



Covid-19 Safety Plan and Assessments/Considerations

Assess the risk at your workplace

We have worked to identify places where the risk of transmission could be introduced. This process has involved frontline workers, supervisors, and joint health and safety committees and/or worker representatives. We continue to assess the workplace after operations resume to ensure risks are identified and managed.

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching the face. To understand the risk at our workplace, we consider the following questions:

- Where do people congregate: parking lot, break rooms, stair case, office space
- What job tasks or processes require workers to come into close proximity with one another or members of the public: Electronics, paperwork and office check-in, vehicle overlap.
- What tools, machinery, and equipment do people come into contact within the course of their work: office equipment, front entrance door, washroom, office entry, paperwork, filing cabinets, tools, cleaning supplies.
- What surfaces are touched often: entry door, keys, front gate, washroom door, office door, paperwork, light switches, cleaning supplies and tools, vehicles, electronics.

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Implement measures to reduce the risk

We have put measures in place to minimize the risk of transmission.

Cleaning and hygiene

- We have an adequate washroom/hand-washing facility on site for all workers and the location is visible and easily accessed. Workers must wash their hands, including upon arriving for work, before and after breaks, after handling cash or other materials, before and after handling the main entrance door, common tools and equipment. There is a greater awareness and expectation for surface and hand cleaning in and around the office.
- We have cleaning protocol for all common areas and surfaces, including more regular and rigorous disinfecting of washrooms, equipment, tools, common tables, desks, light switches, and door handles. Those engaged in cleaning have adequate knowledge and materials.
- We have removed any unnecessary tools or equipment that may elevate the risk of transmission, including items like coffee makers and shared utensils and plates.

Develop policies

The provincial health officer and the BC CDC have issued the following guidance around self-isolation that we have adopted at our workplace:

- anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
- anyone under the direction of the provincial health officer to self-isolate must follow those instructions.

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- anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self isolate for 14 days and assess for symptoms.

We have policies in place 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 these adjusted working conditions.

Maintaining physical distance

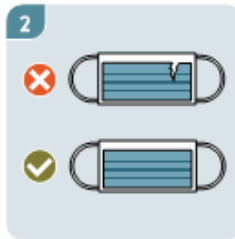
- Asking staff to adhere to physical distancing protocol wherever possible, and protective face masks whenever possible in addition to regular hand washing and rigorous vehicle cleaning.
- We have reduced the overall number of workers at the workplace at one time by having work-from-home positions where possible and the careful scheduling of some work tasks.
- Ensuring that the appropriate number of people are in each area of a workplace to prevent workers from coming too close to one another or members of the public where possible.
- Maintain a distance of 2 metres (6 feet) between workers and others wherever possible, by revising work schedules where possible, organizing work tasks.
- We have implemented vinyl barriers for buses and initiated closed seating up to 50% capacity on buses to ensure those in our buses can maintain a distance of two metres. In addition, a bus will be used in place of a smaller vehicle wherever possible to adhere to physical distancing protocols. Signage is used to inform and remind clients/riders of the protocols in place to ensure safety for all.
- Workers are required to hand wash regularly, wear a face mask whenever possible on-site, make use of on-site hand sanitizers regularly, wipe down any equipment after use, and maintain a distance of up to 2 metres whenever possible.

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Help prevent the spread of COVID-19: How to use a mask



Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



Inspect the mask to ensure it's not damaged.



Turn the mask so the coloured side is facing outward.



Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose



Put the loops around each of your ears, or tie the top and bottom straps.



Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



Don't touch the mask while you're wearing it. If you do, wash your hands.



Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

Removing the mask



Wash your hands with soap and water or use an alcohol-based hand sanitizer.



Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



Dispose of the mask safely.



Wash your hands. If required, follow the procedure for putting on a new mask.

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Help prevent the spread of COVID-19

Cover coughs and sneezes



Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Or



Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



Wash your hands with soap and water for at least 20 seconds.

Or



Clean hands with alcohol-based hand sanitizer.

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Where physical distance cannot be maintained

- If the use of our smaller vehicles come into play, where distance cannot be maintained, we will consider separating people from our driver with protective partitions or plexiglass barriers to ensure the safety of both our workers and our clients.
- We have initiated the use of non-medical masks and hand sanitizer, in addition to regular and rigorous cleaning routines. Our team has been informed on the proper use of masks, and the importance of personal hygiene and regular and proper handwashing.
- Careful scheduling will be of importance to limit the number of people in the workplace at one time and where possible, rearranging of work spaces to allow for more space.
- Additional vinyl or plexiglass barriers will be installed as needed in vehicles to ensure safety for our employees and our clients.
- On busier office days we have instilled an occupancy limit for our upstairs office spaces (max 2 in President's office, max 5 in main staff office, max 3 in maintenance bay) and look at the use of a downstairs office as well to spread out employees to help create additional space.
- Staff will be encouraged to wear non-medical grade masks while on-site to further protect them from their co-workers, and required to wear them when in contact with clients, unless they are behind one of the enclosed vinyl barriers on buses (will be optional for them at that point).
- We will have limited or prohibited visitors to our work site and will assess on a case-by-case basis as needed.

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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.
- Workers suddenly feeling sick, should wash their hands, put on a face mask, go straight home, and contact 811 for further guidance if needed.
- For severely ill workers (ie, difficulty breathing, chest pains) 911 should be called.
- All areas and contact surfaces that the ill employee may have been in contact with would be immediately cleaned and disinfected.

Assess and address risks from resuming operations

If your workplace has not been operating, there may be risks arising from restarting your business that you need to manage. Consider the following:

- Given staff turnover, or workers being required to change or adapt job roles, or the use of new equipment if applicable, we have initiated training or new employee orientation.
- We will make changes to our policies and procedures as we continue to monitor and as necessary