

COVID-19 safety plan template (updated)	The Bowra Group Inc.
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Purpose of COVID-19 safety plan

This COVID-19 safety plan template has been created by The Bowra Group Inc. (“TBGI”) to outline the policies and procedures that have been put in place to protect TBGI employees, guests and others entering the business from the potential transmission of COVID-19. This plan follows the WorkSafeBC six step process for developing a COVID-19 safety plan and aligns with current Provincial Health Officer (PHO) orders and WorkSafeBC requirements.

Responsibilities

TBGI ownership and management are responsible for the development of this plan including ensuring that adequate resources are made available to implement and sustain the plan.

All TBGI employees and contractors will follow this safety plan as a condition of employment. All guests must follow this safety plan as a condition of visiting our property.

Doug Chivers, Senior Vice President is responsible for implementing this safety plan throughout the workplace.

Employees are responsible for participating in the development, implementation and ongoing sustainment of the COVID-19 safety plan. If employees have any concerns regarding this plan they are to bring them to the attention of Doug Chivers or Mario Mainella.

STEP 1 – Identify the risks

COVID-19 is an illness (disease) caused by a coronavirus. This particular coronavirus is a new virus that was first recognized in December 2019, originating in Wuhan, China. Coronaviruses are a large family of viruses, some of which infect animals and others that can infect humans. The World Health Organization declared COVID-19 a global pandemic on March 11, 2020.

Symptoms of the disease range from mild to severe and can be fatal. Symptoms can appear up to 14 days after initial exposure and include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

The virus that causes COVID-19 spreads from person to person in several ways, including through droplets when a person speaks, coughs or sneezes, or from touching a contaminated surface before touching the face. The risk of transmission increases the closer you come to other people, the more people you come into contact with and the length of time you spend with other people. This is why it is critical to control these interactions in the workplace, to help reduce the transmission of COVID-19.

The following areas have been identified as areas where employees and/or guests may gather:

- Kitchen
- Boardroom

- Foyer / Front desk area

The following tasks bring our employees close to one another or to guests:

- Meetings
- Eating lunch in the kitchen
- Walking to and from the various areas in the office

The following tools, machinery and equipment have been identified as items that employees and/or guests share:

- Various kitchen equipment (glasses, etc.)
- Photocopier and some computer equipment

The following items have been identified as high touch items:

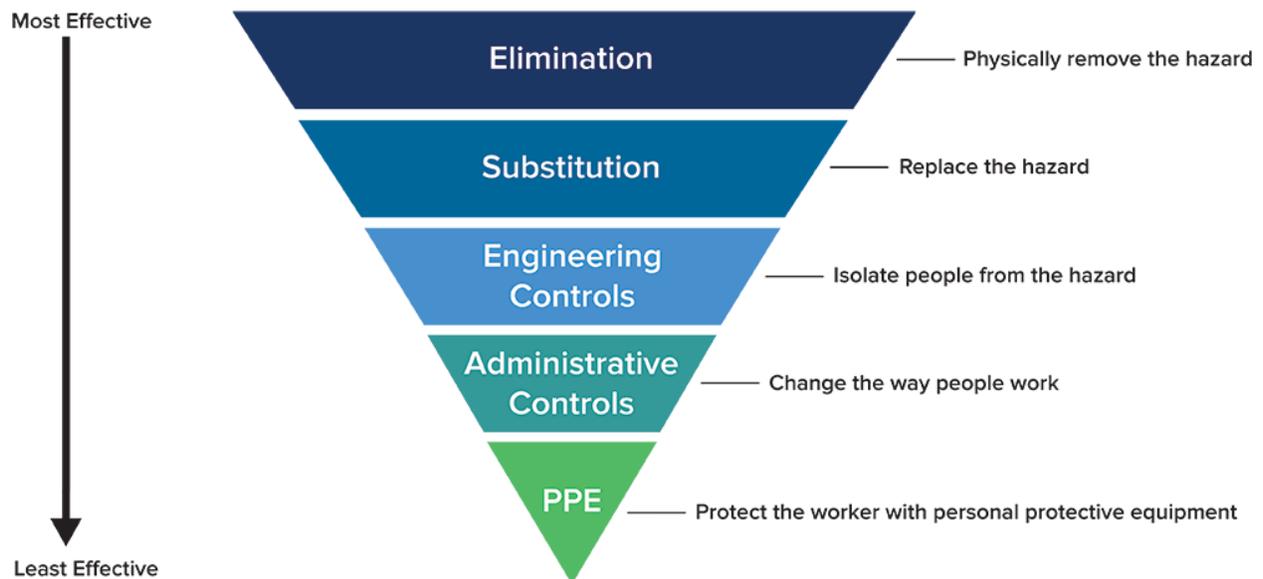
- Front door
- Kitchen areas

STEP 2 – Control the risks

The overarching aim is to reduce the risk of the virus spreading through droplets in the air and from touching a contaminated surface and then touching the face. Therefore, any controls that are adopted within the workplace should always reflect that. Different controls will offer varying levels of protection and the preferred option is always the control that offers the highest level of protection. This approach to controlling risks is referred to as the “hierarchy of controls”. This process involves assessing the risk (likelihood of harm or injury) associated with different hazards (something with the potential to cause harm or injury).

In some cases, it may be necessary to combine different levels of protection in order to control one particular risk. An example of this, in relation to managing the risk of COVID-19 transmission, is to install barriers to separate people (engineering control) and to wear a mask (personal protective equipment).

Types of risk controls



Elimination or Substitution are the highest, most effective levels of control and involve removing the risk of exposure to a given hazard entirely, or substituting a hazard for something that is less harmful.

We have implemented the following controls to limit the number of people in our workplace and to ensure physical distancing.

- Work from home policy where all employees are allowed to work from home. Computers have been provided and access to the server.
- Meetings are held by electronic means (Microsoft Teams).
- Telephone calls are encouraged instead of face to face discussions.
- All employees have their own offices or work areas that provide physical distancing from all others.

Useful resources:

- [Provincial Health Officer \(PHO\) province-wide restrictions](#)
- [Latest Provincial Health Officer \(PHO\) orders](#)
- [Help Prevent the Spread of COVID-19: Occupancy Limit](#)
- [Working from Home: A Guide to Keeping Workers Healthy and Safe](#)
- [Setting Up, Organizing, and Working Comfortably in your Home Workspace](#)
- [Office Ergonomics Training](#)

Engineering controls include placing physical barriers between people when physical distancing cannot be maintained.

All individuals have their own offices with the exception of administration staff and they are separated by a glass walled petition.

Useful resources:

- [COVID-19 Health and Safety: Designing Effective Barriers](#)

Administrative controls include the rules, training, guidelines and signage you have put in place to educate people on how to control the spread of COVID-19 in the workplace.

We have put the following administrative controls in place:

- Signage on the front door regarding the entering and checking for symptoms.
- Signage in the kitchen to remind people to physical distance and wash hands regularly.
- Provided information to all employees regarding the standards required for reducing exposure including physical distancing.

Useful resources:

- [Posters for the workplace](#)
- [Training and educational webinars on COVID-19](#)
- [WorkSafeBC COVID-19 information](#)
- [Industry sector protocols](#)
- [Tourism and hospitality industry sector best practice guides](#)
- [COVID-19 FAQs](#)
- [Transit and COVID-19 Safety](#)
- [Work camps guidance](#)
- [COVID-19 safety in vehicles](#)

Personal Protective Equipment (PPE): This is the least effective option in terms of protection and should be considered if the higher levels of protection don't allow you to adequately control the risk. PPE should be used in addition to other control measures and not in isolation.

There is an order requiring workers to wear masks in the workplace, in certain situations, including elevators, lobbies, hallways, stairwells, bathrooms, break rooms, kitchens, cafeterias, fitness facilities; and when a workplace vehicle is being used to transport more than one worker for work-related purposes.

We have put the following PPE controls in place:

- Masks are required for all workers when working in common areas in buildings which will include the kitchen, front desk and boardroom areas. If out of your personal office masks are required.

Useful resources:

- [Emergency Program Act mask mandate order](#)
- [Masks in workplaces and post secondary institutions order](#)
- [COVID-19 Health and Safety: Selecting and Using Masks](#)
- [Help Prevent the Spread of COVID-19: How to Use a Mask](#)
- [Sequence for Putting on Personal Protective Equipment \(PPE\)](#)

- [COVID-19: Masks are Mandatory in this Workplace](#)
- [COVID-19 Health and Safety: Selecting and Using Face Shields in Non-Health Care Settings](#)
- [Poster: Exemptions to the Mandatory Mask Order in British Columbia](#)
- [Controlling exposure](#)

STEP 3 – Develop Policies and Procedures

Clear policies and procedures help to ensure that the identified controls are being followed within the workplace and establish the minimum requirements. They may include arrangements for who can and cannot be at the workplace, how to deal with illness in the workplace, cleaning and personal hygiene protocols, first aid provision and managing violence in the workplace.

