RESET

COVID-19 Safety Plan for: Powell River Public Library / Powell River

This planning tool will guide you through a six-step process to develop a COVID-19 Safety Plan. You may use this document, or another document that meets your needs, to document your COVID-19 Safety Plan.

Employers are not required to submit plans to WorkSafeBC for approval but may be required by order of the provincial health officer to post their COVID-19 Safety Plans at the worksite and on the website if there is one.

Step 1: Assess the risks at your workplace

Involve workers when assessing your workplace

Identify 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.

- ☑ We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- ☑ We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- ☑ 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).
- ☑ We have identified the tools, machinery, and equipment that workers share while working.
- ☑ We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

Step 2: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- ☑ Review industry-specific protocols on worksafebc.com to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.
- ☑ Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
- ☑ Orders, guidance, and notices issued by the provincial health officer and relevant to your industry.
- ☐ Your health and safety association or other professional and industry associations.

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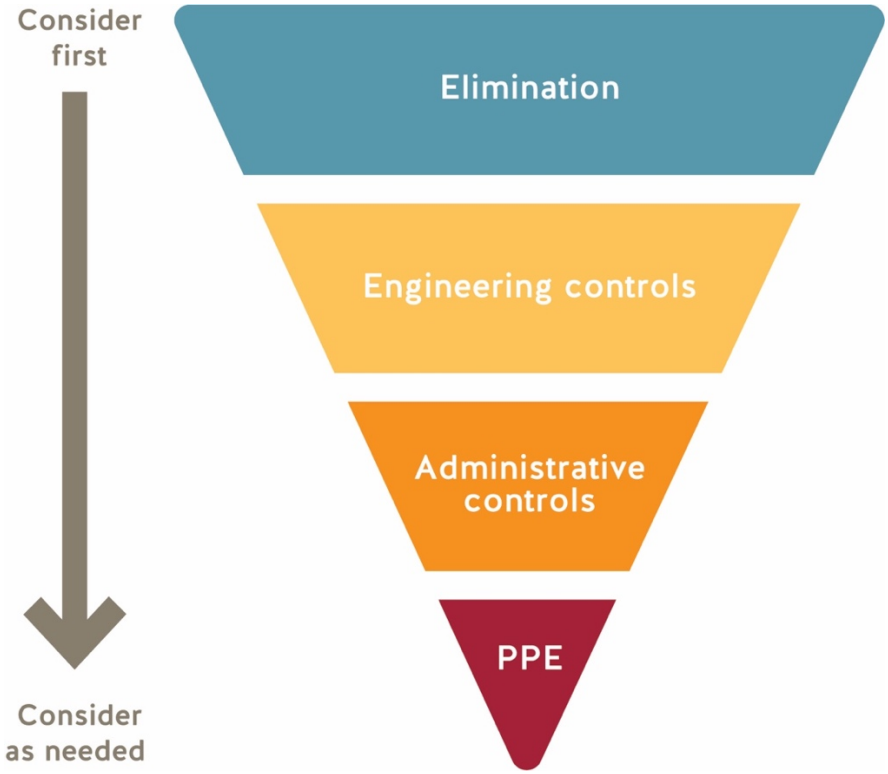
Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



First level protection **(elimination)** — Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

Second level protection **(engineering controls)** — If you can't always maintain physical distancing, install **barriers** such as plexiglass to separate people.

Third level protection **(administrative controls)** — Establish rules and guidelines, such as posted **occupancy limits** for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

Fourth level protection **(PPE)** — Masks are an important tool in the prevention of COVID-19 transmission. Implement mask policies appropriate to your workplace and ensure that they are in alignment with orders or guidance from the provincial health officer. Ensure that masks are **selected and used appropriately**. Signage is available on **using masks correctly**.

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

- ☑ We have established and posted an occupancy limit for our premises. Limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. Some sectors may have requirements for occupancy limits prescribed by the provincial health officer. For other employers, an occupancy limit that provides at least 5 square metres of unencumbered floor space per person (workers and patrons) may provide a sensible approach for determining maximum occupancy.
- ☑ 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.
- ☑ We have **established and posted occupancy limits** for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- ☑ 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.

Measures in place

See our updated Health & Safety document

The occupancy limits for spaces in the library are posted.

Encouraging on-site staff to spread out within our facilities to increase personal space at work.

Requiring all employees who are on-site to practice good hygiene protocols and safe social distancing.

Eliminating all except essential in-person meetings and hosting virtual or electronic meetings wherever practicable.

Reducing the number of staff in the library by encouraging those whose tasks are compatible to work remotely and modifying work schedules.

Limiting the number of people in library meeting rooms and break room to protect staff and the public and help slow the spread of COVID-19, encourage remote services.

Public areas which staff access, such as computers and seating have been spaced, with chairs removed to ensure safe distancing.

Procedures for maintaining distance in the library stacks are provided.

Visitors cannot enter the staff work room area.

