



1.0 INTRODUCTION

1.1 Purpose

The following procedures have been developed by “Insert Company Name Here” to ensure the health and safety of their workers during the COVID-19 virus outbreak in Canada. These procedures must be adhered to by all Supervisors and Employees while work is commencing on any “Insert Company Name Here” worksites across Canada.

The objective of these procedures is to ensure that employees concerns are addressed during work and to protect our employees from spreading or contracting COVID-19.

It is the responsibility of each “Insert Company Name Here” Supervisor to ensure that all employees and sub-contractors are trained in these procedures.

The following procedures have been developed in accordance with the following guidelines across each Province in Canada:

- a. Public Health Agency of Canada
- b. BC Centre for Disease Control
- c. Employment Standards Act of Canada
- d. Worksafebc OHS Regulations

1.2 Responsibilities

Employer Responsibilities

1. Identify and assess work processes that could lead to worker exposure to COVID-19.
2. Ensure that the materials and other resources required to implement and maintain this procedure are readily available where and when they are required — for example, materials such as personal protective equipment (PPE) and resources such as worker training.
3. Recommend and provide access to seasonal flu vaccinations. Vaccinations will be provided at no cost to workers. Currently, there is no vaccine for COVID-19.
4. Contact Public Health regarding the availability and proper use of antiviral drugs. Currently there are no specific antiviral drugs for COVID-19.



3.2 Unsafe Work Refusal Procedures

1. All workers must report the unsafe condition to their Supervisor immediately.
2. The Supervisor must investigate the matter and fix it if possible. If the Supervisor decides the worker's concern s not valid, report back to the worker.
3. If a worker still views work as unsafe after a supervisor or employer has said it is safe to perform a job or task, the Supervisor must investigate the problem and ensure any unsafe condition is fixed. This investigation must take place in the presence of the worker and a worker representative of the joint health and safety committee or a worker chosen by the worker's trade union.
4. If a worker still views work as unsafe, notify The Workers Compensation Board. If the matter is not resolved, the worker and the supervisor or employer must contact The Workers Compensation Board. A prevention officer will then investigate and take steps to find a workable solution
5. Under this policy and as per provincial OHS regulations, no employee will be subjected to disciplinary action.

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1. If water is not available, use a waterless hand cleanser that has at least 70% alcohol. "Insert Company Name Here" will ensure hand sanitizer is available on all worksites.



5.3 Hand Sanitization and Washing Stations

1. "Insert Company Name Here" will ensure adequate hand washing facilities and sanitization stations are available for employees on the worksite, as per regulation requirements. These facilities can either be plumbed or portable in nature and fresh water must be supplied.
2. All handwashing areas will include running fresh water and fully supplied with soap and fresh paper towels.
3. Hand sanitizers will also be available for employees throughout the worksite including handwashing stations, inside washrooms and portable toilets. Hand sanitizer must contain a minimum of 70% alcohol to ensure viruses are killed on contact.
4. All washroom and hand washing facilities will be maintained in proper working order, kept clean and sanitary and provided with adequate supplies (soap, paper towel, toilet paper and hand sanitizer).



8.21 Surgical Masks



A surgical mask protects others from the airborne droplets you produce. A surgical mask:

- a. Prevents you from spreading airborne droplets such as spit and mucous to others around you.
- b. DOES NOT seal tightly to your face and is not designed to filter particulates from the air you breathe.
- c. May have a moisture barrier to reduce the risk that splashes of bodily fluids will reach your nose or mouth.
- d. Is used to protect people around you.
- e. Is NOT a respirator.

8.22 Disposal Respirators N95





1. Employers must also implement a process that allows for physical distancing when loading and unloading buses or other vehicles. Workers waiting for loading/unloading should maintain physical distancing while remaining safely away from traffic.
2. Employers should have hand washing facilities or sanitizing stations available to workers as they enter and exit the vehicle.
3. Employers must ensure that high contact surfaces within the vehicle are routinely cleaned. These include seatbelts, headrests, door handles, steering wheels, and hand holds.

11.15 Site Access Points

1. Stop all non-essential visitors from entering the site. Having a security personal at the entrance would be ideal.
2. Introduce staggered start and finish times to reduce congestion and contact at all times.
3. Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.
4. Remove or disable entry systems that require skin contact e.g. fingerprint scanners.
5. Require all workers to wash or clean their hands before entering or leaving the site.
6. Allow plenty of space (two metres) between people waiting to enter site.
7. Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times.
8. Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.
9. Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

11.16 Handwashing

1. Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site
2. Ensure soap and fresh water is readily available and kept topped up at all times
3. Provide hand sanitiser where hand washing facilities are unavailable
4. Regularly clean the hand washing facilities and check soap and sanitiser levels

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5. Cleaning maybe done by a third-party cleaning company or by a company employee.
6. Proper PPE must be worn when cleaning the washroom facilities. See section 4.0 for PPE requirements.

Plumbed Hand Washing Facility



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Portable Hand Washing Facility



Bottled and Wall Mounted Hand Sanitizer



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Help prevent the spread of COVID-19

Please do not enter this workplace if you:

- Have any of the following symptoms:
 - Fever
 - 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
- Are a close contact of a person who tested positive for COVID-19

All other visitors, please wash your hands or clean them with hand sanitizer before and after your visit. Please maintain physical distancing of 2 metres.

If you are displaying symptoms of COVID-19, refer to HealthLink BC at 811.