

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.

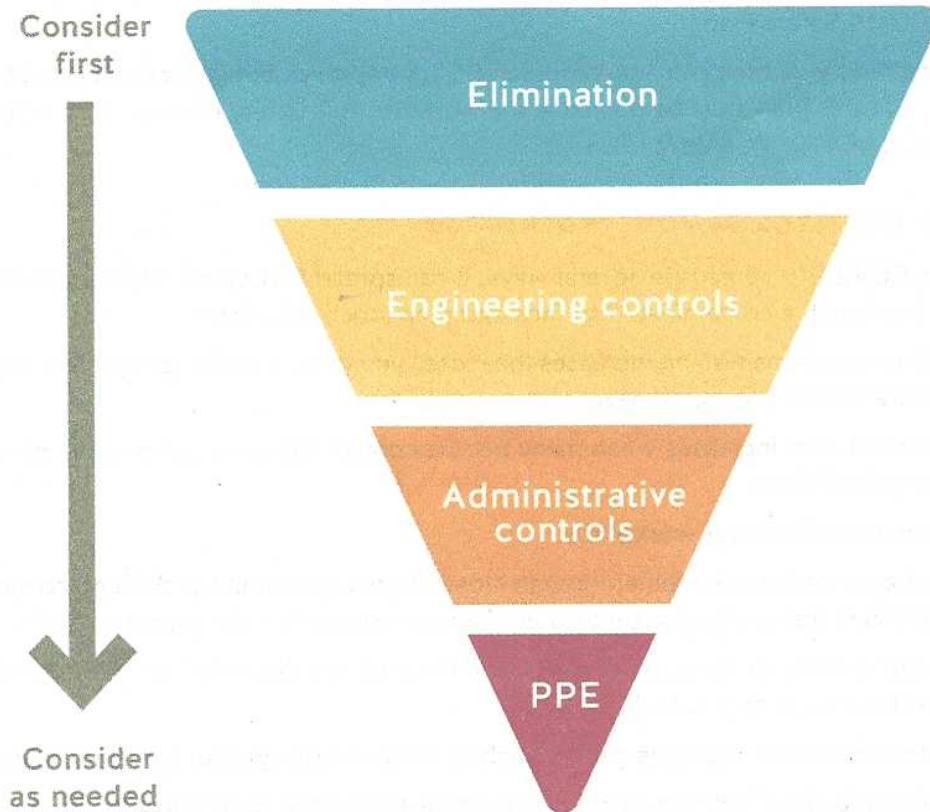
- We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- We have identified job tasks and processes 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.

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

List your control measures for maintaining physical distance in your workplace, for example:

Staff will have the children outdoors as much as possible, including during snack times and play time and learning circles.

Staff will reassure parents and children that the playground is a safe environment and will remind them of proper hand cleaning hygiene before, during and after outdoor play.

Staff will ensure adequate ventilation on the building by having a least two windows open at all times as well as ensure that the air filter system is running and doesn't need a filter change.

We will organize children into small groups or spread them out throughout the room with individual work spaces, indirectly guiding them by setting up our environment so that the children move to those spaces naturally.

Staff will use different room configurations using activity tables and activity mats.

Staff will remove toys that encourage group play and keep toys that encourage individual play.

Staff will help children learn about physical distancing and less physical contact by creating activities and/or games that include basic principles such as “two arm length apart.”

Staff will consider using books, individual games, video and online programs as part of the learning so children can learn to sit independently and distance themselves.

We will have markers on our ramp 2 meters apart for children and parents to use as a visual for physical distancing in line

We will stagger our preschool starting times so that all of the children and parents do not come at the same time.

We will have limited the amount of persons in our workplace by only allowing children and necessary workers and employees inside the building.

We will be not allowing any inside visitors, parents or volunteers at this time.

We are reducing the amount of children in our preschool classes by almost 50%

We are spending more time outdoors in open areas during class times.

We will post an occupancy limit signage and are limiting the amount of children in our back hook area to 3 children at a time, and one child at a time in the bathrooms to keep a distance of 2m.

We will post an occupancy limit to our building of 22 children and 5 teachers, a total of 27 persons at one time.

Staff will minimize the frequency of direct physical contact with children and encourage children to minimize physical contact with each other.

