



Making a difference...together

## COVID-19 SAFETY PLAN – SALT SPRING ISLAND CRD ADMINISTRATION OFFICE

---

### STEP 1 – ASSESS THE RISK AT YOUR WORKPLACE

Front line workers, supervisors and the occupational Health and Safety staff have been involved in this assessment.

Areas where people gather:

	<b>Consideration</b>	<b>Modification</b>
Staff Room	Confined space Several touch point	Limit to two people at a time. Masks mandatory in common areas. Touch points cleaned daily and after each meeting. Not open for public bookings.
Meeting Room	Confined space	Limit to five people at a time. Masks mandatory in common areas. Touch points cleaned daily
Common area (photocopy room)	Narrow entrances and exits	Limit to six people at a time. Masks mandatory in common areas. Stagger entrance and exiting.

Processes where workers are close to one another or members of the public:

	<b>Consideration</b>	<b>Modification</b>
Reception Counter	Open to the public	Plexi-glass installed. Counter and Moneris machine cleaned after each use. Other touchpoints cleaned daily. Hand sanitizer for public at entrance. Signage allowing only one person at a time. Masks mandatory in common areas.



Making a difference...together

Equipment that workers share while working:

	<b>Consideration</b>	<b>Modification</b>
Photocopier	Confined space Several touch points	Limit to one person at a time. Touch points cleaned twice a day.
Office Supplies	Shared equipment	Purchase personal equipment where possible. Equipment cleaned twice a day.

Surfaces people touch often:

	<b>Consideration</b>	<b>Modification</b>
Door knobs, light switches, alarm	Several touch points	Touch points cleaned daily. Signage posted to remind about frequent hand washing

## STEP 2 – IMPLEMENT PROTOCOLS TO REDUCE THE RISK

### 1. Maintaining physical distance

- Mask wearing is mandatory in all common spaces.
- Consider reducing the overall number of workers at the workplace at one time. This may be done by implementing work-from-home schedules or rescheduling some work tasks.
- Ensure that the appropriate number of people are in each area of a workplace to prevent from coming too close to one another or member of the public. This may be done by posting occupancy limits (e.g. washrooms and other small spaces), and limiting the number of workers at one time in break locations.
- Maintain a distance of 2 meters (6 feet) between workers and other wherever possible, by revising work schedules, organizing work tasks, and employing the use of dollies or other aids for work tasks that would typically be done by more than one person.
- Consider creating pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace.
- Implement measures to ensure workers can maintain a distance of two meters when working with or near members of the public.



Making a difference...together

### **Where physical distance cannot be maintained**

- Where distance cannot be maintained, consider separating people with partitions or plexi-glass barriers.
- Mask wearing is mandatory in all common spaces and where appropriate social distance cannot be maintained.

### **Cleaning and hygiene**

- Provide adequate hand-washing facilities on site for all workers and ensure the location is visible and easily accessed. Develop policies around when workers must wash their hands, including upon arriving from work, before and after breaks, after handling cash or other materials, before and after handling common tools and equipment.
- Implement a cleaning protocol for all common areas and surfaces, including washrooms, equipment, tools, common tables, desks, light switches, and door handles. Ensure those engaged in cleaning have adequate training and materials.
- Remove any unnecessary tools or equipment that may elevate the risk of transmission, including items like coffee makers and shared utensils and plates.

### **First Level Protection – Limit the number of people at the workplace and ensure physical distance whenever possible**

Measures in Place:

- Work from Home policies available
- Occupancy limits for staff room (Max 2)
- Occupancy limits for meeting room (Max 5)
- Limiting or prohibiting visitors (one at a time)
- Reducing the number of customers in office by posting signage and limiting customers to one at a time

### **Second Level Protection – Barriers and Partitions**

Measures in Place:

- Plexi-glass barrier has been installed at the front reception counter

### **Third Level Protection – Rules and Guidelines**

Measures in Place:

- Keep a two meter distance at all times
- Stay home if you or someone in your household is sick
- Stay home if you have traveled in the past 14 days outside of Canada.



Making a difference...together

## **Fourth Level Protection – Using Masks**

Measures in Place:

- The use of masks are mandatory in all common areas.

## **Cleaning Protocols:**

Measures in Place:

- Administrative Clerk sanitizes all touch points and shared tools every morning. This includes the photocopier, filing cabinets, office tools, staff room and washroom touch points. Personal desks and tools are cleaned throughout the day by respective staff.
- Door handles and other highly used touch points are wiped down midday as well.
- Twice weekly the office is cleaned professionally. All surfaces are wiped and sanitized.

## **STEP 3 – DEVELOP POLICIES**

1. Complete Worker Daily Health Checks
  - Before entering the workplace, complete a self-assessment by reviewing the complete list of entry requirements to make sure none of the prohibited criteria apply.
  - Once at the workplace, you will be asked to confirm your self-assessment either verbally or written.
2. Keep your hands clean
  - Wash your hands often with soap and water for at least 20 seconds.
  - Avoid touching your eyes, nose and mouth.
  - Cough or sneeze into your elbow.
  - Limit your contact with high-touch point surfaces.
3. Keep your environment clean
  - Use appropriate products to clean and disinfect items like your desk, work surface, phones, keyboards, electronics, etc.
4. Keep your distance
  - Keep a distance of 2 meters between you, your coworkers, and customers.
  - Increase distance between desks, tables and workstations.
  - Reduce in-person meetings.
5. Stay Home if you sick
  - If you thinking you might have COVID-19, use the self-assessment tool to find out what to do.



Making a difference...together

- It is critical that, if you have one symptom of COVID-19 (fever, cough or difficulty breathing), or even mild symptoms, you should stay home to avoid spreading illness to others.

#### **STEP 4 – DEVELOPING COMMUNICATION PLANS AND TRAINING**

- ✓ 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.
- ✓ 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 workplaces to ensure policies and procedures are being followed.

#### **STEP 5 – MONITOR YOUR WORKPLACE AND UPDATE YOUR PLANS AS NECESSARY**

1. Risks will be reviewed during weekly staff meeting and policies and procedures will be updated as necessary.
2. Workers will report to a Manager any health and safety concerns
3. Occupational Health and Safety will be involved when resolving safety issues in the workplace.

#### **STEP 6 – ASSESS AND ADDRESS RISKS FROM RESUMING OPERATIONS**

1. New staff will be trained on the COVID-19 Safety Plan
2. New equipment, processes or products will be reviewed and added to the Safety Plan as needed
3. Vehicle usage will be reviewed and cleaning and safety protocols will be adopted as per the CRD COVID-19 Exposure Control Plan Cleaning Requirements for Fleet.