

# Covid-19 Safety Plan: True North Projects



## **Step 1: Assess the risks at your workplace:**

### **Responsibilities:**

Employers, workers, owners, prime contractors, and other people at the workplace all have a responsibility to prevent exposure to COVID-19 in the workplace.

**Employers** are responsible for the health and safety of their workers, and all other workers at their workplace. They are responsible for completing and posting the COVID-19 Safety Plan and to train and educate everyone at the workplace of the contents of that plan. Employers are also responsible for having a system in place to identify the hazards of COVID-19, control the risk, and monitor the effectiveness of the controls.

**Workers** are responsible for taking reasonable care to protect their own health and safety and the health and safety of other people at workplace. In the context of COVID-19, this means workers are responsible for their own personal self-care, which includes frequent hand washing and staying home when sick. Workers are also responsible for reporting unsafe conditions to their employer, and following the procedures put in place by the employer to control the risks associated with COVID-19.

The **owner** or the **prime contractor** is responsible for coordinating health and safety at a workplace where workers of two or more employers are working at the same time. This includes doing everything that can reasonably be done to establish and maintain a system or process to ensure compliance with WorkSafeBC laws and regulations generally, including ensuring an effective system to control the risks associated with COVID-19.

What about **contractors**? A person you contract with might be a worker, employer or independent operator, depending on the contract between you, and how that person has set up their business. If you are not sure whether a person you contract with is your worker or is required to be registered as an employer, visit [who does and doesn't need coverage](#).

### **Purpose of Covid 19-Safety plan:**



To keep all frontline workers, trades and supervisors that are working on The Edge safe and educated on the safety regulations and protocols of Covid-19- we have created a Covid-19 safety Plan. Our Covid-19 safety plan is created through the resources and guidance of WCB and the BCCSA. Our Covid-19 safety plan will be present on all of our sites of True North Projects and will be presented to all staff and workers entering/working on our sites. It is our responsibility as a prime contractor to inform and regulate that all workers are following these protocols and that they understand the procedures that are put in place through our Covid-19 safety plan when working on site.

### **What is covid-19 and how does it spread?**

#### **Spreading of covid-19:**

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.

#### **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. COVID-19 is a serious health threat, and the situation is evolving daily. The risk will vary between and within communities, but given the increasing number of cases in Canada, the risk to Canadians is considered high. This does not mean that all Canadians will get the disease. It means that there is already a significant impact on our health care system. If we do not flatten the epidemic curve now, the increase of COVID-19 cases could impact health care resources available to Canadians. Symptomatic people are not the only way the virus is shed. We know that at least 44% of all infections--and the majority of community-acquired transmissions--occur from people without any symptoms (asymptomatic or pre-symptomatic people). You can be shedding the virus into the environment for up to 5 days before symptoms begins.

The biggest outbreaks are in care facilities, prisons, religious ceremonies, and high population workplaces, such as meat packing facilities and call centers.



## **Health Screening Process:**

### **Health screening with supervisor:**

Every day before workers enter site, they must go through the health screening process with a supervisor on site. The health screening process is put in place to monitor those entering site (The Edge) to assure that those with covid-19 symptoms or that workers who have been in close contact with someone with Covid- 19 does not enter site.


COVID-19 can be transmitted even by people who are not displaying symptoms of the disease. People who may be infected with COVID-19 should not come to work. Questions asked during health screening

1. Have or have had symptoms of COVID-19 in the past 10 days?
2. Have travelled outside of Canada within the past 14 days?
3. Have been exposed to someone with COVID-19?
4. Share a home with someone who has been exposed to COVID-19?
5. Have been identified by Public Health as a close contact of someone with COVID-19?
6. Have been told to isolate by the Public Health?
7. Are displaying signs and symptoms identified?

