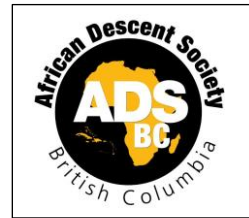


AFRICAN DESCENT SOCIETY BC



COVID-19 SAFETY PLAN DECEMBER 2020



Presented to:

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Presented by

Cornerstone Security & Transport Incorporated Team

CEO Justice Osei.

SCOPE

This COVID-19 Safety Plan is for Community Engagement and Events for the African Descent Society BC (ADSBC). ADSBC is a registered not for profit organization based in Vancouver, BC, established in 2014 with a mission to promote arts and culture of African descent through live music, dance and performance; and to activate African descent heritage in BC.

Geographically, the ADSBC rooted in Vancouver and Lower Mainland and its mandate and programs extend to the whole of British Columbia. ADSBC works to create a wide variety of community, arts and heritage community building initiatives, events, and other intercultural activities. The goal is to form strong cultural and societal bonds between people of African descent, and Canadians. The plan helps to plan for COVID-19 virus for the ADSBC community and in particular persons of colour.

STATEMENT OF PURPOSE

Cornerstone Security & Transport Incorporated is committed to providing a safe and healthy environment for all its events and clients. A combination of preventative measures will be used to minimize employee exposure to, and transmission of, the COVID-19 virus, including the most effective control technologies available. Our work procedures will not only protect our clients, and our employees, but also all other people who enter our events. All persons at the event must follow and assist others to follow the procedures outlined in this plan to reduce the risk of exposure to, and transmission of, the COVID-19 virus. The fundamental tenants underlying this document are rooted in the principles of support, compassion, and empathy.

A key purpose of this Plan is to comply with the Public Health Officer's order regarding Events COVID-19 Safety Plans, in addition to meeting the Worksafe Occupational Health and Safety Regulation 5.54 and 6.3, regarding Exposure Control Plans.

Cornerstone Security will strive to find ways to control or eliminate exposure to, and transmission of, the COVID- 19 virus by developing and implementing proper risk controls, establishing safe work procedures, raising awareness, and providing education and training for our employees.

This plan follows direction and controls as specified by the BCCDC, the BC Ministry of Health, the Provincial Health Officer and regional Medical Health Officers, and Worksafe while continuing to monitor and liaise with these authorities on changes that may impact the Institution.

ACRONYMS

BCCDC – British Columbia Centre for Disease Control

MHO – Medical Health Officer

OHS – Occupational Health & Safety

PHO – Provincial Health Officer

PHAC – Public Health Agency of Canada

PPE – Personal Protective Equipment

SWP – Safe Work Procedure

WHO – World Health Organization

STRATEGIC GOALS (PRINCIPLES)

Cornerstone Security has established the following Strategic Goals (Principles) to guide our COVID 19 response for African Descent Society of BC and its events and its efforts.

1. Safety of all staff and clients
2. Minimize the risk related to COVID-19 at all food delivery and events
3. Follow direction of MHO/PHO
4. Minimize impacts for clients
5. Raise awareness, train, and educate all African Descent Society of BC volunteers and members
6. Social distancing should always be utilized – 2.5 meters separation
7. Use of n line tools should be considered first and foremost.

To achieve these goals, we have identified the following responsibilities.

CORNERSTONE SECURITY:

- Using a risk-based approach, modify service models and levels unless otherwise ordered by national, provincial, or local health authority.
- Ensure that all employees and volunteers are educated and trained to an acceptable level of competency and follow the direction for COVID-19 Safety.
- Select, implement, and document the appropriate site or scenario-specific control measures.
- Ensure that, when required, employees and volunteers use appropriate personal protective equipment – for example, gloves, masks, or face shields.
- Ensure that the materials (PPE, alcohol-based hand rubs, hand-washing supplies, cleaning supplies) and other resources (such as barriers, and signage required to implement and maintain proper safety protocols) are readily available where and when they are required.
- Conduct an event by event review for African Descent Society of BC.
- Support the development of the Plan's related resources (such as checklists, online training, Food delivery, posters, Safe Work Procedures).
- Assist with the risk assessment process and consult on risk controls, as needed.
- Ensure a system for documenting instruction, training and fit testing is in place.

