



COVID-19 SAFETY PLAN

WORKSAFEBC – COVID-19 SAFETY PLAN CHECKLIST

1. Workplace Assessment

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.

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 safety committee.
 - ***Safety Committee – includes Management and First-aid personnel***
- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
 - ***Coffee room, lunchroom, Board room***
- We have identified job tasks and processes where workers are close to one another or members of the public.
 - ***Teller stations, offices, ATM, vault – see Schedule A***
- We have identified the tools, machinery, and equipment that workers share while working
 - ***Printers, photocopier, facsimile (FAX), phones, etc.***
- We have identified surfaces that people touch often, such as doorknobs, buttons, light switches
 - ***Door handles, Handicap buttons, pens, counters, ATM screen/buttons***

2. Implementing Protocols to Reduce the Risks

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

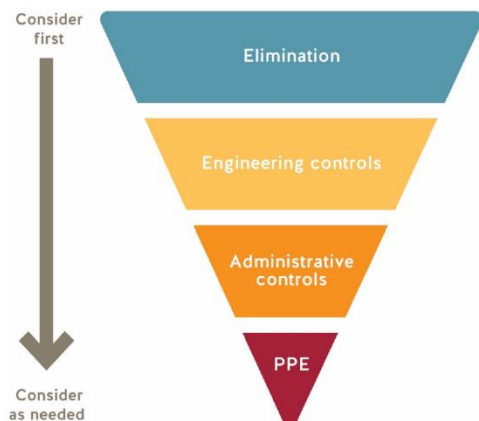
- Reviewing industry-specific protocols on worksafebc.com to determine whether any are relevant. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to

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.

Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. 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 to 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**) — If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are **selected and cared for appropriately** and that workers are **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. ***Creston & District Credit Union's occupancy limit, including staff, is 50 people.***

- 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.
 - ***Whenever possible, virtual meetings will be held, staff that is able to work from home will do so, staff rotations limiting the number of staff working to reduce exposure risk, posted and enforced occupancy limits.***
- We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
 - ***Occupancy limits to coffee room, lunchroom, and meeting room established.***
- We have implemented measures to keep workers and others at least 2 metres apart, wherever possible.
 - ***Utilized teller stations are staggered whenever possible to maintain the 2m distance, other staff are to maintain 2m distance from each other and customers.***
 - Floor decals are placed 2m apart to encourage physical distancing
 - Signage throughout branch reminding staff/members to keep 2m distance from each other

Second Level Protection (engineering): Barriers and partitions

- We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.
 - ***Plexiglas partitions are installed at every teller station between tellers & members, between teller stations where feasible, at all desks that are customer facing, and at the debit card pinning station***
- We have included barrier cleaning in our cleaning protocols.
 - ***Janitorial staff have been instructed to include this in their increased cleaning protocols and will also be cleaned whenever necessary by staff***
- 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).
 - ***Plexiglas installation does not pose a risk to staff or members***

Third Level Protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how workers should conduct themselves.
 - ***These rules and guidelines are included in the documents 'Pandemic Plan & Procedures' and 'CDCU Pandemic Management Plan 2020'.***
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.
 - ***All staff has been notified of the requirements referenced in the 'Pandemic Plan & Procedures' and the 'CDCU Pandemic Management Plan 2020'***
 - ***Procedural posters are posted for all staff to reference***
 - ***Staff are updated regularly on any changes to guidelines from Health Canada and WorkSafe BC***

Fourth Level Protection: Using masks (optional measure in addition to other control measures)

- We have reviewed the information on selecting and using masks and instructions on how to use a mask.
 - ***Proper use of masks and guidelines for mask selection have been posted for staff (WorkSafe BC Posters and documentation)***
- 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.
 - ***As per WorkSafe BC and Health Canada recommendations***
- We have trained workers in the proper use of masks.
 - ***All staff has reviewed the WorkSafe BC document demonstrating the proper use of masks***
 - ***All staff are required to wear a mask (or approved equivalent, e.g., face shield, chef mask - for those with medical restrictions) at all times in the branch unless they are working alone in an isolated office***

Implement effective cleaning and hygiene practices

- We have reviewed the information on cleaning and disinfecting surfaces.
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
 - ***Handwashing facilities are available in the coffee room, two main floor washrooms, two basement washrooms, the kitchen and meeting room.***
- 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.]
 - ***Handwashing and Cover Cough posters are posted for staff reference***
 - ***Handwashing and cover cough procedures are referenced in the documents 'Pandemic Plan & Procedures' and 'CDCU Pandemic Management Plan 2020' and all staff have been instructed to follow these procedures.***
- 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).
 - ***Cleaning protocols are referenced in the documents 'Pandemic Plan & Procedures' and 'CDCU Pandemic Management Plan 2020'.***
 - ***Janitorial staff have been instructed to implement increased cleaning protocols***
- Workers who are cleaning have adequate training and materials.
 - ***Staff have been instructed of cleaning protocols and have access to cleaning products and gloves.***

- We have removed unnecessary tools and equipment to simplify the cleaning process – e.g., coffee makers and shared utensils and plates.
 - **All staff are required to provide their own cups for drinking**
 - **Enhanced protocols when using the coffee maker and water dispenser involve washing hands after use, using paper towel to turn off taps, using paper towel as a barrier for the water dispenser**

3. Developing 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.

- **Enhanced workplace policy and procedures are outlined in the documents ‘CDCU Pandemic Management Plan 2020’ and ‘Pandemic Plan & Procedures’.**

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

- Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone who has been identified by Public Health as a close contact of someone with COVID-19.
- Anyone directed by Public Health to self-isolate.
- 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.
- 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, family physician or call 811 for further guidance related to testing and self-isolation.]

- If COVID-19 testing is required, call 250-254-2055. Testing is conducted Monday, Wednesday, or Friday—results are normally available within 48 hours. Staff member will remain self-isolated until results are received. If results are negative, the staff member may return to work.
- 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.

4. Developing 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.
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

5. Monitoring your Workplace and Updating 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).
-Policies and Procedures have been established and are referenced in the document 'CDCU Pandemic Management Plan 2020'

6. Assessing and Addressing 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.