If you do not meet any of the criteria outlined prior to entry you will be confirmed by a supervisor. Self-monitor for signs and symptoms of COVID-19. If you suspect possible exposure, stay home. Report your absence to your supervisor through electronic means. Worker who are attending site are being asked to

### **Team Snapp and Health Check:**

Workers are being asked to download the Team Snap app where you will be entered into your trade or work group which will allow you to check in and complete the “My Health Check” every day. Health checks must be completed every day before entering site. If you fail your health check, let a supervisor from True North Projects know and do not come to site (The Edge or Unity). The Steps in completing Health Checks:



## Health Check

Dec 7, 2020

Recommendations provided by this tool do not constitute medical advice and should not be used to diagnose or treat medical conditions.

[Start >](#)

[Finish Later](#)

[Cancel](#) **Health Check**

1. Have you experienced a fever of 38.0°C or greater in the past 14 days?

[Yes](#) [No](#)

2. Have you received a positive result from a COVID-19 test within the past 14 days?

[Yes](#) [No](#)

3. In the past 14 days, have you been in close contact with anyone that has or had symptoms of COVID-19 that required you to quarantine?

[Yes](#) [No](#)

4. In the past 14 days, have you or someone you have been in close contact with traveled to an area that required quarantine upon return?

[Yes](#) [No](#)

5. In the past 14 days, have you experienced any of the following new symptoms not attributed to another health condition? Select all that apply.

[Cough](#)

[Loss of smell or taste](#)

[Runny nose](#)

[Shortness of breath](#)

[Sore throat](#)

[None of the above](#)

[Save](#)

## **Trades/Contractors:**

All trades and subcontractors are responsible for having their own Covid-19 safety plan in place when entering or working on a True North Projects site. It is the responsibility of the subcontractor to educate all employees of the safety regulations and protocols with Covid-19 through their own Covid-19 safety plan. This will be included in all contracts with True North Projects to be completed.

## **Close proximity and high traffic areas:**

We identify that workers are in close proximity with family, friends and other people in public areas. Workers who are carpooling, eating and working in close proximity with one another. Workers that are travelling off site and then re-entering site (The edge) must do screening before entering site with our safety officer on site.

High traffic areas on site that are more susceptible to transferring and spreading Covid-19. The high traffic areas recognised on the Edge are the

- Breezeway
- First Aid room
- Site trailer/office
- Lunch room
- Mobile equipment



- stair cases to floors
- floor corridors
- units that trades/ workers are in

Throughout these high traffic areas, we recognize that tools (Nail guns, saws, drills, power cords etc.), machinery (genie, bobcat, scissor lift) and all other equipment that is being shared, passed to/through are being used and shared by workers.

We realize that workers are constantly opening and closing doors throughout our site. Highly touched areas on site are doors on floors/ corridors, nail/garbage room, office, lunch room.

**Risks involved with indoor work and post lock up:**

When site is at a point of building lock up door/windows, units and suites are enclosed this creates an increased risk of spreading covid-19 on site. Procedures and protocols that need to be in place when a site is in post lock up are:

Hand sanitizer/Disinfectants in high traffic areas/work zones

Physical distancing- 2 meters

Occupancy limits

Proper PPE (Masks, Gloves, no sharing of tools or equipment)

**Step 2: Implement protocols to reduce the risks**

**Responsibilities of employers, supervisors and workers:**

Safety officers, first aid, supervisors will be responsible for implementing safety regulations, procedures and protocols with covid-19 during the orientations when working for True North Projects sites.

**True North Projects will ensure that;**

- ❖ Resources (such as safe work procedures, worker training, PPE (hand sanitizer, alcohol based hand rubs and washing facilities) required to implement and maintain the Covid-19 safety plan is readily available where and when they are required
- ❖ Ensure that workers are able to maintain physical distancing (2 metres apart) at all times while completing their work safely
- ❖ Supervisors and workers are educated and trained to an acceptable level of competency
- ❖ Workers use appropriate PPE (Gloves, disposable coveralls, eye protection and respirators.
- ❖ Conduct a periodic review of the plan's effectiveness, including a review of the available control technologies to ensure that these are selected and used when practicable
- ❖ Maintain records of training and inspections
- ❖ Ensure that a copy of this exposure control plan is available to workers

**Disinfectants and Hand Sanitizers used:**

True Norths Projects will supply and have:

1. 02160331      **Spray Nine Heavy Duty Cleaning disinfectant**
2. 02229683      **Isagel Hand Sanitizer**

