

COVID-19 Safety Plan for: **New Westminister Teachers' Union** #209 – 800 McBride BLVD., New Westminister, BC V3L 2B8

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

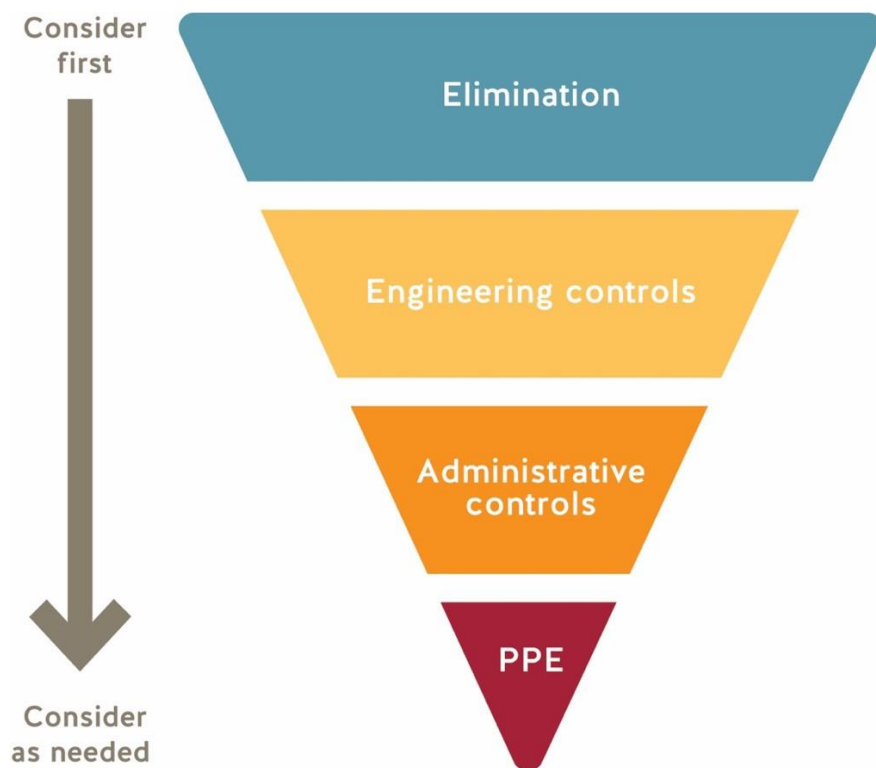
Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- 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.

NWTU Additional Notes:

- Staff required to wear masks when not seated at their own workspace.
- Hand sanitizers provided at high touch or shared spaces and equipment as well as entry of office.
- Signage placed around office regarding masking rules and how to properly and effectively wear.

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

List your control measures for maintaining physical distance in your workplace, for example:

- Working offsite or remotely
- Changes to work schedules
- Changes to how tasks are done
- Occupancy limits for workers
- Limiting or prohibiting visitors
- Reducing the number of customers

If this information is in another document, identify that document here.

NWTU Additional Notes:

- Occupancy levels for all shared spaces have been posted.
- Encouraging online meetings with members.
- Visitors required to make an appointment and before entry is permitted are asked the Daily Health Check questions and required to complete visitor log.

Second level protection (engineering): Barriers and partitions

- We have installed **barriers** where workers can't keep physically distant from co-workers, customers, or others. – N/A
- We have included barrier cleaning in our cleaning protocols. – N/A
- 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). – N/A
- 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. N/A – Not provided by our landlord.

Measures in place

Describe how barriers or partitions will be used in your workplace.
If this information is in another document, identify that document here.

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

List the rules and guidelines that everyone in the workplace has to follow to reduce the risk of person-to-person transmission. This could include things like using one-way doors or walkways, using single-use (disposable) products, and wiping down equipment after use. Consider creating pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace.

If this information is in another document, identify that document here.

NWTU Additional Notes:

- Unless seated at personal work station or eating and drinking, all employees must wear a mask.
- Hand sanitizer provided at all shared equipment and high touch spaces.
- All high touch areas are to be wiped down at beginning, mid and end of day.
- Employees expected to complete daily health check and not report to work if ill.
- Office Staff is to report illness to both office manager and local president or their designate.
- Sharing of food/drink only if separate portions.

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

How have workers been informed of the correct use of masks?

If this information is in another document, identify that document here.

NWTU Additional Notes:

- Printed information provided to each employee.
- Signage located throughout office.

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](https://www.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

Provide information about the cleaning and hygiene practices at your workplace.

NWTU Additional Notes:

- Cleaning of all high touch areas are to be wiped down at beginning, mid and end of day.
- Encourage hand washing, courteous coughs and sneeze's signs posted throughout the office.
- Every Monday morning a deep sanitizing of all surfaces (desks, counters, phones, high touch areas, etc.) is to be completed.

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. – N/A
- 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. – N/A
- 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. N/A
- We have a [working alone policy](#) in place (if needed).
- We have a [work from home policy](#) in place (if needed). – N/A
- 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. – N/A

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. – N/A
- 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.

COVID-19 Safety Plan for: Company name and location

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.

(The last two risks are N/A to our workplace)

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.