

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.

Employers are not required to submit plans to WorkSafeBC for approval, but in accordance with the order of the [provincial health officer](#), this plan must be posted at the worksite. This Safety Plan can also be completed from any mobile device using the [COVID-19 Safety Plan app](#).

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.

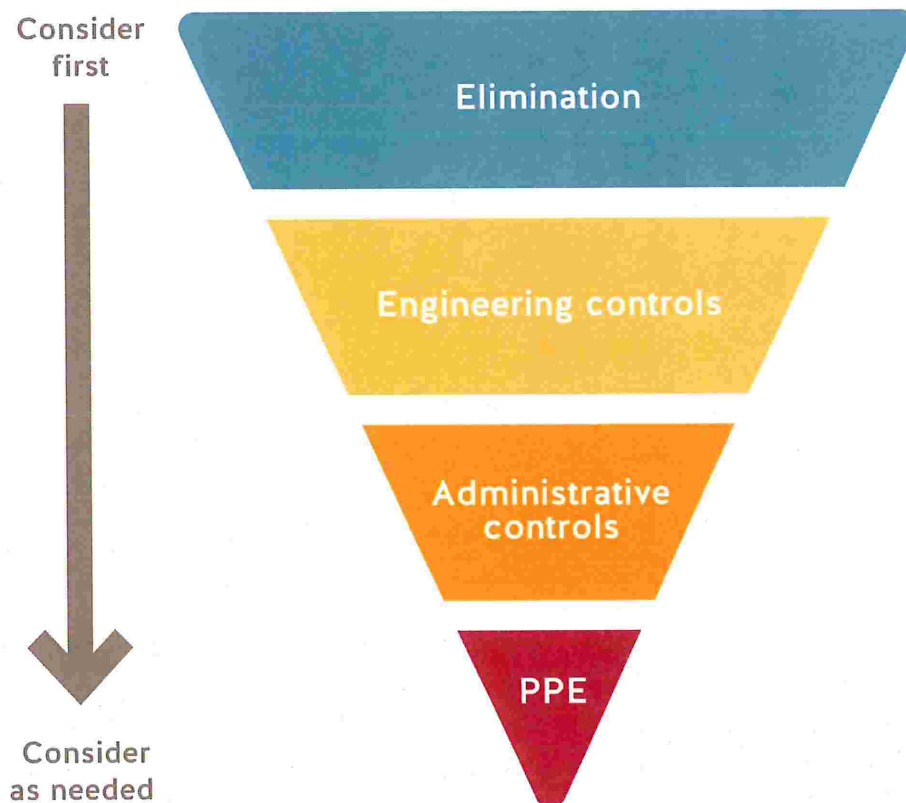
Step 2: Implement protocols to reduce the risks

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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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**.

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**Elimination**

- Firm members are able to work remotely and are doing so the majority, if not all, of the time.
- Modified and flexible scheduling is available, including staggered shifts, for all firm members.
- Room occupancy limits are implemented (see signs on premises).
- Physical distancing guidelines are posted on premises.
- Firm member meetings occur via virtual platforms rather than in person.
- Client meetings occur via virtual platforms rather than in person, whenever possible. If an in person client meeting is required, the client will be asked to complete a pre-screening over the phone upon booking and an in-person screening upon arrival on the premises (see the form attached for use). No beverages or refreshments are able to be offered to clients at this time. Clients will be asked to wear a mask when on premises. Masks are available from Kathy and reception.
- Personal Protective Equipment (“PPE”) is available for all on-site firm members and clients from Kathy or reception.
- One way directionality on the 3rd and 5th floors is marked on the floors. On both floors the directionality is clockwise walking straight off the elevator/through the door and then around to the right, circling back to the elevator/door. On the 5th floor, the boardroom doors will remain closed so as to avoid unanticipated encounters in the kitchen/reception areas.
- Physical distancing for all workstations is implemented (or will be implemented once the Plexiglas is installed in July). Physical distancing signage on the floors is implemented to remind firm members and visitors of the 2m requirement.
- Signage is posted throughout the firm indicating prevention of COVID-19 transmission, personal hygiene protocols, physical distancing requirements, and occupancy protocols.

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**Engineering**

- All workstations provide at least 2m (6ft) of physical distance between firm members or have physical barriers in place (or will have once the Plexiglas is installed in July).
- Enhanced cleaning protocols include consideration of workspaces, including barriers and partitions.
- No-touch soap dispensers and wastebaskets are installed.
- No-touch faucets and toilets are installed in the washrooms.
- No-touch front door to building is being investigated by the landlord.

