

South Island FEI Society: COVID-19 Safety Plan

Per the [WorkSafe BC requirement](#), the following Safety Plan outlines the assessment and changes required for the safe and continued operation of the South Island FEI Society.

1. *Assess the risk at the workplace*

- Low risk: As an entity that already operates virtually, there is low risk of transmission at the workplace itself.
- Medium Risk: When in-person meetings have taken place, they are often in a hospital, hotel, or restaurant offering less physical distancing measures and resulting in a greater risk of transmission.
- Medium Risk: Provision of snacks and communications to the Doctors' Lounges at RJH and VGH require in-person attendance at each site.

2. *Implement measures to reduce the risk*

3. *Develop Policies*

- The Society's "work from home" policy will be maintained. Employees and contractors are encouraged to follow [WorkSafe BC's Working from Home](#) guidelines.
- All members currently registered for payment by cheque will be requested to switch to electronic payment methods.
- Doctors' Lounge snacks and paper-based communications methods (posters, paper Success Stories, etc.) will be discontinued for the time being. All communications will be via email or [website](#).
- Until further notice, all meetings will be virtual by default, following the [South Island FEI Society Virtual Meeting Policy](#).
- If required, in-person interactions will follow physical distancing recommendations (2 m), with 'no touch' exchange of items, and the use of personal protective equipment where deemed appropriate.
- If any team member is feeling ill, in-person interactions will be postponed or alternate arrangements made.
- If society-owned items are exchanged (e.g. laptop, projector), they should be disinfected before and after exchange.
- Responsible hand hygiene is required before and after any in-person interaction or exchange.

4. *Develop communication plans and training*

- This Plan will be communicated as a guideline to all Engagement Project leads and placed on the South Island MSA website.
- Each team member has a designated backup as follows:

Team Member	Role	Backup
Don	President	Parvinder
Parvinder	VP	Don
Fred	Treasurer	Governance: Kevin; Admin: Erica, Rita
Kevin	Secretary	Fred
John	DAL	Catherine
Catherine	DAL	John
Erica	PM	Rita, Clara
Rita	PM	Erica, Clara
Clara	PM	Rita, Erica
Julia	Admin	Erica, Steph
Steph	Admin	Erica, Julia

- Our shared Sync drive serves as a repository for all Society information. Important information regarding role details can be found under “Team Roles and Handover Notes”.
 - All employees and contractors are asked to review and personally implement this Safety Plan as outlined.
5. *Monitor your workplace and update your plans as needed*
- This plan will be reviewed monthly by the Executive and/or when Provincial advice changes.
6. *Assess and address risks from resuming operations.*
- In the spirit of continuous quality improvement and a psychologically safe workplace, this plan is by no means fixed: All suggestions to improve this Plan are warmly welcomed, as are any questions about it.

Please contact info@southislandmsa.ca with any questions.