

# PHSA - COVID-19 Safety Plan for Pandemic Recovery

This is the COVID-19 Workplace Safety Plan for **Trans Care BC – 175 West Broadway**

By [order of the Provincial Health Officer](#), this plan is posted electronically and at the workplace, and a copy will be provided to a health officer or WorkSafeBC officer on request.

PHSA is committed to providing safe and healthy workplaces. This Safety Plan describes the policies, guidelines, and procedures we have in place to reduce the risk of transmission, with 6 key steps:

1. Assess risk to identify places where transmission may occur
2. Implement measures to reduce risk
3. Develop policies such as who can be on site and how to address illness in the workplace
4. Establish communication plans and training
5. Monitor the workplace and update plans as required
6. Assess and address risks from resuming operations.

## 1. Assess risk

### Step 1: Assess risks at the 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.

Risk assessments are a critical part of our COVID-19 safety plan. We have established a multi-level risk assessment process, and they are a proactive process designed to ensure the safety of our workers.

These risk assessments have involved input from employees, supervisors, and our joint health and safety committee to assess both clinical and non-clinical settings. Incorporating Infection Prevention and Control practices, PHSA has developed an assessment tool to determine areas of risk within work locations and for tasks that teams perform.

As part of this process, we have identified 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.

## Summary of Considerations:

<input checked="" type="checkbox"/>	We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
<input checked="" type="checkbox"/>	We have identified areas where people gather, such as break rooms, nursing stations, reception areas, waiting rooms, meeting rooms.
<input checked="" type="checkbox"/>	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).
<input checked="" type="checkbox"/>	We have identified the tools, machinery, and equipment that workers share while working.
<input checked="" type="checkbox"/>	We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

The facility completed risk assessment is attached.

## 2. Implement measures to reduce risk

Protocols are implemented to minimize the risks of transmission. PHSA provincial direction of the Provincial Health Officer and the BC Centre for Disease Control.

To reduce risk, we are using a hierarchy of controls including elimination (e.g., limiting the number of people on site), engineering controls (e.g., physical barriers), administrative controls (e.g., increased cleaning frequency), and appropriate Personal Protective Equipment (e.g., respirators). Our safety plan includes detailed [exposure control plan](#) to mitigate and prevent illness.

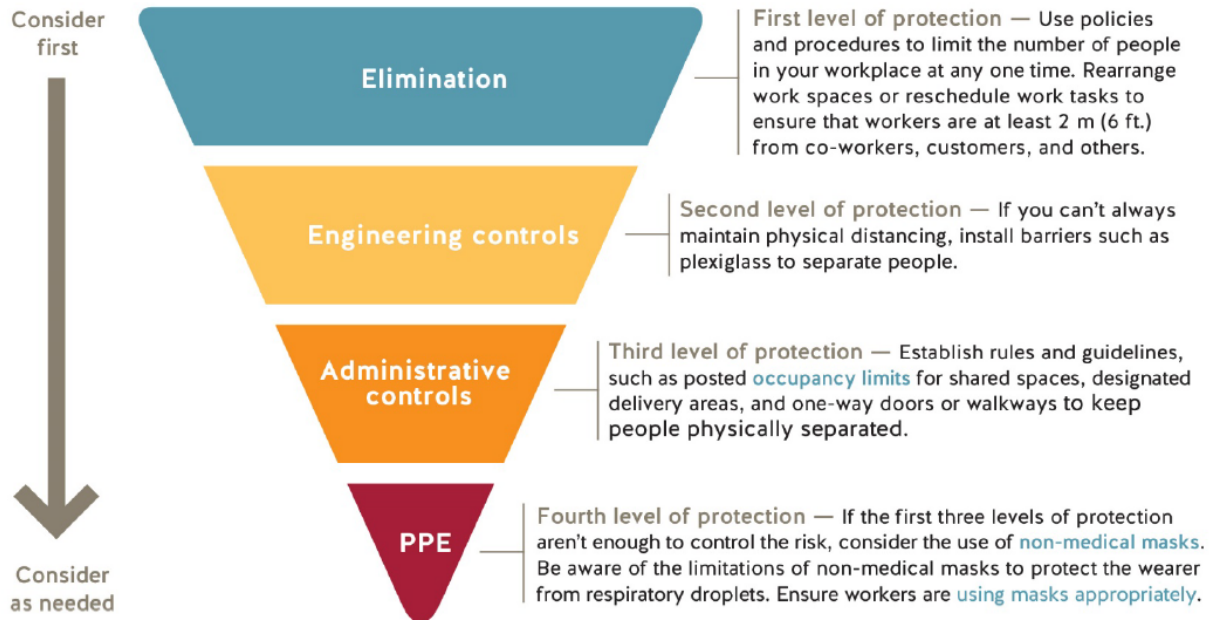
For identified risks, PHSA will implement measures to eliminate or minimize the risk of transmission of COVID-19 in the workplace, with an emphasis on physical distancing, cleaning, and hygiene.

