#### Approach to Monitoring

As an organization that exclusively hires contractors, SelfDesign does not have standard supervisory roles monitoring the behaviour of SelfDesign contractors. The organizational contacts listed on most contracts are the senior executives in the organization. This, in combination with the geographically distributed nature of the organization precludes the capacity for standard in-person monitoring. As a result, SelfDesign relies on contractors reporting hazards and incidents, which are described below.

#### Hazard and Incident Reports

All SDLF/SDLC contractors working in-person with individuals (regardless of who the individual is e.g. a contractor, learner, family member, etc.) are required to complete and submit a [Hazard and Incident Report](#) in the event that:

- The contractor has a concern that is unresolved regarding a risk of transmission.
- An individual present appears to have COVID-19 like symptoms.

Hazard and Incident Reports are reviewed by the Privacy and Compliance Lead as they are received with subsequent action(s) taken appropriately. Members of the COVID-19 Safety Team are advised and provide input as necessary in all cases where action is required. Examples of actions that may be taken include:

- As per SelfDesign's [Communicable Disease Safety Protocols](#), ensuring that individuals sick with COVID-19 and their contacts self-isolate for 14 days, and reporting the incident to the provincial health authority.
- Investigating the incident to identify additional opportunities to reduce risks of transmission.
- Directing an appropriate person to work with a contractor to resolve specific concerns.

## Restart-Specific Risks and Mitigation Strategies

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An assessment of restart-specific risks was conducted, and no restart-specific risks were identified. This is because the COVID-19 pandemic shutdown coincided with SelfDesign Foundation's standard annual shutdown of in-person activities during the summer.



## Appendix A - Workplace risk assessment

### SelfDesign Workplace Risk Assessment

Risk Matrix	Associated Risk IDs	RISK CIRCUMSTANCE	Department	ACTION	ACTION LINK
	1, 2, 3, 4, 5, 6, 7	SEAs working with learners	SDLC	Addressed in Communication & Training Plan	<a href="https://docs.google.com">https://docs.google.com</a>
	1, 2, 3, 4, 5, 6	Learning Consultants visiting families 1/year (sharing food; at family home)	SDLC	Addressed in Communication & Training Plan	<a href="https://docs.google.com">https://docs.google.com</a>
	1, 2, 3, 4, 5, 6	Professional Support Providers (PSPs)	SDLC	Addressed in Communication & Training Plan	<a href="https://docs.google.com">https://docs.google.com</a>
	7	Learners writing exams at exam facility	SDLC	Exam facilities are responsible for their own COVID-19 safety plan.	<a href="https://docs.google.com">https://docs.google.com</a>
	1	Mail pick up	SDFL	Addressed in Communication & Training Plan	<a href="https://docs.google.com">https://docs.google.com</a>
	-	IT in-person support (not happening 2020-2022)	SDLC	N/A	<a href="https://docs.google.com">https://docs.google.com</a>
	1, 2, 4, 5, 6, 7	Board meetings in person (although they are not contractors, they are members of the public)	SDFL	Addressed in Communication & Training Plan	<a href="https://docs.google.com">https://docs.google.com</a>
	Unknown	Learning Centres	SDFL	SelfDesign requires Learning Centres to submit their own WSBC plan for approval before becoming operational.	
	Unknown	Camps	SDFL	SelfDesign requires Learning Centres to submit their own WSBC plan for approval before becoming operational.	
	1, 2, 4, 5, 6, 7	Team meeting of SEAs and other service providers (not all contracted with SelfDesign including learner's other service providers)	SDLC	Addressed SelfDesign COVID-19 Protocols	<a href="https://docs.google.com">https://docs.google.com</a>

Risk ID	Organizational Area	IDENTIFIED RISK	BRIEF DESCRIPTION	RISK PROBABILITY	RISK IMPACT	RISK RATING CALCULATION
RISK-1	SDLC	SD Contractor - Learner/Family close but distancing	Distance of 2M+ between parties	Unlikely	Major	Medium
RISK-2	SDLC	SD Contractor - Learner/Family not distancing but not touching	Includes: enclosed spaces; spending time within 2M of one another; extended time in close proximity. (This could mean car sharing such as dropping off a learner for swimming or taking a learner to a park).	Likely	Major	High
RISK-3	SDLC	SD Contractor - Learner/Family in physical contact	Includes: personal hygiene care (shaving support, toothbrushing, toileting); hands on contact for lifting, restraining, close assistance; ABM (helping learners learn to move their body). This category also includes singing and loud talking/laughing, even though there may be no actual physical contact.	Likely	Major	High
RISK-4	SDLC	Learners/contractors not distancing with multiple contractors/learners and personal risk exposure outside of SelfDesign sessions	Includes: SEAs working with multiple communities; Learners sharing SEAs in sessions; what the family occupation or behaviours are and what risks they entail	Moderate	Major	Medium
RISK-5	SDLC	Shared touch surfaces	Includes: surfaces in family homes; food sharing; examples: door handles, taps, writing utensils, cups, food	Moderate	Major	Medium
RISK-6	SDLC	Sick contractors or family members having COVID-19 like symptoms	Includes: symptoms occurring before or during in-person learning session	Very likely	Extreme	High
RISK-7	SDLC	Public space use	Includes taking people to parks, through buildings, community centres, elevators, public transport, taxi, Handidart	Moderate	Major	Medium