



# Occupational Health & Safety

## Covid-19 Safety Plan British Columbia

# COVID-19 Safety Plan

## Step 1: Assess the risks at your 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

- ✓ Identified 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 2: Implement protocols to reduce the risks

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](https://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.

**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.
- ✓ 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 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

## Measures in place

- ✓ Detailed information is outlined in the following documents;
  - "Maximum Occupancy Limits"
  - "Store Reopening Guide"
  - "Universal Precautions"
  - "Wellness Screening Program"

**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 (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

## Measures in place

- ✓ Detailed information is outlined in the following documents;
  - "Plexi-shields Assembly"
  - "Store Reopening Guide"
  - "Universal Precautions"
  - "Enhanced Safety Precautions – Leader's Training Guide & Training Hand-out"

### 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.

#### Measures in place

- ✓ Detailed information is outlined in the following documents;
  - "Sanitization Program"
  - "Store Reopening Guide"
  - "Universal Precautions"
  - "Enhanced Safety Precautions – Leader's Training Guide & Training Hand-out"
  - "Disinfecting Store Equipment"

### 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 and other PPE. We understand that PPE should only be used in combination with other control measures.
- ✓ We have trained workers to use PPE properly, following manufacturers' instructions for use and disposal

#### Measures in place

- ✓ A risk assessment has been completed for all job functions/tasks at TJXC, and applicable training has been provided.
- ✓ Training on the use masks and other PPE have been provided to all levels of Associates
- ✓ Detailed information is outlined in the following documents;
  - "Store Reopening Guide"
  - "Universal Precautions"
  - "Enhanced Safety Precautions – Leader's Training Guide & Training Hand-out"

### Reduce the risk of surface transmission through effective cleaning and hygiene practices

- ✓ We have reviewed the information on cleaning and disinfecting surfaces.
- ✓ Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- ✓ 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](http://worksafebc.com).]

- ✓ We have implemented cleaning protocols for all common areas and surfaces — e.g., 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).
- ✓ Workers who are cleaning have adequate training and materials.
- ✓ We have removed unnecessary tools and equipment to simplify the cleaning process – e.g., coffee makers and shared utensils and plates

#### Measures in place

- ✓ A sanitization program has been developed in order to address the required cleaning and disinfecting of equipment / surface under enhanced precautions.
- ✓ Detailed information is outlined in the following documents:
  - "Sanitization Program"
  - "Disinfecting Store Equipment"
  - "Enhanced Safety Precaution - Leader's Training Guide & Training Handout"

### 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.
- ✓ 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 first aid, 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.
  - ✓ If the worker is severely ill (e.g., 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.
- ✓ 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

- ✓ 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).

#### Step 6: Assess and address risks from resuming operations

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