AFRICAN DESCENT SOCIETY OF BC EMPLOYEES /VOLUNTEERS:

- Review information resources ask questions and follow-up to ensure understanding and adherence.
- Social distance 2.5 meters always
- Use virtual online meetings whenever possible
- Select, care for, and use any assigned PPE (including non-medical fabric masks) as trained and instructed.
- Rely on information from trusted sources including PHO, MHOs, BCCDC, PHAC and WHO.
- Understand how exposure can occur and when and how to report exposure incidents
- Follow Event entry and exit protocols and instructional signage.
- Maintain a minimum 2M physical distancing when entering and exiting.
- Do not hold doors for others or "piggy-back" when others are entering or exiting.
- Ensure all entry and exit doors are monitored.
- When delivering food use hand sanitizer before and after, use sani-wipes to wipe down all containers before delivery and use face masks.
- If experiencing COVID-19 symptoms do not come to work. Report symptoms to manager and contact 8-1-1 or use the BC COVID-19 Support App or online self-assessment tool <https://bc.thrive.health/> and follow the directions.

RISK IDENTIFICATION, ASSESSMENT AND CONTROL

RISK IDENTIFICATION

Coronavirus disease (COVID-19) is an illness caused by a coronavirus. COVID-19 has spread worldwide, including to British Columbia, and has been declared a global pandemic. Persons of Colour (POC) should adhere to all sanitizing procedures, social distancing and

SYMPTOMS

Some symptoms of COVID-19 are like other respiratory illnesses including the flu and common cold. Common symptoms for COVID-19 include fever, chills, cough, shortness of breath, sore throat, and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, and loss of appetite.

Symptoms vary from person to person. Some people experience mild symptoms, while others have more severe symptoms. Much is still being learned about COVID-19, but to date it appears that children are less likely to have severe symptoms or to spread the illness, whereas for older adults and those with underlying medical conditions the illness can be serious and even fatal.

HOW IT SPREADS

Note: The following is the best information that Cornerstone Security has to date and is subject to change as new information emerges.

Coronavirus is spread from an infected person through respiratory droplets expelled when they cough, sneeze, or yell. The droplets are relatively heavy and most drop out of the air due to gravity within about 2M. The droplets settle on the person, anyone else within that 2M proximity and surrounding objects and, depending on the surface type, can stay viable for several days.

The virus passes to the next person when droplets meet the eyes, nose, or mouth. This happens either by directly contacting the droplets before they fall out of the air or by:

- Close personal contact such as touching or shaking hands.
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands.

HOW IT SPREADS

Therefore, basic required precautions for everyone include:

- Keep 2 meters away from others, to reduce breathing in droplets if they are sick and cough or sneeze.
- Wear non-medical fabric face mask whenever in shared spaces.
- Wash your hands often with soap and water for at least 20 seconds. Using soap and water is the single most effective way to reduce the spread of infection.
- If a sink is not available, you can use alcohol-based hand rubs (ABHR) to clean your hands if they are not visibly soiled. If they are visibly soiled, use a wipe and then ABHR to effectively clean them.
- Do not touch your face, eyes, nose, or mouth with unwashed hands.
- Regularly clean and disinfect frequently touched surfaces.
- Do not share food, drinks, utensils, etc.

RISK ASSESSMENT

SPECIFIC ACTIVITY RISK ASSESSMENTS

Cornerstone Security follows the Worksafe BC COVID-19 Safety Plan Checklist and implements a Risk Assessment Tool to evaluate each event. This tool is to be used to evaluate each activity considered for safe operations and to identify appropriate control measures to mitigate risk of COVID-19 exposure and/or transmission.

EVENT ASSESSMENT (ESTIMATED ROOM CAPACITY)

Each Event Assessment (estimated room capacity) is coordinated by Cornerstone Security to review common area capacities, mechanisms to limit congregating, traffic patterns, supervisory needs, support service provisions, equipment, and resource availability to meet needs identified in the event risk assessments

EXPOSURE RISK LEVEL ASSESSMENTS

Using the Pandemic Risk Assessment Table, we have identified general risk levels to our employees and clients, depending on their potential exposure in the workplace. We have further assessed which positions face greater exposure.