The following sources have been included for information, input, and guidance:

<input checked="" type="checkbox"/>	Industry-specific protocols on <a href="http://www.worksafebc.com">www.worksafebc.com</a> . Additional protocols have been identified and implemented where the posted protocols don't address all the risks to PHSA workers.
<input checked="" type="checkbox"/>	Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
<input checked="" type="checkbox"/>	Orders, guidance, and notices issued by the provincial health officer relevant to our industry.
<input checked="" type="checkbox"/>	Other BC Health Authorities.

### ***Reducing the risk of person-to-person transmission***

To reduce the risk of the virus spreading through droplets in the air, protocols have been implemented to protect against identified risks. Different protocols offer different levels of protection. Wherever possible, protocols that offer the highest level of protection are used. Other controls from additional levels are used if the first level isn't practicable, feasible or evidence-based, or does not completely control the risk.



**First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible**

<input checked="" type="checkbox"/>	<p>We have established and posted an occupancy limit for our premises.</p> <p>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.</p> <p>[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.]</p>
<input checked="" type="checkbox"/>	<p>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.</p>
<input checked="" type="checkbox"/>	<p>We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.</p>
<input checked="" type="checkbox"/>	<p>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.</p>

Control measures implemented at this site for maintaining physical distance in the workplace are outlined in the Facility Risk Assessment for COVID, and department risk assessments where applicable.

**Second level protection (engineering): Barriers and partitions (N/A at this time)**

<input type="checkbox"/>	<p>We have installed barriers where workers can't keep physically distant from co-workers, clients/patients, and other protection measures not practical, safe options. <b>(N/A at this time)</b></p>
<input type="checkbox"/>	<p>We have included barrier cleaning in our cleaning protocols. <b>(N/A at this time)</b></p>
<input type="checkbox"/>	<p>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). <b>(N/A at this time)</b></p>

The use of engineering controls such as barriers and partitions are outlined in the Facility Risk Assessment for COVID, and department risk assessments where applicable. **(N/A at this time)**

**Third level protection (administrative): Rules and guidelines**

<input checked="" type="checkbox"/>	We have identified rules and guidelines for how workers should conduct themselves.
<input checked="" type="checkbox"/>	We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

*The administrative controls (rules, guidelines and education/training) in place to reduce the risk of transmission are outlined in the Facility Risk Assessment for COVID, and department risk assessments where applicable.*

**Supporting PHSA documents:**

- [COVID-19: Attending the Worksite Procedures](#)
- [COVID-19: Becoming Sick Procedures](#)
- [COVID-19: Maintaining a Safe and Inclusive Culture](#)
- [COVID-19: Interim Remote Work Guidelines](#)
- [COVID-19: Shift Rotation Guidelines](#)
- [COVID 19: Travel Guidelines](#)

**Fourth level protection: Using masks (optional measure in addition to other control measures)**

<input checked="" type="checkbox"/>	We have reviewed the information on selecting and using masks and instructions on how to use a mask.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	We have trained workers in the proper use of masks.