Second level protection (engineering): Barriers and partitions

- ☑ We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.
- ☑ We have included barrier cleaning in our cleaning protocols.
- ☑ 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).
- ☑ For buildings with heating, ventilation, and air conditioning (HVAC) systems: We have reviewed available information on ventilation and air circulation and have ensured, to the extent that we are able, that these systems are properly maintained and functioning as designed.

Measures in place

See our updated Health & Safety document.

Plexiglass barriers are installed at the service desk separating staff from our patrons.

Partitions prevent the public from accessing the service desk area, blocking the two access points.

Disinfectant wipes, sanitizers, and cleaning supplies available to all staff, and training them to use these products safely.

An additional mobile plexiglass barrier is available for working in the public area.

Third level protection (administrative): Rules and guidelines

- ☑ We have identified rules and guidelines for how workers should conduct themselves.
- ☑ We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Measures in place

Our rules and guidelines are presented within an updated Health & Safety document, including details below:

All staff who have travelled outside of Canada recently must self-monitor or self-isolate as advised by Public Health.

Daily health assessment of all workers entering the library or performing work remotely which puts them in an environment with others.

Requiring mask use by patrons and workers.

Requiring physical distancing between workers.

Providing clear hand hygiene procedure.

Directing staff to remain at home or leave the library safely if they have COVID 19 symptoms and to consult a medical professional (doctor or 811) for direction.

Directing staff to follow recommendations of Public Health to isolate or self-monitor when advised.

Directing staff not to return to work with viral symptoms, even if their test is negative.

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

- ☑ We have a policy on the use of masks that is appropriate to the workplace, and that is in alignment with orders and guidance from the provincial health officer.
- ☑ Masks are selected and used appropriately. Signage is available for workers on using masks correctly.
- ☑ We have provided workers information on the proper use of masks.

Measures in place

All workers have been informed of the correct use of masks, as described in our updated Health & Safety document

Effective wearing of masks is also provided through posters on Health & Safety bulletin board.

Implement effective cleaning and hygiene practices

- ☑ Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- ☑ 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. [Handwashing and Cover coughs and sneezes posters are available at worksafebc.com.]
- ☑ We are maintaining a clean environment in the workplace through routine cleaning practices.
- ☑ Workers who are cleaning have adequate training and materials.

Cleaning protocols

Cleaning protocols and schedule for frequently touched surfaces, self-checkout machines, washrooms, public computers and shared staff equipment are detailed in our updated Health & Safety document

Janitorial services are provided twice daily

Cleaning products for disinfecting follow the MSDS guidelines

Hand sanitizer and PPE are available to staff

IWorkSafe BC posters are showcased on the Health & Safety bulletin board.

Step 3: Develop policies

Develop the necessary policies to manage your workplace, 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.

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

- ☑ We have policies in place to support workers in receiving COVID-19 vaccinations to the extent that we are able.
- ☐ Employers may implement vaccination policies at their workplace. Employers with vaccination policies have clearly communicated this policy to workers. More information is available at worksafebc.com/en/covid-19/vaccination-and-the-workplace.
- ☐ Some employers may have rapid COVID-19 point-of-care screening programs or have access to rapid antigen tests. Any such programs are conducted in accordance with BCCDC guidance and clearly communicated to workers as appropriate.
- ☑ All individuals, including those with symptoms of COVID-19, those who have been in contact with a COVID-19 positive individual, or those who have travelled outside of Canada, must follow the guidance of public health.
- ☑ Visitors are prohibited or limited in the workplace.
- ☑ First aid attendants have been provided **OFAA protocols** for use during the COVID-19 pandemic.
- ☑ We have a **working alone policy** in place (if needed).
- ☐ We have a **work from home policy** in place (if needed).
- ☑ 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.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- ☑ Sick workers should report to first aid, even with mild symptoms.
- ☑ Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. 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.]
- ☑ If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- ☑ Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- ☑ We have a training plan to ensure everyone is trained in workplace policies and procedures.
- ☑ All workers have received the policies for staying home when sick.
- ☑ We have posted signage at the workplace, including occupancy limits and effective hygiene practices. [A customizable **occupancy limit poster** and **handwashing signage** are available on worksafebc.com.]
- ☑ We have posted signage at the main entrance indicating that visitors and workers with symptoms are restricted from entering.
- ☑ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitor your workplace and update your plans as necessary

Things may change as your business operates. 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. Involve workers in this process.

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

Step 6: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

- ☐ We have a training plan for new staff.
- ☐ We have a training plan for staff taking on new roles or responsibilities.
- ☐ We have a training plan around changes to our business, such as new equipment, processes, or products.
- ☐ 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.

Be advised that personal information must not be included in the COVID-19 Safety Plan

Personal information is any recorded information that uniquely identifies a person, such as name, address, telephone number, age, sex, race, religion, sexual orientation, disability, fingerprints, or blood type. It includes information about a person's health care, educational, financial, criminal, or employment history. Visit https://www.oipc.bc.ca/about/legislation/ for more information.