

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

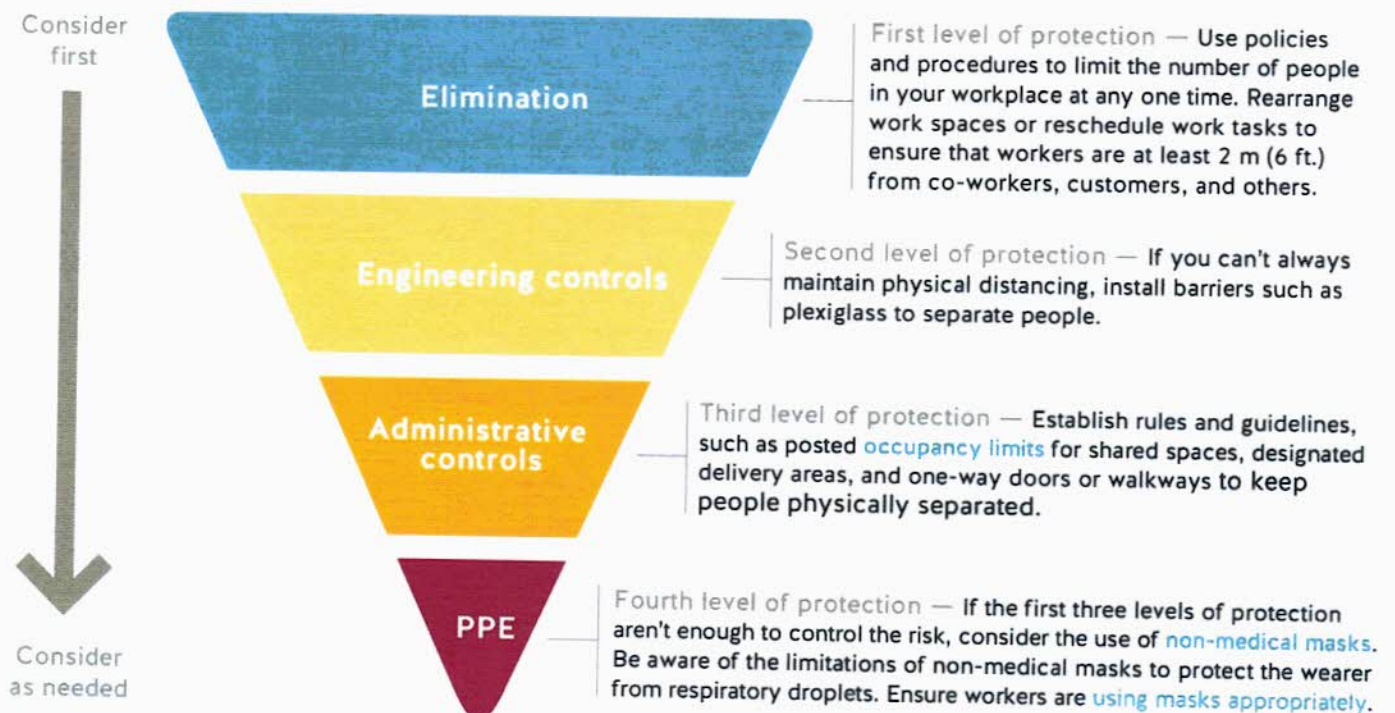
Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- ☒ 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.

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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 might 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

Pacific Safety Center Ltd. will ensure the physical distancing of 2 meters (6 feet) at all times for both our clients and employees inside our business as well as any lines entering our place of business. Should you have any questions, recommendations or concerns, please contact Terry Swain at 604 233-1842

The following physical distancing measures are in place at this location:

- Clients and staff must not be permitted to congregate in groups;
- Clients and staff will avoid common greetings, such as handshakes;
- Designated staff should monitor adherence to physical distancing requirements on premises;
- Clients may partake in their activity while maintaining physical distancing requirements;
- The workplace has been altered to ensure physical distancing requirements (i.e. arrange training tables distributed and positioned to allow 2-meter rule)
- Lexan shields are available to use between students in the same row

The following employee(s) are responsible for monitoring adherence to physical distancing requirements at this location: Terry Swain and Mary Moltman.