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

- Prevent the spread of COVID-19: Firm members and clients are not permitted to enter the premises of HBLC if they have fevers, chills, new or worsening cough, shortness of breath, new muscle aches or headache, sore throat; have travelled outside of Canada within the last 14 days; have been directed by Public Health to self-isolate; or are a close contact of a person who tested positive for COVID-19. If firm members or clients are displaying symptoms of COVID-19, they must call HealthLink BC at 811. Anyone who has had symptoms of COVID-19 in the last 14 days is prohibited from entering HBLC. Firm members must complete a daily health check each morning before departing for work and if any of the above symptoms are present, they are to work from home.
- Commuting guidelines: If you are able to avoid public transit in your commute to work, please do so. If you must commute to work using public transportation or ride-sharing, please follow the CDC recommendations.
- Hand washing: All firm members and visitors must wash their hands or clean them with an alcohol-based sanitizer of at least 60% alcohol as soon as practicable upon entering the premises.
- Physical distancing: All firm members and visitors must maintain physical distancing of 2m. Where that is not possible, they must wear a mask. Masks are available to all firm members and clients from Kathy or reception.
- Coughs and sneezes: Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands OR cover your mouth and nose with a tissue and put your used tissue in a wastebasket immediately. Wash your hands with soap and water for at least 20 seconds OR clean hands with an alcohol-based sanitizer of at least 60% alcohol.
- Limiting exposure: When firm members are on the premises at HBLC, they must remain in their personal workstations except for essential matters. For essential matters that require leaving their workstation, firm members must wear a mask for the protection of others. Masks are available to all firm members from Kathy and reception.
- Kitchen/lunchroom guidelines: Firm members must eat their lunches at their own workstations or outside. There will be no access to lunchrooms. Firm members are asked to bring their own food and beverages in a cool bag/thermos whenever possible. Similarly, they are asked to bring their own dishes whenever possible. There will be limited access to the kitchen area and hands must be washed before use in the kitchen area. There will be access to the fridge for daily use only, if absolutely necessary, and the fridge door must be sanitized after use. Firm members will not be permitted to leave food in the fridge at the end of the day. The fridge will be cleaned at the end of each day and all contents must be removed. Contents remaining will be disposed of with no notice to the owner. Firm members will be permitted to use the microwave, coffee maker, water cooler, and utensils/dishes if necessary; however, all surfaces touched must be sanitized after use. All dishes utilized must be placed in the dishwasher immediately after use. If any dishes are left in the sink or if kitchen surfaces are left unclean, there will be no access to the kitchen area. Whenever possible, use a disposable towel to touch surfaces rather than your hands. If these guidelines are not strictly followed, the kitchens will be completely closed.
- Office equipment sanitization guidelines: When firm members are required to use communal equipment including the copiers, they must wash/sanitize their hands before and after such use. Further, they must wipe down all commonly touched surfaces of the equipment with a sanitizing wipe before and after use. When possible, firm members must use a stylus (or eraser on a pencil) rather than their finger, for touchscreens. If there is a machine fault, firm members are to avoid attempting to resolve the fault and instead are to advise Connie, who will come to fix the fault.
- Clean desk policy: Firm members must maintain a clean desk to avoid accumulation of personal effects and paperwork, and to allow for thorough night-time surface cleaning.
- Incoming mail and deliveries: Until further notice, Connie will continue to be designated to handle incoming mail and other deliveries. She will open mail wearing PPE. According to the New England Journal of Medicine, the coronavirus that causes COVID-19 has a lifespan of 24 hours on cardboard. If it is not urgent, she will let items sit for 24 hours before dispersing through the office.

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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

Masks (PPE)

- COVID-19 is an infectious disease that mainly spreads among humans through direct contact with an infected person and their respiratory droplets. Respiratory droplets are generated by breathing, speaking, coughing, and sneezing. Your exposure risk is greatest when you have prolonged close contact with an infected person. The virus can also spread if you touch a contaminated surface and then touch your eyes, mouth, or nose. A surface can become contaminated if droplets land on it or if someone touches it with contaminated hands.

- The most effective ways to prevent the spread of infection include handwashing, cleaning and disinfecting work areas, physical distancing, and having sick workers stay at home. Masks add an extra level of protection, particularly for the vulnerable among us.

- Cloth and surgical masks can reduce the spread of your respiratory droplets to others. Keep your mask clean and dry. Change your mask if it becomes wet, soiled, or damaged. If it becomes wet, soiled, or damaged it is less effective at preventing the spread of droplets. Wash cloth masks each day, using the warmest water setting. Store in a clean, dry place to prevent contamination. Practice good hygiene even if wearing a mask. Do not touch your eyes, nose, mouth or mask.

- When on the premises and outside of your personal workstation, it is quite likely you will come within 2m of another person despite our best efforts with directionality arrows in hallways, et cetera. As a result, firm members must wear masks for the protection of others when outside of their personal workstations. All clients must wear masks when on our premises. Masks are available for all firm members and clients from Kathy or reception.

Implement 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](https://www.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 third party service provider has been engaged for cleaning as required.
- Enhanced cleaning protocols for firm members have been established and disseminated.
- Sanitization stations have been placed at multiple locations on each floor.
- A PPE package including multiple masks and sanitization wipes is available for all on-site firm members upon request.

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 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.