**Supervisors have the following responsibilities:**

- Ensure that workers are adequately instructed in the workplace controls for the hazards at the location
- Ensure that physical distancing is maintained
- Ensure that workers use appropriate PPE
- Ensure that workers have been fit-tested for a suitable respirator and that the results are recorded
- Direct work in a manner that eliminates or minimizes the risk to workers

**First Aid Attendants Responsibilities:**

During the COVID-19 pandemic, First Aid Attendants continue to provide treatment to workers as necessary. Because of the possibility of community infection, first aiders should incorporate physical distancing and increased PPE in standard treatment protocols.

1. When you receive a call for First Aid, if possible, gather the following information:
  - ❖ What are the circumstances surrounding the call for assistance?
  - ❖ Are critical interventions likely required? If so call 911
  - ❖ Are there obvious signs of COVID-19? If so, send the patient home or to the hospital
2. If no critical interventions are required, if possible and appropriate interview the patient from a distance. Ask the following questions:
  - ❖ Is anyone sick or in isolation in your household?
  - ❖ Have you been in contact with anyone who has been sick?
3. When you arrive at the patient's location, assess the situation:
  - ❖ Does the patient have a minor injury that the patient can self-treat while you supply direction and supplies?

After the FA attendant has conducted the interview, the attendant visually assesses the patient and the wound from a distance and asks the patient about underlying conditions related to the injury.

The attendant then places the required first aid supplies on a surface 2 metres from the patient. The attendant then steps back and directs the patient to pick up and apply the supplies. The FA attendant then verbally conducts a modified secondary survey and documents the findings.

**Workers have the following responsibilities:**

COVID-19 can be transmitted even by people who are not displaying symptoms of the disease. People who may be infected with COVID-19 should not come to work. This includes people who:

1. Have or have had symptoms of COVID-19 in the past 10 days
2. Have travelled outside of Canada within the past 14 days
3. Have been exposed to someone with COVID-19
4. Share a home with someone who has been exposed to COVID-19

**If workers show symptoms of COVID-19:**

If workers are ill with COVID-19, they should stay home. If they develop symptoms of COVID-19 while at work, they should leave the workplace.

- ❖ Workers should only return to the workplace once they have recovered from COVID-19. Workers should inform their manager or supervisor if they are ill with COVID-19.
- ❖ Workers who suspect they may have COVID-19 should use the BC Self-Assessment Tool:

**<https://bc.thrive.health/> or call 811 for assistance.**

**Difference between quarantine (self-isolate) and isolate**

People are asked to self-isolate or isolate to help prevent the spread of COVID-19 to others. Although these two words sound the same, there's an important difference. The isolation period is 14 days after your last contact you had with a person who has tested positive for COVID-19.

**Quarantine (self-isolate):**

If you have no symptoms and any of the following apply to you, you must quarantine for 14 days (starting from the date you arrive in Canada):

- you're returning from travel outside of Canada (mandatory quarantine)
- you're travelling to a province or territory that's enforcing 14-day quarantine for all inter-provincial travellers
- you had close contact with someone who has or is suspected to have COVID-19
- you've been told by the public health authority that you may have been exposed to COVID-19 and need to quarantine

**Isolate:**

You must isolate if any of the following apply:

- you've been diagnosed with COVID-19, or are waiting to hear the results of a lab test for COVID-19





- you have symptoms of COVID-19, even if mild
- you've been in contact with someone who has or is suspected to have COVID-19
- you've been told by public health that you may have been exposed to COVID-19
- you've returned from travel outside Canada with symptoms of COVID-19 (mandatory)

Should you develop symptoms or test positive for COVID-19 during your 14-day quarantine, you must begin isolating for an additional 14 days from the date of your positive test result or onset of symptoms.

### **Enforcement, restrictions and Discipline:**

All workers and staff must follow the procedures and protocols with covid-19 when on a True North Projects site. Those who do not accept/follow the policies and regulations in place will be asked to leave and not continue to work for True North Projects. COVID-19 is a risk that must be managed and the protocols and procedures identified must be enforced just like any other safety risk or hazard.

