



# COVID-19 Safety Plan

## Statement of Purpose

Robar is committed to providing a safe and healthy workplace for all employees. A combination of measures will be used to reduce the risk of COVID-19 transmission in our workplace as we resume the “new normal” level of operations. Our Safety Plan will protect not only our own employees, but also others who enter our premises. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to COVID-19.

## Development of the Safety Plan

Robar’s Safety Plan has been developed in consultation with our Joint Occupational Health and Safety Committee and is based on guidance published by the Provincial Health Officer (“PHO”), the BC Centre for Disease Control (“BCCDC”) and WorkSafeBC.

This is a living document and will be reviewed and revised as needed. If you have any suggestions on how we can improve our processes, please provide your suggestion to our Joint Occupational Health and Safety Committee.

## Health Hazards of COVID-19

### What is COVID-19?

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19.

While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.

## **Symptoms**

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They 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 and loss of appetite. Other symptoms have been reported such as skin rash and gastrointestinal symptoms.

## **Transmission**

Three primary routes of transmission are considered likely with COVID-19, all of which need to be controlled. These include contact, droplet, and droplet transmission in the air after a cough or sneeze.

### ***Contact transmission, both direct and indirect***

Direct contact involves skin-to-skin contact, for example: shaking hands, hugging, helping with personal hygiene, etc.

Indirect contact involves a worker touching a contaminated intermediate object such as a table, doorknob, telephone, or computer keyboard, and then touching the eyes, nose, or mouth. Contact transmission is important to consider because COVID-19 viruses may persist for minutes on hands and potentially hours on surfaces.

### ***Droplet transmission***

Large droplets may be generated when an infected person coughs or sneezes. Droplets travel a short distance (one to two metres) through the air and can be deposited on inanimate surfaces or in the eyes, nose, or mouth of other persons in close proximity.

### ***Airborne transmission***

Airborne (inhalable) particles can be generated from coughs and sneezes.

Coughs and sneezes produce both large droplets and smaller airborne particles. The smaller particles remain suspended in air for longer periods and can be inhaled. The large droplets can also evaporate quickly to form additional inhalable particles. As the distance from the person coughing or sneezing increases, the risk of infection from airborne exposure is reduced; but it can still be a concern in smaller, enclosed areas, especially where there is limited ventilation. As the number of infected people in a room increases, the risk of infection can increase.

## **Reducing the Risk of COVID-19 Transmission: Hierarchy of Controls**

To reduce the risk of the COVID-19 spreading through droplets in the air, it is necessary to implement protocols to protect against the identified risks. Different protocols offer different levels of protection. Wherever possible, the protocol that offers the highest level of protection should be used. Second, third, or fourth level protocols are considered if the first level isn't practicable. In some cases, more than one level of protection may be needed to deal with a risk

— for example, physical distancing and masks. WorkSafeBC has described the following examples of the “hierarchy of controls”:

### **First level protection (elimination)**

Elimination involves removing the risk of exposure entirely from the workplace. For example, policies and procedures can be implemented to limit the number of people in the workplace at any one time and to keep workers at least 2 metres (6 feet) from co-workers, clients and others.

### **Second level protection (engineering controls)**

Engineering controls involve making physical changes in the workplace. For example, if you can't always maintain physical distancing, barriers such as plexiglass can be installed to separate people.

### **Third level protection (administrative controls)**

Administrative controls involve altering work practices to minimize the risk of exposure. For example, rules and guidelines may be established such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.

### **Fourth level protection (PPE)**

If the first three levels of protection aren't enough to control the risks, workers and clients may use personal protective equipment (PPE) such as masks. PPE should not be used as the only control measure. It should only be used in combination with other measures.

## **Responsibilities of Workplace Parties**

### **Employer responsibilities**

#### **Robar will:**

- Ensure that the materials (for example, masks, alcohol-based hand rubs, and washing facilities) and other resources (for example, worker training materials) required to implement and maintain the plan are readily available where and when they are required.
- Select, implement, and document the appropriate site-specific control measures.
- Ensure that employees are educated and trained to an acceptable level of competency.
- Ensure that employees use appropriate personal protective equipment (PPE) — for example, masks if required.
- Conduct a periodic review of the plan's effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.
- Ensure that a copy of this Safety Plan is available to employees.

## **Supervisor responsibilities**

Our supervisors will:

- Ensure that employees are adequately instructed on the controls for the hazards at the location.
- Ensure that employees use personal protective equipment as required.
- Direct work in a manner that eliminates or minimizes the risk to employees.

## **Employee responsibilities**

Employees will:

- Know the hazards of the workplace.
- Follow established work procedures as directed by the employer or supervisor.
- Use any required PPE as instructed.
- Report any unsafe conditions or acts to their supervisor.
- Know how and when to report exposure incidents.

## **Safety Protocols**

The following safety protocols are organized into:

A. general safety protocols;

B. Safety protocols that are specific to our workplace and are intended to ensure the safety of all employees by minimizing the risk of COVID-19 transmission as they carry out their routine daily activities.