Important Note: These Exposure Risk Evaluation tables do not consider vulnerability of populations. According to the Public Health Agency of Canada, there are at a higher risk of developing more severe illness or complications, or fatality from COVID-19. These include:

- People with medical conditions such as heart disease; hypertension (high blood pressure); lung disease; diabetes; and cancer.
- People with weakened immune systems from a medical condition or treatment, such as chemotherapy.
- Older adults and seniors and Person of Colour (POC).

Cornerstone Security Employees or Clients who fall into these categories should self-identify and ensure their specific additional risk level is addressed in any event planning.

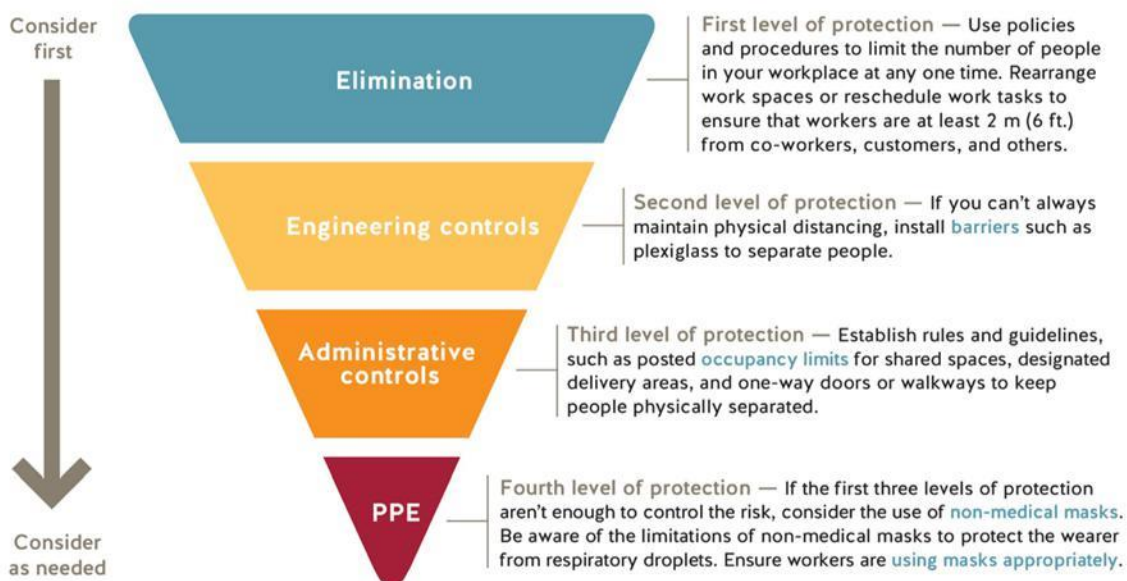
RISK CONTROL

The Occupational Health and Safety Regulation (OHSR) requires Cornerstone Security and its clients to implement controls in the following order of preference:

- Elimination
- Substitution
- Engineering Controls
- Administrative Controls
- Education and Training
- Safe Work Procedures
- Personal Protective Equipment

Note that control measures identified in blue text below are outlined in the Worksafe COVID-19 Safety Plan Checklist which includes this table for prioritizing controls.

Resource: Please review the Worksafe diagram below.



ELIMINATION

Elimination controls are those that remove the risk of contracting COVID-19 at an event. Development and rollout of a successful vaccine could eventually eliminate this risk in our community. PHO Physical Distancing orders that closed personal care services and in-restaurant dining be a form of Elimination in that they eliminated the possibility of contact in those workplaces. Policies that prohibit travel are another example.

ELIMINATION

Note that while many methods of Physical Distancing actually belong to the categories of Engineering Controls and Administrative Controls, Physical Distancing is such an important strategy to manage pandemic transmission that both Ministry of Health and Worksafe have placed it at the top of the hierarchy.