### **Prohibition from Entry:**

When working on The Edge site ,please do not enter this workplace if you: Have travelled outside of Canada within the last 14 day, Have been identified by Public Health as a close contact of someone with COVID-19-19, Have been told to isolate by Public Health, Are displaying any of the following new or worsening symptoms: Fever or chills- Cough- Loss of sense of smell or taste- Difficulty breathing- Sore throat- Loss of appetite- Extreme fatigue or tiredness-Headache- Body aches- Nausea or vomiting- Diarrhea.

All other visitors, please wash your hands or clean them with hand sanitizer before and after your visit. Please maintain physical distancing of 2 metres.

### **Health Screening/survey:**

Screening and sign in will be mandatory before entering site. As stated above we recommend and push for all workers to have downloaded/ registered with Team Snap App. Team Snapp is a great platform for logging and identifying through health check in that you have not experienced any Covid-19 symptoms. You are responsible to complete the health every day before entering site. Team Snapp information will be given to you upon entering site other Information about Team snap in link here:

<https://helpme.teamsnap.com/article/1501-health-check>

### **Occupancy Restrictions:**

Occupancy limits will be posted around site in high traffic areas or close proximity areas such as elevators

- bathrooms (Occupancy of 1)



- units (Occupancy of 2)
- corridors (Occupancy of 3)
- lunch room (Occupancy of 4)
- Office/Trailer (Occupancy of 2)

This can be controlled by our occupancy limits, staggering lunch times and breaks and creating 2 meters (6 feet) between workers in these areas.

### **Mobile Equipment:**

For mobile equipment and areas that cannot be isolated to 1 person when working; will have to follow the proper procedure and guidelines.

- Both workers to wear a mask
- No sharing tools/equipment
- Disinfectant and hand sanitizers supplied
- Gloves to be worn
- Proper training/ procedures gone through between supervisor and worker. (Done in orientations)

### **Close Proximity and Workers Pods:**

To prevent close contact or close proximity within the working crews we will reduce our work crews into pods. Crew Pods is a cohort of 2 workers that will be working hand in hand with one another. Pods will consist of workers that work together exclusively and not to transfer to other pods. This will minimize the risk of broad transmission throughout the workplace or to others. When working around others or in pods, maintain 2 meters when serving/working, if you are able to work by yourself (e.g. in the genie) please do so. If you are unable to work alone, make sure the proper measurements and equipment (Mask, hand sanitizer, disinfectants, no sharing of tools) are put in place.

### **Carpooling/ Worker Transportation:**

Avoid carpooling with other workers to site. If you can maintain 2 meters (6 feet) of separation within the vehicle that is acceptable, if you are unable to maintain that distance then please drive separate vehicles.

- Avoid carpooling
- If there is no alternative to travelling together in a vehicle, workers must take the following precautions;



- Reduce the number of workers per vehicle and staggering seating so that workers can maintain as much distance from one another as possible.
- Install barriers inside vehicle to keep between driver and others
- Clean barriers in vehicle with disinfectant
- Each worker in the vehicle must wear a facemask.
- Travel with windows at least 50% open, operate the climate control system with fan on high and fresh air inlet turned on.
- Physical distancing should be maintained while exiting and entering the vehicle.
- Workers should wash or sanitize their hands before entering and upon exiting the vehicle when travelling together.
- High contact surfaces within vehicles should be cleaned following the trip (e.g. seatbelts, headrests, door hand).

**Where physical distance cannot be maintained:**

When distance cannot be maintained between workers in close proximity areas or office areas, we will put partitions or plexiglass barriers in place (units, office, areas of corridor). Plexiglass will be put up in our screening areas before workers enter site. When partitions and plexiglass is unable to be put in place or be used, we will accommodate the close proximity with other tools such as mask, disinfectants, and sanitizer.

**Cleaning, Disinfecting and Hygiene:**

A Supervisor of True North Projects will be responsible to go through site to disinfect touch points and high traffic areas throughout the day. This will be done on a regular schedule of twice a day.