**Supporting documents:**

[BCCDC Guidelines on Mask Usage](#)

**Reduce the risk of surface transmission through effective cleaning and hygiene practices**

<input checked="" type="checkbox"/>	We have reviewed the information on cleaning and disinfecting surfaces.
<input checked="" type="checkbox"/>	Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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).
<input checked="" type="checkbox"/>	Workers who are cleaning have adequate training and materials.
<input checked="" type="checkbox"/>	We have removed unnecessary tools and equipment to simplify the cleaning process e.g., coffee makers and shared utensils and plates.

**Supporting documents**

Site-specific cleaning protocols

**175 West Broadway Cleaning Schedule**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning (10:00-11:00)	Kathy	Not needed. Cleaners in night prior.	Melissa	Not needed. Cleaners in night prior.	Kathy
	Sandy		Sandy		Sandy
Afternoon (3:00-4:00)	Kiel	Chrissy	Melissa	Chrissy	Kiel
	Sandy	Kathy	Sandy	Melissa	Sandy

**Downstairs and Upstairs**

Cleaning includes:

- Cavi wiping ALL touch surfaces in common areas (door handles, furniture used, printers, fax, water coolers, light switches, meeting rooms tables, window locks, etc).
- If you are not able to come into office for your scheduled cleaning day and time, it is your responsibility to prompt a team member to cover for you.

Kitchen cleaning:

- Should occur after EVERY personal use.
- Only one staff in kitchen at a time, using their own plate, bowl, cutlery.
- After use, wipe down all touched surfaces.
- Consider speaking with your team/floor to stagger lunches to limit wait times for microwaves, etc.

**3. Develop policies**

All employees and staff must follow safe work practices and protocols such as staying home when sick, performing hand hygiene to prevent transfer of infectious material, and decontamination procedures as required.

We have implemented policies to manage our workplaces, 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.

PHSA policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Anyone directed by Public Health to self-isolate.
<input checked="" type="checkbox"/>	Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
<input checked="" type="checkbox"/>	Visitors are prohibited or limited in the workplace.
<input checked="" type="checkbox"/>	First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
<input checked="" type="checkbox"/>	We have a working alone policy in place (if needed).
<input checked="" type="checkbox"/>	We have a work from home policy in place (if needed).
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Report to First aid, if appropriate. 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.]
<input checked="" type="checkbox"/>	If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
<input checked="" type="checkbox"/>	Clean and disinfect any surfaces that the ill worker has come into contact with.

**Supporting documents:**

- [First aid protocols during the COVID-19 pandemic](#)
- [COVID-19: Attending the Worksite Procedures](#)
- [COVID-19: Becoming Sick Procedures](#)
- [Flexible Work Options Policy](#)
- [Working Alone Program](#)

**4. Establish communication plans and training**

We have taken steps to ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at the workplace.

We accomplish this through education on safety measures that are in put in place, policies for staying home when ill, and posting signage limiting occupancy and instructing staff and employees on effective hand washing practices. All teams should review their own risk assessment findings.

<input checked="" type="checkbox"/>	We have a training plan to ensure everyone is trained in workplace policies and procedures.
<input checked="" type="checkbox"/>	All workers have received the policies for staying home when sick. See Safety Talk – Illness in the Workplace
<input checked="" type="checkbox"/>	We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
<input checked="" type="checkbox"/>	We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
<input checked="" type="checkbox"/>	Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed. See <a href="#">Supervisor Health and Safety Orientation</a>

## 5. Monitor the workplace and update plans as required

Things may change as operations resume. 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. PHSA employees can raise safety concerns through their [Safety Consultant](#) or their [Joint Occupational Health and Safety Committee](#).