CONTROL MEASURES FOR MAINTAINING PHYSICAL DISTANCE:

Settings of 4 persons or less at the Event:

- Allow only up to 4 persons to sit within proximity of others and separate the groups by at least 6 feet.

Food and Beverage Services:

- Ensure no sharing of condiments or utensils
- Clean all glasses after each patron use and if possible, have single serve portions
- Safe and sanitary delivery of all food and beverages
- Safe driver protocols for all deliveries
- Use of wipes for all delivered containers

Occupancy limits:

- Cornerstone Security believes it is essential to limited face-to-face contact.
- Occupancy Limits will be established for each event based on the 5m²/per person PHO guideline. Occupancy is monitored throughout the event

Change how tasks are done:

- Administrative and finance tasks should be modified to allow acceptance of electronic signatures and submissions to reduce need for in-person contact and paper handling.
- Delivery and support services should transition to online delivery where possible.
- When support service activities/tasks are identified which cannot be delivered online/remotely, a process should be established to prioritize and consider task modifications to enable face-to-face activity. Process includes documented risk assessment and mitigation plans,

Limiting or prohibiting Non-Eligible Event Patrons:

- The event should be closed to the public, with on-site access and services limited to paying patrons and identified and authorized client's staff and faculty. Preferable tickets should be ALL purchased online and at least 24 hours before the event.

ENGINEERING

Engineering controls are those that alter the event environment to reduce the risk. This would include installing enclosures or partitions to separate individuals and thereby prevent transmission via droplets. Other examples include reconfiguring place settings to allow 2M physical distancing.

CONTROL MEASURES USING PHYSICAL BARRIERS:

- Plexiglass barriers should be used at face-to-face service locations
- Barrier cleaning must be completed regularly and included in event cleaning protocols.

ADMINISTRATIVE

Administrative controls are policies, procedures, scheduling, education, and communications that can be implemented to reduce the risk of transmission. Administrative controls tell people what to do but rely on disciplined application of the expectations.

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment is the last resort of mitigation strategy and includes using PPE for protection against exposure and/or transmission such as wearing non-medical fabric face masks, respirators, gowns or aprons, gloves, and/or face shields. The use of PPE is required in high-risk situations. PPE is an important control but must always be used in addition to, and not in place of other controls.

ADMINISTRATIVE CONTROL MEASURES IN PLACE:

- Safe Work Procedures supported by COVID-19 Safety Signage Program.
 - o Hand washing and cough/sneeze etiquette.
 - o Physical distancing traffic management.
 - o Clean all delivery vehicles and containers
- Cleaning protocols and increased cleaning frequencies for shared surfaces and equipment and tools.
- Activity Risk Assessment and Mitigation processes designed to reduce Contact Intensity and/or Number of Contacts in any given activity or location.
 - o Close contact activities limited to short time duration, then return to 2M distancing.
 - o Staggered work schedules and breaks.
 - o Safe delivery of all food and beverages

CONTROL MEASURES INVOLVING MASKS:

The use of non-medical fabric masks is required by everyone whenever they are circulating through shared spaces on campus.

What work tasks will require the use of masks?

- Non-medical fabric masks have been specified as a supporting control where students or instructors must have brief contact closer than 2M in order to practice and achieve required learning outcomes, where effective face shields have been identified as required PPE.
- Non-medical fabric masks have been specified as a supporting control where Technology Services and Facilities service staff must briefly engage in activities where 2M physical distancing cannot be maintained.

CORNERSTONE SECURITY RECOMMENDED SAFE WORK PROCEDURES

PHYSICAL DISTANCING: KEEP 2 METRES BETWEEN YOURSELF AND OTHERS

- Follow directional signs and room occupancy limits.
- Do not congregate in shared areas and be aware if someone is waiting to pass.
- Do not enter or block any doorways.
- Cancel in-person meetings and hold meetings by teleconference, video conference, or email instead.

CLEANING AND DISINFECTING OF SHARED SURFACES

- The cleaning and disinfecting protocols will follow the BCCDC guidelines for cleaning of public settings.

MINIMIZE SHARING OF SPACE AND EQUIPMENT.

