COVID-19 Safety Plan

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 might likely need to incorporate controls from various levels to address the risk at your workplace.

First level of protection — Use policies and procedures to limit the number of people in your workplace at any one time. Rearrange work spaces or reschedule work tasks to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and others.

Second level of protection — If you can’t always maintain physical distancing, install barriers such as plexiglass to separate people.

Third level of protection — Establish rules and guidelines, such as posted occupancy limits for shared spaces, designated delivery areas, and one-way doors or walkways to keep people physically separated.

Fourth level of protection — If the first three levels of protection aren’t enough to control the risk, consider the use of non-medical masks. Be aware of the limitations of non-medical masks to protect the wearer from respiratory droplets. Ensure workers are using masks appropriately.
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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
COVID SAFETY PLAN - FIRST LEVEL OF PROTECTION

List your control measures for maintaining physical distance in your workplace.

1) Seon utilizes a workplace/home office rotation schedule to limit the total number of employees at
our premises on any business day.
   a. When it is an employee’s day to work from home, they utilize teleconferencing aids such
      as Zoom, GoToMeeting and Webex to conduct their daily work-based interactions.

2) Seon's capacity limits are based on a room by room capacity analysis based on total square
footage.
   a. Seon keeps a daily count of the employees, by name, that are on premise. This count is
      taken by reception, upon employee entry through the front door of the building.
   b. All Employees and visitors are to enter the building individually, one at a time.
   c. The sidewalk outside of the building has been marked with distance markers so any other
      employees/visitors looking to gain entry know where to stand while they await another
      employee/visitor(s) check in completion at reception.
   d. Visitors are asked a series of questions including, but not limited to: 1) Are you
      experiencing any cold or flu like symptoms? Coughing, runny nose, shortness of breath?
      Have you travelled internationally in the last 14 days?
   e. Once checked in with reception, All employees and visitors are required to 1) use the
      hand sanitizer made available at the front door. 2) Collect their face mask provided in a
      Ziploc baggie for appropriate mask disposal at the end of the day. 3) The mandatory
      mask policy and procedures for the proper donning, doffing and disposal of the mask are
      available at check in for review should any employee or visitor require that information
   f. The reception area has been blocked off with only one possible location to interact with
      reception. That interface point has been augmented to implement plexiglass between
      reception and any personnel or visitors that may need to speak with reception.
   g. All meeting rooms and common areas have a posted "Maximum Capacity" personnel
      limit
   h. All lunchroom tables and chairs have been reconfigured to ensure a minimum of 6 feet of
      distance between all personnel using the lunchroom.
   i. All restrooms have a maximum capacity of one person and the main door to enter the
      restrooms have had locks installed to ensure one person utilizing the facilities at a time.
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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
COVID SAFETY PLAN - SECOND LEVEL OF PROTECTION

1) Seon employs a plexiglass barrier to protect reception for potential exposure from inbound employees and/or visitors. Where required, employees have had cubicle walls put in place to act as barriers between adjacent work spaces that are too close to physically distance.

2) Vending machines have been taped off at a distance of 6 feet allowing only 1 person in that restricted area at a time.

3) The entirety of Seon premises is deep cleaned/fogged twice monthly, including all barriers and partitions. Daily cleaning of all offices, meeting rooms and workstations is undertaken.

4) We have installed convex mirrors to ceiling and walls to ensure staff can see any oncoming “traffic” in blind hallways so physical distancing can be maintained at all times.

5) Plexiglass has been added to "low rise" workstations to provide appropriate barriers between employees in our SW Engineering, QA and OPS departments.
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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
List the rules and guidelines that everyone in the workplace has to follow to reduce the risk of airborne transmission. This could include things like using one-way doors or walkways, using single-use (disposable) products, and wiping down equipment after use. Consider
COVID SAFETY PLAN THIRD LEVEL OF PROTECTION

List the rules and guidelines that everyone in the workplace has to follow to reduce the risk of airborne transmission. This could include things like using one-way doors or walkways, using single-use (disposable) products, and wiping down equipment after use. Consider creating pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace. If this information is in another document, identify that document here.

1) At anytime any Seon employee or visitor begins to show flu like symptoms during the work day, while wearing their face mask, they are to immediately leave their respective workspace and report to a First Aid attendant in the First Aid room where they will be temperature checked and assessed.