**Hygiene Practices:**

- ✓ Clean your hands with soap and water for 20 seconds – before you eat and at the end of the workday, during the work shift whenever possible, and when you get home from work.
- ✓ Do not shake hands; avoid physical contact.
- ✓ Do not share food, drinks, cigarettes, personal hands tools.
- ✓ Do not touch your face, eyes, nose, mouth with unwashed hands (i.e., smoking, drinking water, eating, etc.)



- ✓ Follow good respiratory etiquette by covering your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough.
- ✓ Regularly clean and disinfect commonly touched surfaces and tools.

#### **Hand wash stations:**

Hand wash station will be set up in the front of our breezeway. The hand wash station is changed and cleaned every Wednesday Jiffy John rentals. Hand wash stations must be used before entering the site, leaving site and coming back to site, after breaks or lunch, handling money and materials, handling tools and equipment, bathroom, and after other daily routines that take place throughout the work day. A supervisor will come and clean hand wash stations with disinfectant hourly.

The most important thing you can do to prevent infection and protect loved ones is to wash your hands regularly and avoid touching your face.

- ✓ Wash your hands often with soap and water for at least 20 seconds. Using soap and water is the single most effective way of reducing the spread of infection.
- ✓ If soap and water are not available, alcohol-based hand rubs (ABHR) can be used to clean your hands as long as they are not visibly soiled. If they are visibly soiled, use a wipe and then ABHR to effectively clean them.
- ✓ Do not touch your face, eyes, nose or mouth with unwashed hands.
- ✓ Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough.
- ✓ Regularly clean and disinfect frequently touched surfaces.
- ✓ Do not share food, drinks, utensils, etc.

#### **Cleaning and disinfecting:**

Collect used wipes, gloves, and any other disposable items used during the inspection and dispose of the waste responsibly. Following the building's inspection, disinfect all equipment and/or tools that were used during the inspection.

#### **Hand sanitizer and other disinfectants:**

##### **Disinfectants and Hand Sanitizers used:**

True Norths Projects will supply and have:

1. 02160331      **Spray Nine Heavy Duty Cleaning disinfectant**
2. 02229683      **Isagel Hand Sanitizer**



Hand sanitizer and other disinfectants will be provided and installed around high traffic areas, corridors, unit's breezeway, screening areas, lunch rooms. When touching surfaces or in close proximity to common areas around site including washrooms, equipment, tools, common tables, desks, light switches, and door handles; Wipe down and sanitize with the proper disinfectant products that are provided to you.

If you are unsure of what products are accepted please look at link attached to you from government Canada, you will be provided with the proper sanitizers and disinfectants on site.

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

### **Porta Potty/ Site Washrooms:**

Porta potties and site washrooms need to be wiped down after use. A supervisor of true north projects will wipe down these areas hourly throughout the day as well.

### **Touching, sharing and Proper Procedures:**

Avoid equipment or tools that will not be used for work. This will lessen the chance of touching and using equipment that is not necessary. Avoid sharing items like coffee makers and shared utensils, pens, plates, cups, and vapes. All workers exercise the following recommended practices for reducing the risk of transmission as identified by the Public Health Agency of Canada (PHAC), Health Canada, and Centers for Disease Control and Prevention:

- Avoid touching eyes, nose and mouth with unwashed hands;
- When coughing or sneezing:
  - Cough or sneeze into a tissue or the bend of your arm, not your hand;
  - Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards;
- Non-medical face-coverings (such as homemade cloth masks) should be worn as a potential mitigate to catching and transmitting the virus, but are not to be treated as substitutes for proper handwashing, physical distancing, and other protective measures. Face-coverings should be created and used in line with

Canadian Construction Association COVID-19- Standardized Protocols for All Canadian Construction Sites the guidelines provided by PHAC, found here:

[canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/instructions-sew-no-sew-cloth-face-covering.html](https://canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/instructions-sew-no-sew-cloth-face-covering.html);

- Clean and disinfect frequently touched objects and surfaces, including all reusable personal protective equipment (PPE);

