



COVID-19 Safety Plan



Location:	
Business Resumption:	Phase <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Document Version:	
Date:	
JOHSC Review Date:	
Copies to be posted (note locations):	

Employers must develop a COVID-19 Safety Plan. To assist each location in developing and updating their Safety Plans, this template has been created. The template captures work done by the Emergency Operations Centre and organization as a whole. At each location, other action may have been taken. Considering this, there are a number of check boxes to be checked and pages 3 through 8 provides space for comments specific to your location. If additional space is needed, please make reference to page 9 and include the information in the "Additional location specific information" box. If the location moved through multiple business resumption phases and other actions are taken, this plan should be updated to document these phases and additional actions.

Safety Plans are to be reviewed by the Joint Health and Safety Committee for your location. Please note the date of the meeting at which the plan is to be or has been reviewed.

As per Provincial Health Officer Order *Workplace COVID-19 Safety Plan*, a copy of completed Safety Plans must be posted in the workplace so that it is readily available for review by workers, other persons who may attend a workplace to provide services and members of the public.

Once completed, forward a copy of this plan to Occupational Health and Safety (safety@saanich.ca)

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 checklists 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.

WorkSafeBC will not be reviewing or approving the plans of individual employers, but in accordance with the order of the [Provincial Health Officer](#), this plan must be posted at the worksite.

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

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.

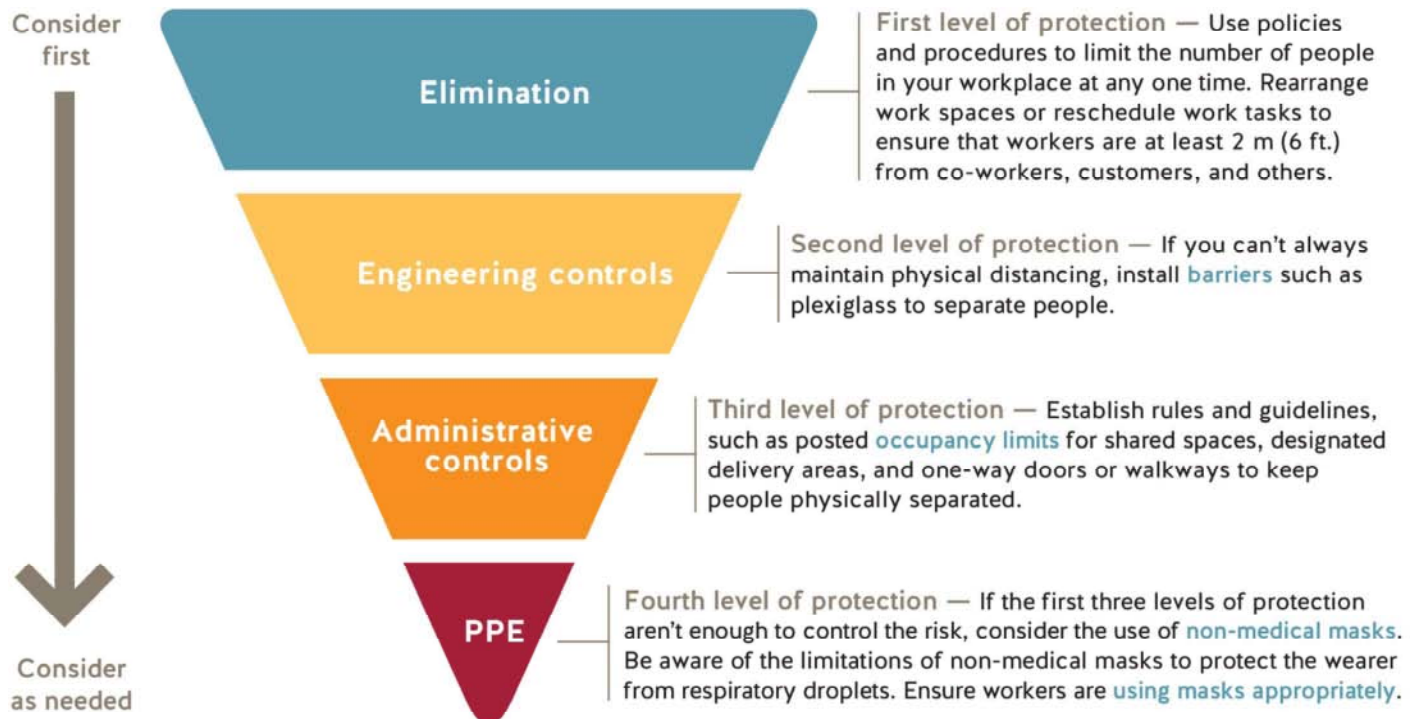
Step 2: Implement protocols to reduce the risks

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](#) 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 practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



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 the 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 metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a 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 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

Measures in place

Stagger start times for workers to prevent crowding at locations: Staff working in offices have access to the building prior to the start of their shift and many staff already have staggered start times (e.g. 7:30, 8:00 and 8:30 am). For staff working in the field, they report to individual “shops” and can report to areas outside these shops if needed.