Staff will avoid close greetings like hugs and handshakes and will remind children to keep their hands to their own bodies.

We will minimize the number of different staff that interact with the same children throughout the day to our best ability.

Staff will stagger snack times to allow sufficient spacing between children.

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

Describe how barriers or partitions will be used in your workplace.

We do not transport the children so do not need barriers for any vehicles. We have used markers on our wheelchair ramp to give the parents and children a visual guidance for keeping a social distance of 2m.

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

Administrative Measures

Admin will establish a policy that clearly communicates with parents and caregivers to assess their children daily for symptoms before sending them for child care.

Admin will establish a policy and procedure for children and staff that become sick while at the facility

Signage will be posted to remind people not to enter the facility if they are sick or showing any symptoms of illness.

Staff may ask parents and caregivers before signing them in or before they enter the facility if they are having any symptoms of common cold, influenza, or COVID-19.

If staff feel reason they may take the temperature of the child using an infer-red thermometer.

Staff will remain physically distanced 2m from each other as much as possible.

Staff will have any children showing any illness symptoms to wait out front of our building with one teacher who is

staying at a social distance until the child is picked up, while another staff ensures the play area is disinfected

Pick up and drop off will occur outside, unless there is a need for the parent or caregiver to enter then that person must be reminded by staff to use proper hand washing hygiene and maintain social distance from all other children and staff.

Parents and caregivers that are symptomatic must not enter the centre.

Staff will now be responsible for signing in and out a child. When signing in a child the staff can do a visual assessment and also ask the parent or caregiver to confirm that that child does not have any symptoms of illness if they feel necessary.

If a staff feels that a child is showing any sort of symptoms of illness at drop off they can deny entry and let the parent or caregiver know that it is our policies and procedures that we have to deny any entry if we feel the child or even the parent is showing any symptoms.

Staff will refer to and follow the guidance of the COVID_19 Public Health Guidance for Child Care Setting. May 15, 2020
Hand Hygiene :

Rigorous hand washing with plain soap and water is the single most effective way to reduce the spread of illness. Children and staff can pick up germs easily from anything they touch, and can spread those germs to objects, surfaces, food and people. Everyone should practice diligent hand hygiene. Parents and staff can teach and reinforce these practices amongst children.

How to perform hand hygiene:

" Wash hands with plain soap and water for at least 20 seconds (sing the " ABC' s" or " Twinkle Twinkle Little Star"). o Antibacterial soap is not needed for COVID-19.

" If sinks are not available (e.g., children and staff are outside), supervised use of alcohol-based hand sanitizer containing at least 60% alcohol may be considered.

" If hands are visibly soiled, alcohol-based hand sanitizers may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.

" To learn about how to perform hand hygiene, see BCCDC' s Hand Hygiene poster and a signage for children.

Strategies to ensure diligent hand hygiene:

" Hand hygiene stations should be set up at the entrance, so that children can clean their hands when they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol. Keep hand sanitizer out of children' s reach and supervise its use.

" Incorporate additional hand hygiene opportunities into the daily schedule.

" Ensure the centre is well-stocked with hand washing supplies at all times including plain soap, clean towels, paper towels, waste bins, and where appropriate, hand sanitizer with a minimum of 60% alcohol.

" Children regularly forget about proper hand washing. Staff and children should practice often and staff should model washing hands properly in a fun and relaxed way.

Staff should assist young children with hand hygiene as needed.

Respiratory Etiquette

Children and staff should:

" Cough or sneeze into their elbow sleeve or a tissue. Throw away used tissues and immediately perform hand hygiene (" Cover your coughs")

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

Personal protective equipment, such as masks and gloves are not needed in the child care setting, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work. They should only be used when all other controls have been fully explored.

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.]
- 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

Guidelines for Cleaning and Disinfecting

General building cleaning will occur once a day.

Frequently touched surfaces will be disinfected a least twice a day using a disinfecting cleaning product, this includes door knobs, light switches, faucets, counters, chairs, electronic devices, and toys.

Toys that cannot be easily cleaned have and will continue to be removed from the centre.

All garbage containers will be removed from the building daily at minimum.

Employees will wear disposable gloves when handling bodily fluids or blood and will wash hands before wearing the gloves and after.

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.