- When you do, clean shared equipment / surfaces with disinfectant wipes between users.
- Shared desks include the computer keyboard and mouse, desk surface, and phone.

MANAGE BREAKS

- Adhere to any rotating break schedule implemented to allow for 2 meters distance in all break rooms.
- Take all breaks outdoors when possible.
- Bring your own lunch and beverages. Do not share food or drink (no buffets or platter service).

HAND HYGIENE

- Wash your hands often throughout the day.
- Consider bringing and using your own hand sanitizer between washes – for times it may be inconvenient to get to a sink or dispenser location.
- Avoid touching shared surfaces wherever possible.
- Gloves are not a protection from spreading COVID-19.

This virus does not transfer via skin contact, it transfers when droplets get into your lungs via eyes, nose, or mouth. If you touch contaminated surfaces with your gloves and continue to wear them, you will spread the contamination to every other surface you touch including your face. To remove gloves safely, carefully turn them inside over each other while only touching glove to glove or skin to skin. If they are disposable, throw them in the trash immediately.

HAND HYGIENE DETAIL

Hand washing, proper coughing, and sneezing etiquette, and not touching your face are the key to the prevention of transmission and therefore minimize the likelihood of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose, and mouth – or to other surfaces that are touched. Wash your hands “well” and “often” with soap and water for at least 20 seconds (the time it takes to hum the “Happy Birthday” or favorite song twice). If soap and water is not available, use an alcohol-based hand rub to clean your hands.

“Often” includes:

- upon arriving and when leaving work
- after coughing or sneezing
- after bathroom use
- when hands are visibly dirty
- before, during and after you prepare food
- before eating any food (including snacks)
- before and after using shared

equipment “Well” means:

- wet hands and apply soap
- rub hands together vigorously for at least 20 seconds ensuring the lather covers all areas – palm to palm, back of hands, between fingers, back of fingers, thumbs, fingernails (using palm) and wrists
- rinse hands thoroughly with water
- dry your hands with paper towel (or a hand dryer), use the paper towel to turn off the tap and open the door, dispose of the paper towel

Additionally:

- Avoid touching your eyes, nose, or mouth with unwashed hands
- Use utensils: consider using forks, spoons or toothpicks when eating and serving foods (especially snacks or “finger foods”)

COUGH/SNEEZE ETIQUETTE

All building occupants are expected to follow cough/sneeze etiquette, which are a combination of preventative measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing to reduce the spread of germs.
- Use tissues to contain secretions, and immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards.
- Turn your head away from others when coughing or sneezing.

Resource: Please review WSBC Cover Coughs and Sneezes poster.

CHECK IN PROCEDURE, DAILY HEALTH SCREENING

Follow Event entry and exit protocols and instructional signage. Maintain a minimum 2M physical distancing when entering and exiting. Do not hold doors for others or “piggy-back” when others are entering or exiting. Ensure entry and exit doors are monitored.

The same day completion of the health screening questionnaire through the BC COVID-19 Support App or online self-assessment tool is required prior to entering the event. Access into Event is through the designated entrance only, one person at a time in single file while maintaining the required 2M physical distancing.

HEALTH MONITORING

Prior to entry all persons are required to perform a personal health assessment questionnaire using the BC COVID-19 Health Assessment tools found at: <https://bc.thrive.health/>

If the individual answers yes to any question in the assessment, they **MUST NOT** attend the event.

HEALTH MONITORING

Users have the option to access the daily questionnaire via:

1. Download BC COVID-19 app from either the Apple or Google Play store
2. Use the online tool directly at: <https://bc.thrive.health/> see Appendix F: Health Assessment Tool – Thrive BC
3. Phone 8-1-1 and talk through the question set with a representative

These methods ensure the user receives immediate current PHO direction depending on the answers they provide.