<input checked="" type="checkbox"/>	We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
<input checked="" type="checkbox"/>	Workers know who to go to with health and safety concerns.
<input checked="" type="checkbox"/>	When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

## 6. Assess and address risks from resuming operations

Due to the changing nature of this pandemic, we must continue to monitor our work environments for any new areas of concern and conduct regular reviews of any identified risks. Such reviews may result in the need for additional training or for the development or revision of procedures to mitigate issues present in the work environment.

<input checked="" type="checkbox"/>	We have a training plan for new staff.
<input checked="" type="checkbox"/>	We have a training plan for staff taking on new roles or responsibilities.
<input checked="" type="checkbox"/>	We have a training plan around changes to our operations, such as new equipment, processes, or products.
<input checked="" type="checkbox"/>	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.
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Separate Safety Plans are required for each site. PHSA will post Safety Plans in work locations.

For assistance with the implementation of the safety plan, risk identification, site walk-throughs, and the PHSA exposure control plan, please contact [workplacehealth@phsa.ca](mailto:workplacehealth@phsa.ca).

## Appendix A: Non-Clinical Settings - COVID-19 Exposure Risk Assessment Checklist:

Site:	Trans Care BC 175 West Broadway
Date:	June 25, 2020

*One part of developing your COVID-19 Safety Plan is identifying protocols to keep workers safe. Consider the elements below as you develop the plan for your workplace.*

*These protocols are not a list of requirements; however, they should be considered and implemented to the extent that they address the risks your workplace. You may need to identify and implement additional protocols if the protocols suggested here do not sufficiently address the risk to your workers.*

**Facility Risk Assessment Sections 1-3 to be completed by the Facility / Office Manager or delegate.**

### Instructions

1. Assemble an assessment team that includes department leadership and worker representation from the Joint Occupational Health and Safety Committee (JOHSC). For sites without a JOHSC, the applicable safety representative should be part of the assessment team.
2. Have a “kick-off” meeting to establish a plan for the visual inspection.
3. Perform visual inspection of the office suite. Consider bringing supplies like measuring tape, floor plans of work area etc. to the walkthrough.
4. Complete Sections 1-4 of the checklist. Identify and implement controls to mitigate identified hazards.
5. Consult with your Facility Manager to address an engineering or other matters outside of your control. Discuss options and obtain costing (if required) with Facilities Management. **All engineering controls that will require contractors and/or consultants, or will result in significant costs to implement, will require ELT sign-off prior to implementation.**
6. Review outstanding issues and determine if the unit/department is ready for the recovery phase.
7. Provide a completed copy to Workplace Health.

Please consult [workplacehealth@phsa.ca](mailto:workplacehealth@phsa.ca) or your [Safety Consultant](#) for assistance.

**Note: Team Based Risk Assessment:** Sections 4 and 5 cover the “team based risk assessment”, which is to be completed by department leaders for their specific team. Records to be kept by team leader. Department leaders do not have to complete sections 1-4 of this tool.

Element		Yes	No	N/A	Remediation Plan
<b>1) Policies and Procedures</b>					
1.1	The facility's capacity to accommodate appropriate flow of people is assessed on a regular basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Environmental Services (EVS) contract in place, identifying: Routine cleaning and disinfection procedures, frequency of cleaning, list of areas EVS will clean and disinfect	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2) Environment</b>					
2.1	Alcohol-based hand rub (ABHR) is available at entrance and exit from office suite.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	2.2.1 Visual alerts (e.g., signs, posters) indicating hand hygiene and respiratory etiquette are posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2.2.2 Clear physical distancing indicators are in place in common areas, i.e. elevators, waiting rooms, staffrooms etc. and maximum occupancy is posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2.2.2 Stairwell access made available to staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Common areas (e.g., waiting area) have been de-cluttered removing non-essential items (magazines, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	Reception and other staff where feasible can maintain a 2 metre distance with visitors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	Office spaces have minimal supplies and equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	All individual workstations are located greater than 2 m of each other and located at least 2 meters from high traffic areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6	Cleaning supplies are available at shared workstations and other common areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3) Education</b>					
3.1	Staff have been provided information relating to COVID-19 and the measures in place to ensure safety within the facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communicate to staff and follow up of the completion of the LearningHub Course on Covid-19 guidelines and procedures.  <a href="https://learninghub.phsa.ca/Courses/23492/phsa-covid-19-guidelines-and-procedures">https://learninghub.phsa.ca/Courses/23492/phsa-covid-19-guidelines-and-procedures</a>
3.2	There is a list of wellness resources for staff clearly displayed in the workplace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communi Communicate to staff and post wellness resources available on <a href="http://2pod.phsa.ca/quality-safety/infection-prevention-control/coronavirus-resources/Pages/default.aspx">http://2pod.phsa.ca/quality-safety/infection-prevention-control/coronavirus-resources/Pages/default.aspx</a>

