

COVID-19 is a respiratory illness caused by a new virus called SARS-CoV-2. Symptoms often include a fever, cough, and shortness of breath and can range from very mild to severe. Some people become so sick they must be admitted to the hospital, and some people may die from the illness.

The virus that causes COVID-19 spreads in several ways, including through droplets when a person talks, coughs or sneezes, or from touching a contaminated surface before touching the face.

To protect the health of our employees, their families, and the community, we have assessed the risk at our workplace and put in place the following measures.

## 1. Employee Sickness & Return to Work Policies

- If while at work, an employee starts experiencing symptoms of illness, even if symptoms are mild, the employee must don a mask, inform their supervisor, and make a safe plan to travel home. At home, the worker is to contact their healthcare provider or 8-1-1 for further guidance.
- Objects and surfaces (e.g. tools, tables) touched by sick employees are disinfected before being used by others.
- Employees who are sick (or who have been in close contact with a sick household member), even if symptoms are mild, must inform their supervisor and stay home.
- Anyone with symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing, must self-isolate at home [for a minimum of 10 days](#).
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
- Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to [self-isolate for 14 days and monitor](#) for symptoms.
- Changes to the Employment Standards Code allow full and part-time employees to take 14 days of job-protected leave if they are required to isolate or care for a child or dependent adult who is required to isolate.
- Sick employees are eligible for their sick pay and are not required to provide a medical note.
- Sick employees must meet the most current guidelines before they can return to work.
- First aid attendants are trained on OFAA protocols for use during the COVID-19 pandemic.

## 2. Physical Distancing

- Whenever possible, employees practice physical distancing in the facility.
- Employees are encouraged to work from home where possible.
- Breaks and team meetings are staggered to minimize the number of workers in one space.
- Occupancy limits are established and posted for common areas,
- Shared furniture is rearranged to allow for people to maintain appropriate physical distance.
- The middle sink faucet in the shared production sink is disabled to avoid crowding.
- Portable fans are situated to not blow air from one worker to another.
- Team talks are held outdoors or in large areas that allow for physical distancing.
- Markings on floors, such as directional arrows or 6' increments, serve as visual cues where crowding normally occurs (e.g. line-up for sink or in narrow hallways).
- Access to facility is restricted to employees and essential service personnel only.

- A physical barrier is installed at reception desk, where maintaining 6' distance is difficult.
- Electronic communication (Slack, virtual meetings, email) is promoted.
- Use of public transportation and ride sharing to/from the worksite is discouraged.
- Employees are advised to maintain reasonable physical distance when out in the community and use a face covering in situations where physical distancing cannot be maintained.

### 3. Heightened Personal Hygiene

- Employees are trained on [Hand-washing Steps Using the WHO Technique](#).
- Employees must wash their hands at the start of their shift, before eating or drinking, after touching shared items, after using the washroom, and before leaving the worksite.
- Workers follow cough and sneeze etiquette and avoid touching their face.
- Shared cutlery and tableware are removed from lunchroom.
- Communication devices, personal protective equipment or tools (pens, rulers) are shared only if they can be cleaned between users. Signatures are minimized (e.g. Safety Meeting Record).
- Where possible, inside doors are propped open so employees do not have to touch handles.
- Hand sanitizer containing at least 60% alcohol is provided at entrances/exits.

### 4. Enhanced Cleaning and Sanitation

- High-touch areas are cleaned and disinfected daily before lunch (e.g. door handles, faucets, toilet handles, light switches, microwave doors, kitchen table, sanitizer/soap dispensers, etc.).
- Disinfecting wipes are provided for employees to clean their own workstations, and for the drivers to clean their trucks (door handles, steering wheel, gear shift) at the end of every shift.
- Disinfecting wipes are available by the microwaves and lunchroom.

### 5. Usage of Masks, Gloves, and other PPE

- Workers wear masks and/or face shields where physical distancing is difficult to maintain and in common areas (e.g. kitchen, hallways, washrooms, lounge). Face coverings are removed when eating or drinking, and upon returning to desk and/or workstation at least 6' away from others.
- Visitors are pre-screened and required to don a mask and gloves while in our facility.
- Drivers don a mask and gloves at the time of delivery.
- Masks, gloves, aprons, and safety glasses are made available to all employees.
- Gloves are provided and required during cleaning, while serving food or in contact with food.

### 6. Signage and Training

- Signs are placed on entry doors ("Do not enter facility if sick" and "No Visitors").
- Physical distancing signs are posted in common areas and entrances.
- Workers are trained on proper usage, storage and care of masks and other PPE.
- Hand washing and personal hygiene signs are posted in washrooms and lunchroom.
- WorkSafeBC's Guide to Setting up Home Workspace is provided to employees working at home.
- Training sessions are held weekly, or whenever there are new updates to communicate.
- Employees are informed of available social supports and mental health supports during this stressful time; and are encouraged to bring up any concerns with management.