

Employment and Assistance Appeal Tribunal British Columbia

August 2020

COVID-19 Safety Plan

The Employment and Assistance Appeal Tribunal (“EAAT” or the “Tribunal”) has implemented the following measures to ensure the safety of its staff and those attending the office of the Tribunal. This COVID-19 Safety Plan (Plan) has been developed in conjunction with the guidelines recommended by WorkSafeBC and the Provincial Health Officer (PHO). The Tribunal will continue to review and modify the Plan based on the advice of the PHO and in response to any changes in provincial public health measures.

Assessing the Risks in the Workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread when a person touches a contaminated surface and then touches their face.

The Tribunal has carefully identified, considered and assessed all possible known risks in developing the Plan, based on the most current and readily available information and guidance.

Implementing Protocols and Measures to Reduce the Risks

The protocols and measures implemented by the Tribunal to minimize the risk of transmission as described in this document are based on information and guidance from WorkSafeBC, orders, guidance and notices by the PHO, input from Tribunal staff and the Joint Occupational Health and Safety Committee, and other industry protocols and best practices.

The Tribunal’s staff are working remotely for the vast majority of Tribunal related duties. Staff are required to attend the premises for three reasons: (1) printing, binding and mailing appeal-related materials that appellants require to be printed and mailed; (2) receiving mail; and (3) dropping off or retrieving personal effects.

At all times staff are only allowed into the office when there are no other staff members present. Staff have been informed of ‘clean-in/clean-out’ procedures to minimize the risk of transmission through physical contact of surfaces. Further, staff have been provided with protocols and guidance provided by the Tribunal’s office building management.

Signage has been posted in the office advising staff & visitors not to enter if they are experiencing any COVID-19 related symptoms and advising of proper hygiene (hand-washing). A plexiglass barrier has been installed at reception to minimize the risk of transmission when mail is picked up or received.

The Tribunal continues to monitor the situation and will adjust operations and revise this Plan as circumstances change.

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