### **General Safety Protocols**

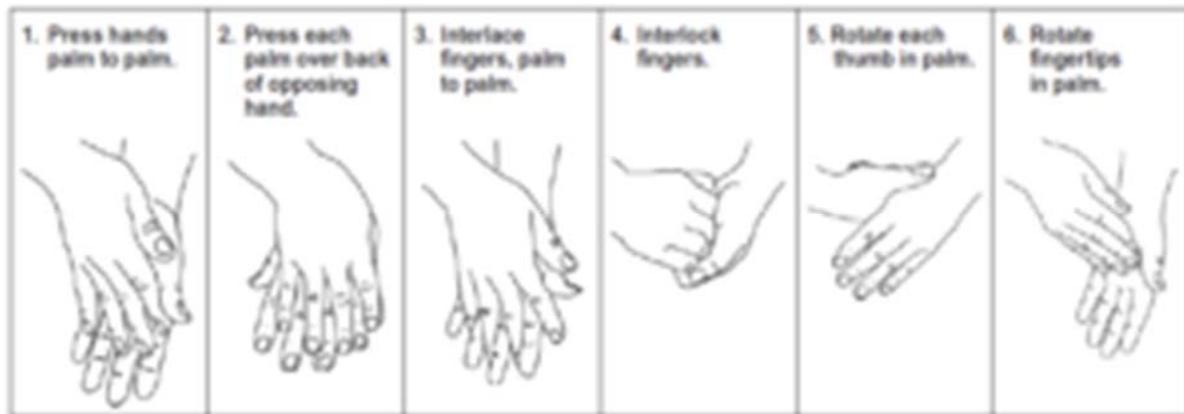
#### **Hand washing**

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body — particularly the eyes, nose, and mouth — or to other surfaces that are touched.

Wash your hands immediately:

- Before leaving a work area
- After handling materials that may be contaminated
- Before eating, drinking, smoking, handling contact lenses, or applying makeup

Hand washing procedure:



Use soap and warm running water. (It doesn't have to be hot to do the job.) If water is unavailable, use a waterless hand cleanser that has at least 60% alcohol. Follow the manufacturer's instructions on how to use the cleanser. Alcohol-based hand cleanser dispensers and wipes are located at various locations throughout our facility.

### **Cough/sneeze etiquette**

Employees are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions, and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

### **Physical distancing**

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak.

To appropriately meet social distance requirements, employees should keep a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible.

Other physical distancing measures that should also be followed include:

- Avoiding crowded places and cancel gatherings (e.g., in-person meetings, assemblies and sports events).
- Avoiding common greetings, such as handshakes.
- Limiting contact with people at higher risk (e.g. older adults and those in poor health).
- No sharing of foods or drinks

Additional physical distancing protocols are outlined below under the heading “**Company Specific Safety Protocols**”.

### **Use of cloth masks**

A mask is a protective barrier that is worn on the face, covers at least the nose and mouth, and is used to contain large droplets generated during coughing and sneezing *by the person using the mask*. Masks help minimize the spread of potentially infected material from the wearer to other people.

### **What to do if you have COVID-19 symptoms**

#### **a. Developing Symptoms**

If an employee develops symptoms of COVID-19 recognized by the BC Centre of Disease Control **while at the office**, they must immediately notify their supervisor and return home.

If an employee develops symptoms **after having been at work**, they must immediately notify their supervisor and remain at home.

The supervisor will interview the employee to determine what interactions, if any, they may have had with others in the workplace, where in the workplace they had been working and what workplace items, tools or equipment they used or had contact with when at work (e.g. door handles, photocopiers, computers, office phones, etc.). The employee will be advised that those employees will be told they may have been exposed, but the name of the employee will not be disclosed unless absolutely necessary.

If applicable, the supervisor will notify those other employees identified by the reporting employee that they may have had an exposure to COVID-19 and that they should contact 8-1-1 for medical advice. The reporting employee will be advised when these conversations have taken place and will be told what information was provided. Disclosures should be minimized to information necessary to address risk.

Robar will ensure that the reporting employee’s workspace, other places in the workplace they may have attended, and any other workplace items, tools or equipment they used or had contact with when at work are promptly cleaned and disinfected.

#### **b. Contacting Public Health for Testing**

Employees who develop symptoms of COVID-19 recognized by the BC Center for Disease Control must immediately contact public health or their physician for advice on being tested.

If advised to submit to a test, employees must do so and report their situation to their supervisor.

### **c. Self-Isolation at Home**

If the employee is tested, they must self-isolate at home until the results of the test are known. If the test results come back negative, the employee must seek medical advice on when they may return to the Plant.

If a test is either not available or not recommended, the employee must self-isolate at home for a minimum of 10 days from the onset of symptoms, and until their symptoms are completely resolved (i.e. it may be longer than the minimum 10 days). Self-isolating individuals should call public health (8-1-1) or their personal physician for medical advice and for advice on when they are fit to safely return to work.