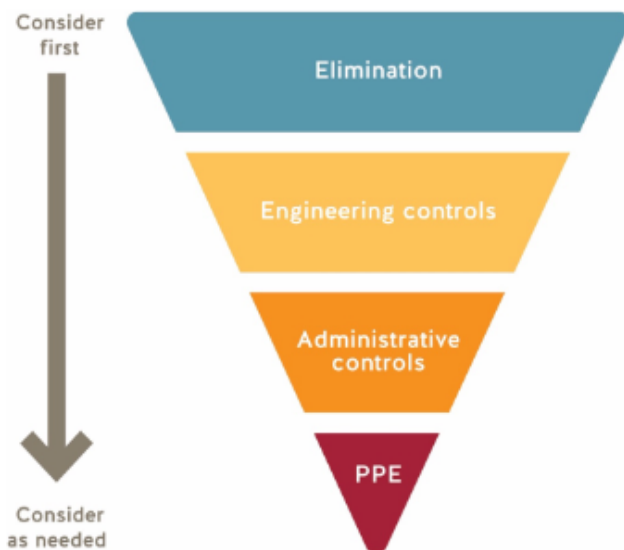
- Do not share personal items or supplies such as phones, pens, notebooks, tools, PPE, etc.;
- Use and remove PPE with care, being mindful of which surfaces may be contaminated. Individuals must clean their hands after handling any used PPE;
- Avoid common physical greetings, such as handshakes;
- Maintain a minimum physical distance of two metres from others; and
- Wash hands often with soap and water for at least 20 seconds after using the washroom, before handling food, after blowing nose, coughing, or sneezing, and before smoking. If hands are not visibly soiled, and soap and water are unavailable, alcohol-based hand sanitizer can be used.

### **Project Radios:**

Disinfect radios at start of shift and regularly throughout the shift.

### **Hierarchy of Controls:**

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.



### **Elimination**

Self-isolate if you present any illness and seek medical attention if you have any symptoms of



Covid-19, or someone in your household is exhibiting symptoms. Report to your Supervisor immediately, and through electronic means whenever possible.

## **Engineering Controls**

### **Barriers and Plexiglass:**

Barriers and plexiglass will be installed in areas where physical distancing cannot be maintained. This allows the proper separations between workers and staff.

*Locations where barriers are put in place:*

- Units/suites
- Lunch room
- Office space and site office/trailer
- Breezeway screening area

It is mandatory protocol for workers to clean barriers or plexiglass after use. Disinfectants will be put in areas where barriers are so they can be cleaned. A supervisor will go around hourly to ensure barriers are being disinfected, as well to clean barriers and plexiglass.

## **Administrative Controls**

Follow the direction of signage around the workplace. Main entry doors will remain locked through the day with signage directing visitors to phone for service and leave deliveries in the Loading Dock Isolation Zone.

All workers are directed to monitor public health communications about Covid-19 recommendations. Frequently check the CDC Covid-19 website: <http://covid-19.bccdc.ca/>

### **Wash your hands:**

Handwashing is the best way to minimize the risk of infection. Proper handwashing helps prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose and mouth – or other surfaces that are touched.

Wash your hands immediately:

- ❖ When you arrive at work
- ❖ Before and after going on a break
- ❖ After using the washroom
- ❖ After handling cash or other materials that have come in contact with the public
- ❖ Before and after handling shared tools and equipment
- ❖ Before and after using masks or other PPE



### **Cough/sneeze etiquette:**

Our workers 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:

- ❖ Educate workers in control measures, including hand washing.
- ❖ Post signs at entry points to instruct everyone about control measures.
- ❖ 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.

### **Reducing Person to person transmission:**

True North Projects is responsible in limiting the person to person transmission on sites. Some ways to help reduce this is:

- **West stairs** are used for going **down** to floors and **East stairs** are for going **up** to floor; do not do the opposite.
- Using single use disposable products for masks, gloves, plastic bottles, ear protection, coffee cups, lunches
- Wipe down t after use; barriers, equipment, tools u, door knobs, pens, touch points, contact surfaces
- Pods will be created for worker when possible. Pods are for workers who work together exclusively to minimize the risk of broad transmission throughout workplace.