2) Aside from check in at the main entrance the following protocols have been put in place to reduce the risk of airborne transmission.
   a. Where narrow hallways exist (less than 6 feet), YIELD signs have been placed on each end of such hallways to ensure that only one employee enters that space at a time while another waits at the other end of the hall for the employee with the right of way to safely pass.
   b. Convex mirrors have been installed to allow any employee with right of way in said narrow hallways to be able to see who may be coming around the corner at the end of the hallway.

3) All common areas including meeting rooms, coffee machine and breakrooms, as well as all common use equipment has signage posted requiring clean up by the user after each use. Disinfectant spray and disposable paper towels are provided to facilitate that cleaning.

4) All managers and employees have received training specific to all COVID-19 safety protocols in effect at Seon facilities and a record of their receipt of this training is on file.

5) Reception has been fully trained in protocols for guests and WFH staff entering building:
   j. The questions asked to arriving guests – 1) Are you experiencing any cold or flu like symptoms? Coughing, runny nose, shortness of breath? Have you travelled internationally in the last 14 days?
   a. Please check in at reception and take your temperature.
   b. Please take a mask and wear it in all public areas and maintain your physical distance
   c. Wipe down any common areas where you have used shared equipment.
   d. This same safety training has been incorporated into the new employee On-boarding protocol to ensure that from day one, new employees are completely familiar with and fully informed as to their expected behaviour in terms of safe distancing, personal hygiene and common space cleaning, room occupation limits, safe PPE deployment and disposal and their need to fully obey all signage to suppress the spread of the Coronavirus.
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
COVID SAFETY PLAN FOURTH LEVEL OF PROTECTION

Who will use masks? What work tasks will require the use of masks? How have workers been informed of the correct use of masks?

Mask safety document provided to all staff for usage and disposal. See “SF Covid-19 3.0 Mask_Shield Usage - Coronavirus Disease 2019 (COVID-19) Prevention.”

1) Face Shields introduced as approved PPE in addition to masks and usage protocol emailed to all staff

   a. It is mandatory that ALL staff and visitors will use masks when moving about common areas, working in the Engineering lab and test racks or utilizing the meeting rooms for multi person interactions.

   b. Assuming 6 feet of distance to their nearest peer, employees working in offices and/or at their workstations, where adequate social distancing is in place, may work without a mask.

   c. Our COVID 19 safety training materials include the usage of masks and cover the donning, doffing and proper disposal of masks followed by immediate hand cleaning using the hand sanitizer made available at the designated disposal location.

   d. Further, proper mask usage signage exists throughout the building and in particular right at the front door check-in station.

   e. All employees, regardless of whether they are long term (pre-COVID) or newly onboarded, have received training on the usage of PPE.
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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
Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, and machines). If this information is in another document, identify that
COVID SAFETY PLAN – EFFECTIVE CLEANING AND HYGIENE PRACTICES

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, and machines). If this information is in another document, identify that document here.

1) All common use equipment (photocopiers, fax machines, microwave ovens and coffee machine) must be cleaned after each use and for extra caution before each use by the new user.

2) Handwashing protocols and instruction are posted at all workplace sinks. Individual Hand Sanitizing stations have been erected throughout the building and a stable supply of hand sanitizer and disposable, single use paper towels and disinfectant wipes and sprays have been sourced.

3) Cleaning protocols with posted checklists are in place for all boardrooms and washrooms indicating the last time the areas were cleaned and by whom.

4) This is generally done by reception on a three hour rotation (cleaned 3 times per day). Additional cleaning of all washrooms and boardrooms and kitchen counters, sinks and fridge door handles is now being assigned to Jan Pro, our daily janitorial service.

5) Meetings undertaken with both our janitorial service and our hand soap/sanitizer/cleaning supplier re: new cleaning protocols. We have confirmed that their supply chain can accommodate these new protocols.

6) Disinfectant fogging is done twice a month by Jan Pro using their Envirosheild product - Training has been provided to both of our receptionists on proper cleaning protocols.

7) Sanitizer stations are checked daily and refilled as required.

8) In Assembly area, All production tools and work areas are cleaned before and after each shift.
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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.