



# COVID-19 SAFETY PLAN

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## 1. INTRODUCTION

### Summary

This planning tool contains a six-step process. Each step has a checklist with items that are required to be addressed.

## 2. PROCESS INSTRUCTION

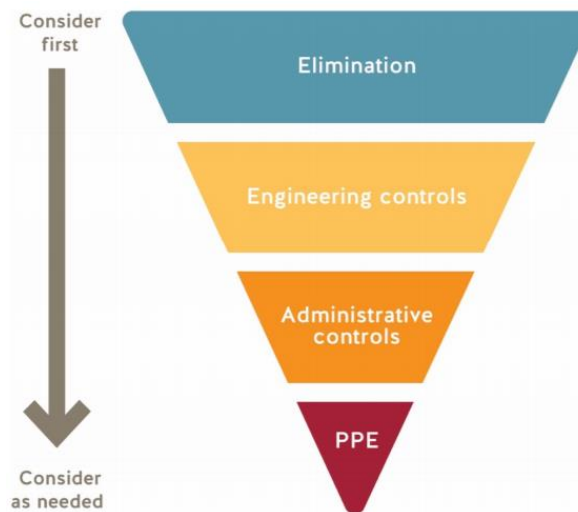
### Step 1: Assess the risks at your workplace

Identify the 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.
- 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.
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

### Step 2: Implement protocols to reduce the risks

Reduce the risk of person-to-person transmission.



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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 your workplace and ensure physical distance whenever possible

- 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 customer and visitors in the workplace.
- We have established and posted occupancy limits for the common areas such as break rooms, washrooms, and elevators.
- We have implemented measures to keep workers and others at least 2 metres apart, whenever possible.

#### Measures in place

- Occupancy limits for workers
- Limiting or prohibiting visitors
- Reducing the number of customers

### 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 barriers, so they don't introduce any other risks to workers

#### Measures in place

- Plexiglass is used as partition between office desks.
- Lunchroom is divided into segments.

### Third level protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how workers should conduct themselves.

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- We have clearly communicated these rules and guidelines to workers.

### **Measures in place**

- Hand-sanitizers are provided at different locations throughout the company.
- COVID-19 information posters are posted at various locations to increase awareness among the workers.
- Visitor warning signs are posted at doors to convey the message to stay outside the building.
- A special bell has been installed at the main door for couriers and other services to alert staff to their presence instead of entering the building.
- Monthly Occupational Health & Safety meetings are conducted to address important issues.
- All workers have been directed to fill out pre-screening forms on daily basis.

### **Fourth level protection: Using masks (optional measure in addition to control measures)**

- We have reviewed the information on selecting and using masks and instructions on how to use the masks.
- 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**

- Workers are required to wear masks when walking within the building or interacting with fellow workers.
- If a worker has breathing problems, he/she can use a face shield.

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

- Our workplace has enough handwashing facilities on site for all workers. Handwashing locations are visible and easily accessed.
- We have communicated good hygiene practices to the workers.
- We have removed unnecessary tools and equipment to simplify the cleaning process.

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## Measures in place

- Common doorknobs are cleaned twice daily, once in the morning and once around the end of the morning shift. This activity is coordinated by the Production Manager.
- Doors inside the building are kept open to reduce surface contact.
- Footgrips are installed on certain common doors so they can be opened without touching the handles.

## 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 must self-isolate at home. Symptoms may 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 the use during the COVID-19 pandemic.

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 and be provided with a mask. 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

- Regular meetings and training sessions are conducted to ensure everyone is trained in workplace procedures and policies.
- 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.

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- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.

**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 the joint health and safety committee or worker health and safety representatives.

**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 and responsibilities.
- We have a training plan around changes to our business, such as new equipment, processes, or products.
- We have identified a safe process for cleaning systems and lines of product that have been out of use.

**3. REVISION STATUS**

Rev	Description	Author	Date Created MM/DD/YY
A	Initial Release	Mayoung Kalia	11/25/2020

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