EDUCATION AND TRAINING

Cornerstone Security in response to the COVID-19 virus has established a COVID-19 Safety Plan Orientation addressing:

- What COVID-19 is, how it spreads, and how to reduce risk of transmission both on and off campus including the importance of keeping your contact circle small.
- Understanding what makes someone vulnerable to COVID-19 and what to do if you or a close contact are vulnerable.
- Cornerstone policies and procedures related to COVID-19.
- Requirement and how to perform daily health self-assessment.
- Requirement to stay away from work/school when even mild symptoms are present, and what sick leave/absence policies are in place.
- General physical distancing procedures at events including expectation to follow traffic management signage, respect occupancy limits etc.
- General hygiene expectations including handwashing; sneeze & cough etiquette; safely participate in cleaning of shared equipment.
- Requirement to use non-medical fabric face mask when circulating through shared spaces.
- Personal responsibility towards own social circles, classmates, and campus community.
- Following Event entry and exit protocols and instructional signage. Maintaining a minimum 2M physical distancing when entering and exiting. Not holding doors for others or “piggy-backing” when others are entering or exiting. Entry and exit doors are monitored.
- Refusal or failure to uphold these commitments may result in Event access being denied.

ACTIONS IN THE EVENT OF PRESUMED OR CONFIRMED CASE OF COVID-19

- Contact 9-1-1 if the situation is life threatening i.e. shortness of breath.
- Contact First Aid.
- Send the individual home and have them contact 8-1-1 or 9-1-1 as needed.
- Have them wear a mask and avoid public transit.
- If unable to send the individual home - isolate the individual until they can be transported and have them wear a mask.
- Shut down the areas the individual was in for cleaning and disinfecting.
- Respond to health officials as required if contact tracing is required.
- If "outbreak" occurs (i.e. more widespread impact):
- Discontinue event and shut down the impacted areas for cleaning and disinfecting.
- An evaluation of business continuity capability would be conducted if the outbreak impacts the ability for staff to continue to work remotely.
- Services would be triaged based on available resources.

Additional cleaning/disinfection if a presumed/confirmed case is identified:

Client is informed of a presumed or confirmed case of COVID-19 in their areas should close the impacted space and contact Cornerstone Security to request additional cleaning/disinfection of the area.

CONCERNS ABOUT OTHERS ON-SITE WHO MAY BE ILL

While all persons are asked to be vigilant in helping ensure people understand and adhere to the guidance in this Plan, please route any concerns about apparent non-compliance through to Cornerstone Security Manager. Please do so in supportive, non-stigmatizing ways.

If someone tells you they might be ill direct the person to contact First Aid: They will be asked to put on a face mask, temporarily isolated from the rest of the event, and assessed as to severity of symptoms and either transferred to emergency, or sent home.

PLANNING DOCUMENTS AND RECORD KEEPING

In addition to records kept per ECU's already current processes. The following records specific to this plan are to be maintained and electronic records retained for 1 year:

- Risk Assessments
- Event Attendance Records
- COVID-19 Safety Plan

Cornerstone Security Risk Assessment Table

	Low Risk Employees who typically have no contact with infected people.	Moderate Risk Employees who may be exposed to infected people from time to time in relatively large, well- ventilated workspaces	High Risk Employees who may have close and/or extended contact with people or infected patients
Hand Hygiene	Yes (washing with soap and water, using an alcohol- based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol- based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol- based hand rub, or using hand wipes that contain effective disinfectant)
Disposable Gloves	Not required Note: use of cleaning products may require gloves	Not required Note: use of cleaning products may require gloves	Yes, in some cases, such as when working directly with infected patients (e.g. First Aid).
Aprons, gowns, or similar body protection	Not required	Not required	Yes, in some cases, such as when working directly with infected patients (e.g. First Aid).
Eye protection – goggles or face shield	Not required	Not required	Yes, in some cases, such as when working in close or extended contact with people.
Respiratory Protection (minimum N95 or equivalent).	Not required	Not required	Yes, in some cases, such as when working directly with infected patients (e.g. First Aid).
Droplet Containment (non-medical fabric mask)	Not required, personal choice to help prevent transmission in case asymptomatic	Yes, in some cases when physical distancing is difficult to maintain	Yes, in some cases, such as when working in close or extended contact with people.

THANK YOU TO OUR SUPPORTERS:

Canada



Canadian Red Cross
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