Cleaning and Disinfection

The cleaning and disinfection of surfaces, especially high-contact surfaces, forms an important part of safe work practices for controlling COVID-19 in the workplace. Cleaning and disinfection are often referred to as a “two-stage” process. Cleaning removes visible surface dirt and debris, whereas disinfection destroys bacteria and viruses.

The Kitchen front door area are disinfected with an antibacterial solution daily by the staff and an external cleaner comes in daily. Other areas including the boardroom are disinfected when used.

Useful resources:

- [COVID-19 Health and Safety: Cleaning and Disinfecting](#)
- [Increased Use of Disinfectants, Cleaners, and Sanitizers During COVID-19](#)
- [BCCDC Cleaning and Disinfecting](#)

Hand washing

Regular hand washing is an important step in controlling the spread of COVID-19 in the workplace. TBGI employees must wash their hands when they arrive at the workplace, before and after breaks, after coughing, sneezing or touching the face, after using the washroom and before leaving work. Soap and water are preferred but hand sanitizer with a 70% alcohol base can be used when soap and water is unavailable, or as an additional control.

Useful resources:

- [Help Prevent the Spread of COVID-19: Handwashing](#)
- [Help Prevent the Spread of COVID-19: Cover Coughs and Sneezes](#)
- [Cleaning Hands with an Alcohol-based Sanitizer](#)

Daily Health Screening

All TBGI employees must complete a daily health declaration before entering the workplace. Daily health declarations will be tracked by Shelby Stumpf. Staff will electronically fill out a sheet and provide it to her daily. Employees must review the below information every day, before entering the workplace. Worker and visitor entry check signaged are displayed at the front door.

1. Have you travelled outside Canada within the last 14 days?
2. Have you been identified by Public Health as a close contact of someone with COVID-19?
3. Have you been told to isolate by Public Health?
4. Are you displaying any of the following new or worsening symptoms?
 - Fever or chills
 - Cough
 - Loss of sense of smell or taste
 - Difficulty breathing
 - Sore throat
 - Loss of appetite
 - Extreme fatigue or tiredness
 - Headache
 - Body aches
 - Nausea or vomiting
 - Diarrhea

Anyone answering yes to questions 1-3 must follow the advice of Public Health and not attend the workplace. Anyone displaying any of the symptoms listed above must not attend the workplace and should call HealthLinkBC at 811 for further direction from Public Health.

Useful resources:

- [Worker health checks](#)
- [COVID-19 Screening Tool template](#)
- [Help Prevent the Spread of COVID-19: Entry Check For Visitors](#)
- [Help Prevent the Spread of COVID-19: Entry Check for Workers](#)

Any worker that receives a positive COVID-19 test result will not be allowed to return to the workplace until they have a negative COVID-19 test result or a note from the doctor stating they are no longer infectious.

If any worker becomes ill at the worksite, they are to don a mask and report to senior management. The employee will be isolated from the other employees on the worksite and arrangements will be made for them to go home.

STEP 4 – Communication and Training

Everyone within the workplace must understand how to keep themselves and others safe. Training should include the need to stay at home when sick, understanding occupancy limits, hand washing procedures and who is permitted to enter the workplace. Supervisors should be trained on how to monitor workers to ensure that policies and procedures are being adhered to.

Staff are provided this policy directly and it is posted on our website to ensure they are aware of all our policies.

STEP 5 – Updating the COVID-19 Safety Plan and Monitoring the Workplace

Doug Chivers is responsible for implementing this COVID-19 safety plan throughout the workplace.

Doug Chivers is responsible for reviewing and updating this COVID-19 safety plan whenever Provincial Health Officer orders, other government requirements and WorkSafeBC protocols change.

Useful resources:

- [Reviewing and updating your COVID-19 safety plan: a guide for employers](#)

STEP 6 – Ensuring Ongoing Training and Monitoring

Training on this COVID-19 safety plan will be included in all new hire orientations, or when bringing back employees following a period of absence.

This safety plan will be reviewed and revised, as required, to reflect any:

- Changes to job scope which may affect the plan,
- New areas of concern or the identification of something that isn't working,
- Health and safety concerns raised through a worker representative or joint health and safety committee,
- Changes to Provincial Health Officer orders or other government and industry requirements that affect the plan.