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

Individual and portable lexan barriers will be used in our training room to allow for separate between clients sitting in same row, if and as required. This can be used in addition to the 6 ft. physical distancing that is also being utilized in our training room. Lexan shields will be cleaned and sanitized between each class.

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

While at work to help stop the spread of germs:

- Avoid touching your eyes, nose or mouth
- Cover your mouth and nose with a tissue when you cough or sneeze and throw the used tissue in the trash;
- If you do not have a tissue, cough or sneeze into your elbow, not in your hands and then wash your hands immediately afterwards;
- When coming into work and leaving work, please wash/sanitize your hands for 20 seconds
- Respect the 2-meter physical distancing measures with all your colleagues and clients;
- Handshakes, hugs and direct contact are not permitted;
- All office area work and high touch surfaces shall be disinfected at least once per day during regular work days. This includes
 - Door handles (outside front door and inside office front door), Credit card machine, Keyboards, Chairs, Printers, Refrigerator, microwave and coffee area, Stair well banister, Upstairs washroom including door handles, taps, soap and paper towel dispenser, toilet seat and handle etc. Other areas as may be appropriate from time to time
- When training is being conducted, the Training Room and Training Room Classroom will be disinfected at the conclusion of each coffee and lunch break and at the end of the training day, including:
 - Door handles (outside front door and inside building training room doors (2). Training room bathroom door, Training room bathroom including door handles, taps, soap and paper towel dispenser, toilet seat and handle etc. At end of day: training room tables and chairs, magic markers, projector and any other support equipment.
- For any open enrollment training courses held at the Pacific Safety Center Offices, each student will be provided with, Disposable mask, disposable gloves, Hand sanitizer, for use as needed.
- Avoid contact with people who are sick

Should you feel unwell (i.e. coughing, sneezing, fever, shortness of breath, runny nose, etc.), think you have come into contact with someone with COVID-19, or have someone from your household return from travelling abroad:

- If you have symptoms or think that you might have COVID-19, please use the [Screening Questionnaire](#) for COVID-19.
- Please notify Terry Swain at 604 233-1842
- We require that you do not present yourself at work with COVID-19 symptoms and self-isolate for 14 consecutive days

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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

Effective November 1, 2020 masks will be mandatory for all students* in all common training spaces at the Pacific Safety Center Ltd whenever training is being conducted. Students can provide their own masks or use 1 of our complimentary disposable non-medical masks.

Once a student is seated in the training room or desk and properly social distanced, they may, if they choose, remove their mask. They must use their mask in any of our common hallways, bathrooms, staircases, front entry areas or other similar common spaces or anytime when not seated at their table/desk in the training room.

In the interest of being heard, the instructor is not required to wear a mask while instructing, but he/she is required to maintain a 3 metre distance while instructing, or, if unable to maintain 3 metres, must wear a mask.

*Exemptions may be granted to those students with a medical note from their physician.

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

The Pacific Safety Center Ltd staff (Terry Swain and Mary Moltman) are responsible for cleaning and disinfecting the offices and training room.

-Clorox Disinfecting Wipes

-Compliments and/or Lysol and/or Microban Brand Disinfecting Spray

All office area work and high touch surfaces shall be disinfected at least once per day during regular work days. This includes

- Door handles (outside front door and inside office front door)
- Credit card machine
- Keyboards
- Chairs (including under the front of the chairs)
- Printers
- Refrigerator, microwave and coffee area
- Stair well banister
- Upstairs washroom including door handles, taps, soap and paper towel dispenser, toilet seat and handle etc.
- Other areas as may be appropriate from time to time and as needed.

When training is being conducted, the Training Room will be disinfected at the conclusion of each coffee and lunch break and at the end of the training day, including:

- Door handles (outside front door and inside building training room doors (2).
- Training room bathroom door
- Training room bathroom including door handles, taps, soap and paper towel dispenser, toilet seat and handle etc.

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.