Eliminate in-person team meetings or modify them to incorporate technology such as conference calling and online meetings: Information regarding conference calling options was shared with staff via E-link. April 1, 2020: Ad-Hoc Conference Calls with attachment and April 3, 2020: Conference Calling Services with link to instructions. Additionally in late March, main contacts for department were emails information from the Help Desk to facilitate calls. Some in-person meetings are still taking place in large or open areas with sufficient physical distancing. Some staff working from home and many are working a mix of in the office and at home. Maximum number of employees has been identified and posted for some meeting spaces with others to be posted.

Modify work processes and practices to encourage physical distancing between workers and customers, clients, and other workers: COVID-19: Interacting with the public E-link post on March 11, 2020. Saanich closed all municipal facilities to the public on March 18, 2020. Some services have continued by appointment only with the appropriate physical distancing being observed. COVID-19 Emergency Work From Home Guideline and Parameters Administrative Policy (including Working Alone Safe Work Practice and Working from Home Agreement) was developed and sent to *All Managers* and *Saanich* distribution list on March 23, 2020. Alternate means of engaging the public have been explored through the EOC.

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

Barriers between workstations have been installed in some areas. In other areas where physical distancing is a challenge, workstations have been moved or reconfigured, walkways have been adjusted or workstations are not in use. If barriers are high touch surfaces, they are cleaned as per the Cleaning risk assessments conducted through the EOC (using PICNet Best Practices).

Barriers have been installed by our Facilities Operations division so as to ensure other risks are not created. In consideration of workers returning to the workplace and plans for business resumption including opening to the public, workstations continue to be reviewed (based on a corporate standard) and risk controls put in place.

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

Modify work processes and practices to encourage physical distancing between them and customers, clients, and other workers: COVID-19: Interacting with the public E-link post on March 11, 2020. Saanich closed all municipal facilities to the public on March 18, 2020. Some services have continued by appointment only with the appropriate physical distancing being observed. COVID-19 Emergency Work From Home Guideline and Parameters Administrative Policy (including Working Alone Safe Work Practice and Working from Home Agreement) was developed and sent to *All Managers* and *Saanich* distribution list on March 23, 2020. Alternate means of engaging the public have been explored through the EOC. Adopted Corporate Standard - Physical distancing for our inside environments. Reopening to the public is being managed through the EOC using the Business Resumption process.

Provide instructions to workers on methods for maintaining physical distance from customers, clients, and other workers, such as not greeting others by shaking hands, or removing or modifying proof of delivery signature requirements and money collection requirements: A Special Advisory Novel Coronavirus (nCoV) safety talk was sent to *All Managers* on February 7, 2020. Topics included symptoms, transmission, handwashing, hygiene, and sources of evidence based information. Posted to E-link and printed copies sent to departments/locations on March 10, 2020: Handwashing poster with Island Health *How to Clean Your Hands with Soap and Water*; General information poster with PHAC *About Coronavirus disease (COVID-19)*; Food posters (3) with Saanich *Hand hygiene tips - Kitchen edition*. COVID-19: Interacting with the public E-link post on March 11, 2020. COVID-19 update recommended mail handling procedures sent to *All Managers* on April 6, 2020. Deliveries are managed through a centralized reception area. No cash transactions are being taken at this time.

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

Review of PHO and BCCDC advice and guidance regarding non-medical masks conducted and report reviewed by EOC Chiefs. Final decisions regarding non-medical masks documented in report on April 9, 2020.

Mask FAQs created on April 9, 2020 and circulated to all staff (from EOC Command). Also posted on Elink.

Prior to the pandemic, OHS had completed the 2020 annual fit testing. Additional fit testing has occurred for sections who moved from N95 respirators to half-face and for other staff who may be required to wear a half face respirator. Fit testing included information on donning, doffing, use, limitations and care.

Additionally, OHS has answered many questions and presented to department (e.g. Police) regarding respirators and masks.

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.]
- ✓ 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

Cleaning protocols

A Special Advisory Novel Coronavirus (nCoV) safety talk was sent to *All Managers* on February 7, 2020. Topics included symptoms, transmission, handwashing, hygiene, and sources of evidence based information. Posted to E-link and printed copies sent to departments/locations on March 10, 2020: Handwashing poster with Island Health *How to Clean Your Hands with Soap and Water*; General information poster with PHAC *About Coronavirus disease (COVID-19)*; Food posters (3) with Saanich *Hand hygiene tips - Kitchen edition*. COVID-19: Interacting with the public E-link post on March 11, 2020. COVID-19 update recommended mail handling procedures sent to *All Managers* on April 6, 2020. Deliveries are managed through a centralized reception area. No cash transactions are being taken at this time.

Cleaning risk assessments conducted through the EOC (using PICNet Best Practices). Cleaning frequency established and implemented for indoor environments and fleet. Cleaning staff schedules adjusted to support daytime cleaning. All products have been confirmed as effective against the SARS-COV-2 virus using either Health Canada or CDC lists. Additional staff and increase hours have been implemented to ensure cleaning and disinfecting is occurring to the pre-determined corporate standard. Facilities Operations staff who are industry trained are performing most of the cleaning. In situations where other staff are cleaning, they are using products which are non-hazardous materials (as per WHMIS) and are trained prior to use. Commercial wipes and non-hazardous materials cleaners are available for staff who wish to clean their own workstations.

