



COVID-19 Safety Plan

Employers must develop a COVID-19 Safety Plan. To develop your plan, follow the six-step process described at COVID-19 and returning to safe operation.

This planning tool will guide you through the six-step process. Each step has a checklist with items you need to address before resuming operations. You may use this document, or another document that meets your needs, to document your COVID-19 Safety Plan.

WorkSafe BC will not be reviewing or approving the plans of individual employers, but in accordance with order of the Provincial Health Officer, this plan must be posted at the worksite.

✓ Step 1: Assess the risks at our 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 if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Involve workers when assessing your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- We have identified job tasks and processes where workers are close to one another or members of the public.
- This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- We have identified the tools, machinery, and equipment that workers share while working.

- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

Step 1- Identify Risks at the workplace and solutions

- Note: Face shields, nonmedical masks, hand sanitizer, gloves and disinfectant have been supplied to all Bridge Staff

Administration Offices

1. Mail/package delivery
 - Separate room has been set up for mail delivery
 - Gloves and mask/shield to be worn when Bridge staff handles mail
 - Bridge Staff to spray packages with disinfectant on their arrival
2. Reception
 - Stanchions installed to secure a 6ft distance from reception and to block patrons from entering other office areas
3. Kitchen – shared space
 - Bridge staff to disinfect everything that they touch-before and after use
4. Washroom – shared space
 - Bridge staff to wash hands for 20 seconds after each use
 - Bridge staff to disinfect washroom after each use
5. Key cards and Keys
 - Bridge staff are to handle keys with gloves and then sanitized before reuse

Security Kiosk

1. Shared space
 - Only one person allowed in Kiosk at a time
 - Security staff to disinfect their workplace (Kiosk) at the beginning and end of their shift
 - Bridge staff to wash hands frequently and use hand sanitizer frequently
2. Key return
 - Keys to be received with gloves and placed in disinfectant before returning to key storage
3. Radios – shared
 - All radios are to be disinfected before use and when returned
4. Production Pay cheque distribution
5. Packages and envelope drop off
 - Only when necessary are Bridge staff to receive packages in the Kiosk. Gloves are to be used when handling them
6. Parking Passes – In and Out

- Collecting passes – Bridge staff are to receive paper passes in a container or ask the client to destroy the pass themselves
7. Walk on traffic
 - Tape has been placed on the ground to remind pedestrians of the 6ft distance around the doors of the Kiosk. Plexiglas sneeze screen installed for protection from truck and car traffic
 8. Touching door handles and elevator buttons on rounds
 - Staff have been supplied gloves and encouraged to wash hands frequently/use hand sanitizer

Maintenance Shop and Equipment

9. Golf carts – shared
 - Bridge staff are to use one golf cart per shift.
 - Disinfect golf cart before and after each shift.
10. Tools – shared
 - Bridge staff are to disinfect all tools that they have used, before they put them back into the shop
11. Shop – shared
 - One person in the shop at a time
 - Spray down all surfaces and tools daily with disinfectant

Maintenance Staff

12. Installing phones
 - Bridge staff are to use Face shields and or masks when entering a production offices.
 - Production employees are to leave the office while phones are installed
 - Bridge staff are to disinfect phones after each installation
13. Moving production furniture and other requests
 - Bridge staff are to use Face shields and or masks when entering a production office
 - Requests from production offices to be done after hours wherever possible
14. IT requests that cannot be done remotely
 - Bridge staff to wear face shield or mask when entering a production office
 - Production employees to leave the office whenever possible while request is carried out
 - Bridge staff to wear gloves, wash hands or disinfect hands before and after touching production computers
 - Anything that has been touched ie: mouse, keyboard etc must be disinfected before and after a Bridge staff member has been in contact with them

Equipment Rentals

- All Bridge rental equipment will be sanitized before it is delivered to a client
- All Bridge rental equipment will be sanitized when it has been returned

✓ Step 2: Implement protocols to reduce the risks

✓ Included in Step 1

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- Review Industry-specific protocols on worksafebc.com to determine whether any are relevant to your industry.
- Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.
- Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
- Orders, guidance, and notices issued by the provincial health officer and relevant to your industry.
- Your health and safety association or other professional and industry associations.

Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practical or does not completely control the risk. You might likely need to incorporate controls from various levels to address the risk at your workplace

Consider first and then as needed the following:

- ❖ **First level of protection** – use policies and procedures to limit the number of people in your workplace at any one time. Rearrange work spaces or reschedule work tasks to ensure that workers are a least 2 m (6ft.) from co-workers, customers, and others.
- ❖ **Second level of protection** – If you can't always maintain physical distancing, install barriers such as Plexiglas to separate people.
- ❖ **Third level of protection** – Establish rules and guidelines, such as posted occupancy limits for shared spaces, designated delivery areas, and one-way doors or walkways to keep people physically separated.
- ❖ **Fourth level of protection** – If the first three levels of protection aren't enough to control the risk, consider the use of non-medical masks. Be aware of the limitations of non-medical masks to protect the wearer from respiratory droplets. Ensure workers are using masks appropriately.

First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

- We have established and posted an occupancy limit for our premises. Public Health has advised that prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. (Public Health has developed guidance for the retail food and grocery store sector that requires at least 5 square meters of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public health.)
- In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- We have implemented measures to keep workers and others at least 2 meters apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

List your control measures for maintaining physical distance in your workplace, for example:

- Working offsite or remotely
- Changes to work schedules
- Changes to how tasks are done
- Occupancy limits for workers
- Limiting or prohibiting visitors
- Reducing the number of customers

If this information is in another document, identify that document here.

NA Working offsite or remotely

NA Changes to work schedules

- ✓ Changes to how tasks are done

Security protocols are in Step 1

Maintenance duties assigned so staff, work independently from each other wherever possible. In the case where this is not possible, Masks and or Shields are worn during the times.

- ✓ Occupancy limits for workers

Staff meetings are held outside or in large indoor areas. Length of Meeting times are limited

- ✓ Limiting or prohibiting visitors

All contractors are met outside and physical distancing is maintained

NA Reducing the number of customers

Second level protection (engineering): Barriers and partitions

- We have installed barriers where workers can't keep physically distant from co-workers, customers, or others
- We have included barrier cleaning in our cleaning protocols.
- We have installed the barriers so they don't introduce other risks to workers (eg: barriers installed inside a vehicle don't affect the safe operation of the vehicle).

Measures in Place

Describe how barriers or partitions will be used in your workplace.

If this information is in another document, identify that document here.

- ✓ Plexiglas has been installed for the security Guards protection from interactions with people in vehicles. Security will include this in their cleaning protocols
- ✓ Tape has been placed on the ground around the Security Booth doors to remind people of physical distancing while speaking to Security personnel.
- ✓ Physical barriers have been installed to encourage 6 ft. physical distancing from the receptionist. Reception will include this in her cleaning protocols.
- ✓ Guards, and maintenance staff are to wear gloves when they feel it is applicable.

Third level protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how workers should conduct themselves.
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Security Kiosk Staff

- ✓ 1 person in the Kiosk at a time
- ✓ Sanitize at the beginning, during and end of shift
- ✓ All keys are to be sanitized when they are returned
- ✓ Masks and shields have been supplied
- ✓ Disinfectant, hand sanitizer and gloves are supplied
- ✓ Change the disinfectant buckets at the beginning of each shift

Maintenance Staff

- ✓ 1 person in the shop at a time
- ✓ Disinfect the shop using the sprayer daily
- ✓ Doors on the shop are to be left open whenever possible
- ✓ All tools that are used are to be disinfected after each use

- ✓ Each golf cart is assigned to only 1 person per shift. They are responsible to disinfect before and after each shift
- ✓ Only 1 person in the golf cart at a time, no passengers
- ✓ Masks and shields have been supplied
- ✓ Disinfectant, hand sanitizer and gloves are supplied
- ✓ Change the disinfectant buckets at the beginning of each shift

Administration Office Staff

- ✓ Each employee is responsible for sanitizing their own personal spaces and ensuring that any “visitors” remain at a 6 ft. distance.
- ✓ All shared spaces and equipment
Will be sanitized after each use

Fourth level protection: Using masks (optional measure in addition to other control measures)

- We have reviewed the information on selecting and using masks and instructions on how to use a mask
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained workers in the proper use of masks.