Employees who live in the same household as a person with confirmed or clinical COVID-19 symptoms who is self-isolating must self-isolate and not return to work until cleared to do so by the public health officials (8-1-1).

Employees returning to British Columbia from outside Canada must self-isolate and monitor for symptoms for 14 days after their return. Returning travelers who develop COVID-19 symptoms during the period of self-isolation are required to self-isolate for a further period of 10 days after the onset of symptoms, or until symptoms resolve, whichever is later.

Employees who are self-isolating should stay in regular contact with their supervisor regarding the ongoing status of their condition.

### **d. Sick Leave**

Robar's sick leave policies are flexible and consistent with public health guidance.

### **e. Returning to Work After Self-Isolation**

Employees who are self-isolating are not to return to work until

1. they are cleared to do so by public health officials (8-1-1)
2. they have notified their supervisor that they have received the required clearance, and
3. Robar has approved their return to work

### **Mental well-being during COVID-19**

Some employees may be affected by the anxiety and uncertainty created by the COVID-19 outbreak. It's important to remember that mental health is just as important as physical health, and to take measures to support mental well-being.

The BCCDC and WorkSafeBC have posted links to resources that can assist with maintaining mental health in the workplace during this time. The links can be found here:

- [BC Centre for Disease Control: Mental well-being during COVID-19](#)
- [WorkSafe BC: Protecting mental health](#)

## **Company Specific Safety Protocols**

### **Physical Distancing**

Signage is posted at all entrances restricting access to those who are exhibiting symptoms of COVID-19.

Masks are required in common areas.

Employees are to work in their own private offices and limit meetings in others' offices.

Keep a physical distance of two metres when speaking to colleagues and do not congregate where others may need to pass by. Communicate by telephone, email, MS Teams or other electronic means if space does not permit physical distancing.

The boardroom and lunchroom have maximum occupancy restrictions.

Production employees are to work 6 meters apart.

Staggered start and stop times have been implemented to reduce congestion at the time clock, in change rooms and in the lunchroom.

Employees are to comply with markings on the ground at the time clock to ensure physical distancing.

### **Cleaning**

Hand sanitizer is provided at all entrances and common areas.

There will be increased cleaning of high touch surfaces.

### **Washrooms/Changerooms**

Please follow the Maximum Occupancy signage at the entrance to both Washroom/Changerooms.-Maximum Occupancy: 6

Every other sink, shower, toilet and urinal have been taken out of service to ensure physical distancing.

## **Lunchrooms**

Follow posted guidelines for maximum occupancy.

Upon entering, please wash your hands.

After you have finished, wipe down surfaces you touched with disinfectant or soapy water using paper towel and then wash your hands again before leaving.

In order to limit opportunities for transmission through shared cutlery and dishes, we *strongly encourage* everyone to bring their own water bottle, coffee mug, eating dish and cutlery for use at the office and to take it home to be cleaned each day.

When possible please eat lunch outside or at your desk.

## **Visitors**

### **Client Meetings to be Limited**

Clients and other visitors should only attend the office under exceptional circumstances and only with prior approval. Other means of communication (telephone, email, Skype, Zoom, meeting off-site) should be used wherever possible.

### **Procedure for Visitor Attendance**

In cases where visitor attendance at the office can be accommodated, the following will apply:

When arriving, visitors will check in with Reception, will be asked to use the available hand sanitizer and to confirm they are symptom free. Signage will be placed at reception asking clients and visitors to self-identify if they have symptoms.

Visitors will be ushered into the boardroom and will not wait in the reception area.

Visitors will be advised of the seating arrangements permitted in the boardroom.

Reception will keep contact information (mobile phone and email) of all visitors as well as a record of the date and time the visitor was in the office, the purpose of their visit and the employees they came into contact with.

## **Travel**

Employees must follow all public health directions concerning personal or business-related travel.

Travel means visiting a location outside Metro Vancouver, the Sea to Sky Corridor or the Fraser Valley.

Travel for business should be minimized and should be undertaken only where “essential”. Considerations for whether travel is essential include:

- does it have to happen?
- can it be done virtually?
- can the employee drive instead of fly?

If an overnight stay is required, considerations for hotel selection include:

- single occupancy only
- review hotel safety plans

Any employee who has travelled outside British Columbia or who has travelled within British Columbia by air must advise their Supervisor for contact tracing purposes.

### **Visiting Other Workplaces**

If visiting other workplaces in the course of your duties:

- complete a symptom free confirmation
- wear a mask and gloves to be prepared to respect safety rules in that workplace
- drive alone
- limit personal belongings taken into another workplace
- sanitize hands on arrival
- limit the amount of time you spend there
- meet in an open space with good air ventilation
- visit only one location a day
- keep a record of workplaces you visited and who you came into contact with at that workplace.

### **Annual Review**

This Safety Plan will be reviewed regularly and at least annually.

*Updated: February 8, 2021*

Thank you in advance for your teamwork, flexibility and cooperation.