On March 10, posters were posted on E-link and sent to departments/locations with general information as well as a focus on handwashing and food - General information poster with PHAC *About Coronavirus disease*, Handwashing poster with Island Health *How to Clean Your Hands with Soap and Water*, Food posters (3) with Saanich *Hand hygiene tips - Kitchen edition*. Changes have been made regarding shared items. High touch areas are cleaned as per the risk assessment (based on PICNET best practices). In common areas, signage outlines process for hand hygiene and safe use of shared resources are posted, and alternate products have been put in place (e.g. stir sticks, single use creamers).

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 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. [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 (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. [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).

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.
- ☒ 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.

Be advised that personal information must not be included in the COVID-19 Safety Plan

Personal information is any recorded information that uniquely identifies a person, such as name, address, telephone number, age, sex, race, religion, sexual orientation, disability, fingerprints, or blood type. It includes information about a person's health care, educational, financial, criminal or employment history. Visit <https://www.oipc.bc.ca/about/legislation/> for more information.



ORDER OF THE PROVINCIAL HEALTH OFFICER
(Pursuant to Sections, 30, 31, 32 and 39 (3) *Public Health Act*, S.B.C. 2008)

Workplace COVID-19 Safety Plans

The *Public Health Act* and Regulations are at:

<http://www.bclaws.ca/civix/content/complete/statreg/08028/?xsl=/templates/browse.xsl>
(excerpts enclosed)

TO: EMPLOYERS

WHEREAS:

- A. On March 17, 2020 I provided notice under section 52 (2) of the *Public Health Act* that the transmission of the infectious agent SARS-CoV-2, which has caused cases and outbreaks of a serious communicable disease known as COVID-19 among the population of the Province of British Columbia, constitutes a regional event as defined in section 51 of the *Public Health Act*;
- B. A person infected with SARS-CoV-2 can infect other people with whom the infected person is in direct contact, through droplets in the air, or from fluid containing SARS-CoV-2 left on surfaces;
- C. People working in close contact with one another in a workplace can promote the transmission of SARS-CoV-2 and increase the number of people who develop COVID-19;
- D. Employers are required by section 21 (2) (c) of the *Workers Compensation Act* to establish occupational health and safety policies and programs in accordance with the Occupational Health and Safety Regulation and have been directed by WorkSafeBC to develop a plan to ensure that the risk of transmission of SARS-CoV-2 at workplaces is minimized (hereinafter referred to as the “COVID-19 Safety Plan” for the purposes of this Order);
- E. You belong to the class of persons to whom this Order is addressed;
- F. I have reason to believe and do believe that
 - (i) the risk of transmission of SARS-CoV-2 and a resulting outbreak of COVID-19 among persons at a workplace, including workers and members of the public, constitutes a health hazard under the *Public Health Act*;
 - (ii) because the risk of transmission of SARS-CoV-2 and control of outbreaks extends beyond the authority of one or more medical health officers and coordinated action is needed to protect workers and the public from contracting COVID-19, it is in the public interest for me to exercise the powers in sections 30, 31, 32 and 39(3) of the *Public Health Act* **TO ORDER** you to

1. post a copy of your COVID-19 Safety Plan on your website, if you have one, and at your workplace so that it is readily available for review by workers, other persons who may attend at the workplace to provide services and members of the public;
2. provide a copy of your COVID-19 Safety Plan to a health officer or a WorkSafeBC officer, on request.

This Order does not have an expiration date.

All persons to whom this order is directed are required under section 42 of the *Public Health Act* to comply with this Order. Under section 43 of the British Columbia *Public Health Act*, you may request me to reconsider this Order if you:

1. Have additional relevant information that was not reasonably available to me when this Order was issued.
2. Have a proposal that was not presented to me when this Order was issued but, if implemented, would
 - (a) meet the objective of the order, and
 - (b) be suitable as the basis of a written agreement under section 38 [may make written agreements]
3. Require more time to comply with the order.

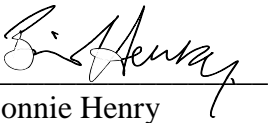
Under section 43 (6) an order is not suspended during the period of reconsideration unless the health officer agrees, in writing, to suspend it.

If you fail to comply with this Order, I have the authority to take enforcement action against you under Part 4, Division 6 of the *Public Health Act*.

You may contact me at:

Dr. Bonnie Henry, Provincial Health Officer
PO Box 9648 STN PROV GOVT
Victoria BC V8W 9P4, Fax: (250) 952-1570

DATED THIS: 14 day of May 2020

SIGNED: 
Bonnie Henry
MD, MPH, FRCPC
Provincial Health Officer

DELIVERY BY posting on the BC Government website, posting on the BC Centre for Disease Control website and by email.

Enclosure: Excerpts of *Public Health Act*