Measures in place

- ✓ Who will use masks?- All Bridge staff are required to use a mask and or face shield when performing duties where they are unable to keep physical distance of 6 ft from all others
- ✓ What work task will require the use of masks?-Installing phones, IT work, furniture moving etc
- ✓ How have workers been informed of the correct use of masks?-E-mail and follow up with Person to person training

If this information is in another document, identify that document here.

Written protocols for use of masks and employee expectations.

- ✓ Reduce the risk of surface transmission through effective cleaning and hygiene practices.
- ✓ We have reviewed the information on cleaning and disinfecting surfaces. Cleaning and disinfecting surfaces. I have been in close contact with our Janitorial supply company and we have been following all recommendations from him.
- ✓ Our workplace has enough handwashing facilities on site for all or our workers. Handwashing locations are visible and easily accessed. Extra handwashing stations have been installed in public areas. Touchless paper towel dispensers, soap dispensers and hand sanitizer have been installed

- ✓ We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. (Handwashing and Cover coughs and sneezes posters are available at worksafebc.com) **Hand washing and Cover coughs and sneezes posters have been installed in all public areas. Staff have been encouraged to wash hands frequently**
- ✓ We have implemented cleaning protocols for all common areas and surfaces – eg: washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use). **We have enhanced and more frequent cleaning protocols established in all public areas. An electrostatic sanitizer has been purchased and will be used twice a day.**
- ✓ Workers who are cleaning have adequate training and materials.
- ✓ We have removed unnecessary tools and equipment to simplify the cleaning process – eg: coffee makers and shared utensils and plates. **This had been done wherever possible**

Cleaning protocols

- ✓ Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (eg: which surfaces, tools, equipment, and machines). If this information is in another document, identify that document here.
- ✓ **Our janitorial staff are doing enhance cleaning in all public areas**
- ✓ **Our maintenance staff is disinfecting high touched surfaces in public areas ie: doors, elevator buttons etc**
- ✓ **All Rental equipment will be disinfected before each rental period (delivery to client)**
- ✓ **All Rental equipment will be disinfected after each rental period (return from client)**

✓ Step 3: Develop policies

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- Visitors are prohibited or limited in the workplace.
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
- We have a working alone policy in place (if needed).
- We have a work from Home policy in place (if needed).

- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate violence prevention program is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

Sick workers should report to their direct supervisor immediately, even with mild symptoms.

Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the BC COVID-19 Self-Assessment tool, or call 811 for further guidance related to testing and self-isolation]

If the worker is severely ill (i.e., difficulty breathing, chest pain), call 911.

Clean and disinfect any surfaces that the ill worker has come into contact with.

✓ **Step 4: Develop communication plans and training**

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices. [a customizable occupancy limit poster and handwashing signage are available on worksafebc.com]
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

✓ **Step 5: Monitor your workplace and update your plans as necessary**

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Workers know who to go to with health and safety concerns.
- When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

- ✓ Monitoring risks and making changes to our policies and procedures is being done continually as safety issues or concerns arise.

✓ Step 6: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

- We have a training plan for new staff.
 - ✓ NA at this time
- We have a training plan for staff taking on new roles or responsibilities.
 - ✓ NA at this time
- We have a training plan around changes to our business, such as new equipment, processes, or products.
 - ✓ NA at this time
- We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
 - ✓ All rental equipment has been inspected and disinfected
- We have identified a safe process for clearing systems and lines of product that have been out of use.
 - ✓ NA