



**Return to the Workplace & Re-Opening  
June 29, 2020**

## **Overview**

Big Brothers Big Sisters of Pictou County has been closed to the public since March 16, 2020 and we have been following our Pandemic and contingency plan which is a course of action designed to help our organization respond effectively to COVID-19

During this time, we closed our doors to the public, paused face-to-face meetings and all of the staff, with the exception for the Executive Director has been working from home. Major fund development initiatives were put on pause, Bowl for Kids Sake and BIG Bucks, resulting in significant drop in revenue. Approximately \$100,000 in a 3 month period at worst case scenario.

Service was changed, no face-to-face contact for staff, volunteers, clients, board, and committee members.

The first couple of weeks were a period of adjustment and figuring out everything, this was not just a new normal for us, but the entire world.

Facilities were maintained with the Executive Director coming in daily checking on the building and working a normal day. Services started ramping up where we learned to deliver services remotely through virtual mentoring, virtual meetings, etc. Organizationally we continue to meet virtually, holding board and committee meetings, our A.G.M., etc.

## **Current Status**

As of today, in Nova Scotia, numbers of cases are down to zero with no new cases since early June. Locally, everyone has been following the directives of the provincial Public Health and most people are adjusting to the “new normal” of social distancing, proper hygiene, not meeting in groups, etc.

The province along with our national organization is looking at a slow start up to some activities, business, etc. however, we want to make sure we follow all provincial rules, BBBS of Canada protocol, etc. to ensure client, volunteer, and staff safety.

BBBS of Canada continues to meet with us regularly and are offering many tools, suggestions, advice along with professionals that are doing the same.

## **Moving Forward**

It is time for us to move forward and look at options to begin opening up in a safe and strategic manner, expanding service and moving on to some degree with fund development. The board of directors and staff have been working since the beginning on planning ahead to examine how this can be done safe and slow while at the same time offering service and keeping up with all the new initiatives, grants, directives coming at us daily.

## **Work Completed**

We have been engaged in many discussions, meetings, webinars, and training and are reading all directives from the province and federal government with their recommendations. We have been reaching out to different groups and being educated on Personal Protective Equipment (PPE), facility and personal hygiene and safety in the workplace. Some of the meetings:

- BBBS of Canada Pandemic taskforce
- Chamber of Commerce
- Pictou County Executive Director's Roundtable
- Department of Community Services
- Occupational Health and Safety
- BBBS Atlantic Regional Executive Director group
- Volunteer Coalition of Nova Scotia

\*Please NOTE: All phases are contingent on progress and Public Health recommendations and can change at any time.

\*\* The following documents accompany this plan:

- Pandemic Preparedness Plan, Procedures and Policies
- COVID Workplace Procedures
- Government of Canada – Preventing COVID in the workplace
- Government of Canada – Cleaning Disinfecting Procedures.

As of June 22, 2020 - current Public Health guidelines include: Groups of up to 10 without social distancing, groups greater than 10 and up to 50 must social distance no groups of more than 50.

<p style="text-align: center;"><b>Phase I</b></p> <p style="text-align: center;">(Completed before moving to Phase II)</p>	<p style="text-align: center;"><b>Phase II</b></p> <p style="text-align: center;">(Completed before moving to Phase III)</p>	<p style="text-align: center;"><b>Phase III</b></p>
<p>Assessing Hazards (including organizational, service delivery &amp; fund development) – completed by Executive Director &amp; health and safety Committee</p>	<p>Develop facility tools i.e. signs, rules, etc. - completed by Executive Director with appropriate staff</p>	<p>Open building to public with necessary safety measures - completed by Executive Director with staff</p>
<p>Reducing risk (including organizational, service delivery &amp; fund development) completed by Executive Director with staff</p>	<p>Ordering PPE &amp; cleaning/sanitizing supplies - completed by Executive Director with appropriate staff</p>	<p>Continue planning and adjusting course as necessary re: opening to public - completed by Board/Executive Director Safety Committee &amp; staff</p>
<p>Sourcing PPE and cleaning/sanitizing supplies &amp; setting budget - completed by Executive Director and appropriate staff</p>	<p>Make necessary service delivery changes based on recommendations from BBBS of Canada - completed by Executive Director/Program Manager</p>	<p>Continue with roll out of rest of vendors with necessary protocols in place. - completed by BIG Bucks Committee with staff</p>
<p>Accessing funds to assist with COVID-19 changes completed by Executive Director</p>	<p>Install necessary safety measures, i.e. plexiglass, hand sanitizing stations, etc. - completed by Executive Director with Safety Committee</p>	<p>Start rolling out face-to-face contact between volunteers and clients. completed by Program Manager with appropriate staff</p>
<p>Reviewing service models completed by Executive Director with Program Manager</p>	<p>Bring back staff into the building - completed by Executive Director</p>	<p>Start face-to-face committee/board meetings. completed by Board of directors/Executive Director</p>

<p>Educating Staff - <b>completed by Executive Director and in some situations Safety Committee</b></p>	<p>Communicate to public of continued roll out - <b>completed by Executive Director and appropriate staff</b></p>	<p>Evaluate position and readjust - <b>completed by Board of Directors, Executive Director with staff</b></p>
<p>Designing re-configuration of office space - <b>completed by Executive Director</b></p>	<p>Re-introduce BIG Bucks and other fund development initiatives - <b>completed by Executive Director with appropriate staff</b></p>	<p>Continue research on new mentoring programs. - <b>completed by Executive Director and Program Manager</b></p>
<p>Communicating to the public re: plans, including volunteers, donors, general public. <b>completed by Executive Director</b></p>	<p>Communicate plans to volunteers, clients and public re: service delivery changes. - <b>completed by Executive Director and Program Manager</b></p>	
<p>Setting soft opening date (return of staff) <b>completed by Executive Director/Board</b></p>		

**Conclusion:**

As we know, nothing is set in stone and as time goes on and circumstances change, we can navigate through this plan and make changes as deemed necessary, we will continue to keep everyone informed as we move forward and will also be keeping a close ear and eye to the directives of Public Health and BBBS of Canada.

It is time to get back to business. Will it be the same? No, however safety is our top priority and we will continue to mace the necessary changes to ensure we still continue to serve our families in a way that works for all and is safe for all.