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.

To assess the risk of transmission of COVID-19, we have consulted:

- ☒   [Information about COVID-19](#) as offered by the Public Health Authorities
- ☒   Our frontline workers and managers
- ☒   We have identified the areas/jobs/tasks that may present a risk of transmission of COVID-19.
- ☒   We also determined who could be at risk of exposure, including workers, contractors, suppliers, and the public. With this in mind, we :
- ☒   We have identified surfaces that people touch often, such as doorknobs, chair handles, and light switches.
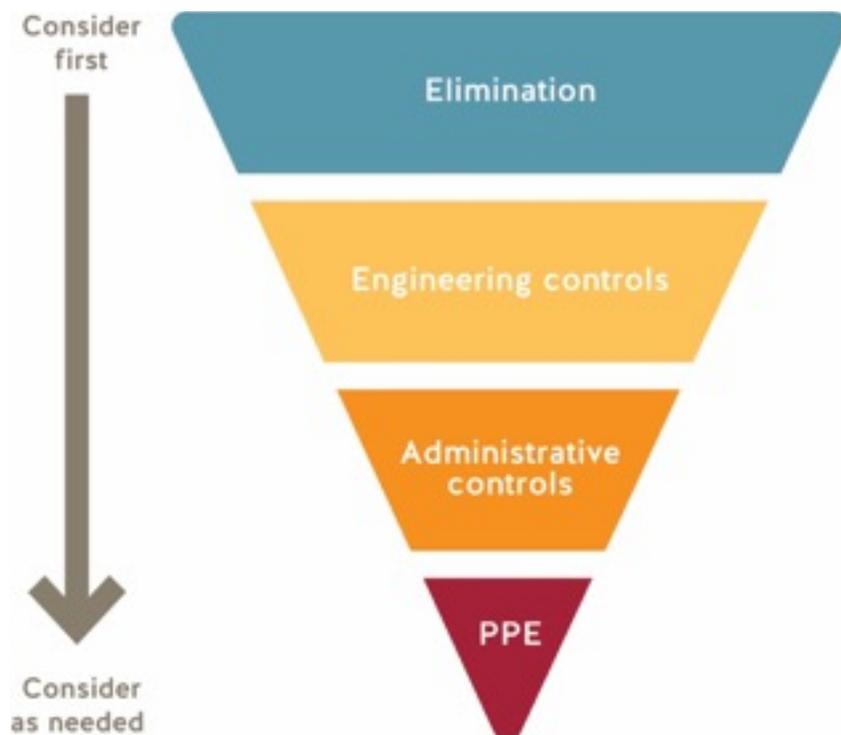- ☒ We have identified the tools, machinery, and equipment that workers share while working.

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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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 in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

Second level protection **(engineering controls)** — If you can't always maintain physical distancing, install barriers such as plexiglass to separate people.

Third level protection **(administrative controls)** — Establish rules and guidelines, such as posted occupancy limits for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

Fourth level protection **(PPE)** — If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are selected and cared for appropriately and that workers are using masks correctly.

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

☒ 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.

☒ In order to reduce the number of people at the worksite, we have considered limiting the number of customers and visitors in the clinic.

☒ We have established and posted occupancy limits for common areas such as the Patients' waiting area

Second level protection (engineering): Barriers and partitions :

☒ We have installed Plexiglass in the reception area where workers can't keep physically distant from co-workers, patients, or others.

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.

☒ All the Staff/practitioners are responsible for wiping down all the used equipment/tools after each patient.

Fourth level protection: Using masks

☒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 have trained workers in the proper use of masks.

☒ All Practitioners are wearing their masks the entire time inside the clinic.

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Implement effective cleaning and hygiene practices

☒ We have reviewed the information on cleaning and disinfecting surfaces.

☒ We have placed sanitizers in each room where they are visible and easily accessed.

☒ All the equipment, door knobs, chair handles, common surfaces are getting wiped down every hour by our staff

☒ All practitioners wipe down all the surfaces, tools, equipment, treatment table right after each patient

☒ A professional cleaner is doing deep cleaning twice a week for an hour.

Step 3: Develop policies

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 must self-isolate for 14 days and monitor for symptoms.

☒ Visitors are prohibited or limited in the workplace.

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

☒ 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.

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Step 4: Develop communication plans and training

☒ Developed plans to communicate new and updated policies to all of our employees.
☒ Conducted a training needs assessment and updated our training to include training on procedures and protocols
☒ Posted awareness posters throughout our workplace(s): Handwashing station, physical distancing reminder, sanitizing station
☒ All workers have received the policies for staying home when sick.

☒ Posted occupancy limit signage throughout our workplace(s).
☒ Trained Managers on monitoring workers and enforcing policies/procedures/protocols.

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.

☒ All Staff are aware of how to report workplace hazards.
☒ All Staff are aware of [how to report symptoms of COVID-19](#).
☒ We review all workplace inspections to check for new areas/jobs/tasks of concern.
☒ We audit our cleaning and hygiene practices and protocols.
☒ We update our policies/procedures/protocols accordingly.
☒ We re-assess communication and training needs accordingly.

Step 6: Assess and address risks from resuming operations

For areas within our operations or workplace that have not been operating normally during this pandemic and would now be re-started or re-occupied, we have completed the following:

☒ Reviewed our existing risk assessments for the jobs and areas affected. We have considered the effects of the control measures discussed in this Plan on existing safeguards and controls, and revised our risk assessments accordingly.
☒ Ensured all work areas have been inspected before resuming operations

☒ We have a training plan around changes to our business, such as new equipment, processes, or products.

☒ Re-assessed communication and training needs accordingly.
☒ Communicated plans to workers before they return.