				<p>A reminder that there are many PHSA wellness resources that are available to you during the COVID-19 pandemic on the PHSA website, including <a href="#">psychosocial resources</a>, <a href="#">wellness initiatives</a>, and <a href="#">resources for leaders to support their teams</a>. cate to staff and post wellness resources available on <a href="http://2pod.phsa.ca/quality-safety/infection-prevention-control/coronavirus-resources/Pages/default.aspx">http://2pod.phsa.ca/quality-safety/infection-prevention-control/coronavirus-resources/Pages/default.aspx</a></p> <p>A reminder that there are many PHSA wellness resources that are available to you during the COVID-19 pandemic on the PHSA website, including <a href="#">psychosocial resources</a>, <a href="#">wellness initiatives</a>, and <a href="#">resources for leaders to support their teams</a>.</p>
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**4) Team-Based Items**

<b>4.1</b>	A scheduling process is in place to limit the number of department staff and meet requirements of facility capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4.2</b>	Communication channels are in place to update staff on changes in procedures and to respond to concerns	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4.3</b>	Regular wellness check-ins with your team staff has been considered or implemented	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## 5) Other

Task-specific  
risks +  
remediation  
plans  
&  
Other  
measures not  
otherwise  
mentioned

Additional comments:

## Appendix B Corrective Actions List

### Facility Assessment

Action Item			Action Item Complete															
1.	Remove excess chairs <table border="1" data-bbox="277 453 751 636"> <thead> <tr> <th>Room Number</th> <th>Room Use</th> <th>Occupancy Limits</th> </tr> </thead> <tbody> <tr> <td>104</td> <td>Large meetings</td> <td>6</td> </tr> <tr> <td>117</td> <td>Small meetings</td> <td>3</td> </tr> <tr> <td>100</td> <td>Reception</td> <td>2</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Room Number	Room Use	Occupancy Limits	104	Large meetings	6	117	Small meetings	3	100	Reception	2				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Room Number	Room Use	Occupancy Limits																
104	Large meetings	6																
117	Small meetings	3																
100	Reception	2																
2.	Explore installing ABHRs for the following area: <ul style="list-style-type: none"> <li>1 ABHR by entrance by the 101 area</li> <li>1 ABHR by the corridor where 113/114</li> <li>1 ABHR by the staircase on the second floor</li> <li>Hand sanitizer available, not wall mounted but looking into ordering.</li> </ul>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No															
3.	Reception area excess furniture removed. Clear path on floor to clinical room, all other areas off-limits to clients.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No															
4.	Mail table moved to front reception area to limit access of external staff.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No															
5.	Posted signage throughout the building with room capacity, hand hygiene, physical distancing reminders, and mask etiquette. Strategically placed hand sanitizer at water coolers, work stations, and high traffic areas. Removed or taped off extra chairs in meeting rooms.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No															
6.	Workstations that cannot be used because there is no appropriate physical distancing <table border="1" data-bbox="277 1362 943 1451"> <thead> <tr> <th>Room Number</th> <th>Room Use</th> <th>Assessment</th> </tr> </thead> <tbody> <tr> <td>NA</td> <td></td> <td></td> </tr> </tbody> </table>	Room Number	Room Use	Assessment	NA			<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> No									
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