### **Work Locations:**

- Maintain physical distancing between workers.
- Stagger work crews to reduce the number of people on site, if possible
- Where possible, reduce the number of partner workers.
- Don't mix workers on crews

**Working from home.** – Office staff are encouraged to work from home whenever possible.

### **Personal Protective Equipment**

True North Project will maintain a supply of masks that **are to be worn by all workers on site.**

All tasks of work on True North Projects sites require you to wear a mask. Masks are a protectant from respiratory droplets from others that can contaminate and spread Covid -19



## **Masks and Face Coverings**

### **Surgical masks:**

Surgical masks and disposable respirators have a similar appearance and both provide a barrier that covers your nose and mouth; however, there is a great deal of difference in the protection they provide. A surgical mask protects others from the airborne droplets you produce:

- Prevents you from spreading airborne droplets (i.e. spit and mucous) to others around you.
- Does not seal tightly to your face and is not designed to filter the particles you breathe.
- May have a moisture barrier to reduce the risk that splashes of body fluids will reach your nose and mouth.
- Is used to protect the people around you.
- Is NOT a respirator

### **Acceptable masks:**

A mask or face covering can be homemade or purchased, and should:

- be made of at least 3 layers
  - 2 layers should be tightly woven material fabric, such as cotton or linen
  - the third (middle) layer should be a filter-type fabric, such as non-woven polypropylene fabric
- be large enough to completely and comfortably cover the nose, mouth and chin without gaping
- Allow for easy breathing
- Fit securely to the head with ties or ear loops
- Be comfortable and not require frequent adjustments
- Be changed as soon as possible if damp or dirty
- Maintain its shape after washing and drying

### **Disposable Nitrile Gloves:**

Disposable gloves are used for medical procedures, food handling, dental examinations, and industrial and light chemical contact. Essentially, disposable gloves help prevent cross contamination in each of these industries. They are designed to be used once and thrown away.

Additionally, nitrile gloves and shoe covers are to be worn by workers when they are not able to maintain social distancing of 2 metres at the work site OR are requested to wear the PPE by the client.

*As advised by the BC Health Authority masks should also be worn when:*

- You're in public and you might come into close contact with others
- You're in shared indoor spaces with people from outside your immediate household

Additional PPE is not recommended. Workers should continue to use the PPE, if any, that they

would ordinarily use for other job tasks.

### **Step 3 Develop policies:**

#### **Work Place Policies:**

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

- Anyone who has had [symptoms of COVID-19-19](#)
- Anyone who has travelled outside of Canada within the last 14 days
- Anyone who has been identified by Public Health as a close contact of someone with COVID-19
- Anyone who has been told to isolate by Public Health
- Prohibiting guests, visitors and others not working on The Edge site
- Where practical, all office employees supporting a project work remotely. Meetings are held through teleconferencing or videoconferencing.
- Wherever possible, workers travel to site using individual modes of transportation (e.g., personal vehicle or bicycle). Additional parking arrangements are made as required
- Entry and exiting of the worksite are monitored and controlled to ensure that the minimum physical distancing is not broken when shifts begin and end.
- All non-essential individuals are not permitted access to the site.

*All offices and jobsites implement additional cleaning measures of common areas.*

- All door handles
- railings
- ladders
- switches
- vehicles interiors
- shared tables
- light switches
- Mobile equipment on site
- Barriers and plexiglass
- controls
- eating surfaces
- shared tools and equipment



- taps
- toilets
- personal workstation areas are wiped down at least twice a day with a disinfectant, such as disinfectant wipes.

Individuals are responsible for cleaning and disinfecting their workstations. Delivery zones are clearly identified and limited to receivers and deliverers only. When possible, nothing is passed between the deliverer and the receiver (e.g. shipment documents and pens for signatures). Deliveries are unloaded solely by receivers using proper PPE, while deliverers remain in their vehicles

A supervisor of True North Projects will give adequate training on the correct process of cleaning and disinfecting on site. This will be given through the orientation process from a supervisor.

### Risk Assessment Table:

The following risk assessment table is adapted from OHSR Guideline G6.34-6. Using this guideline as a reference, we have determined that the risk level of workers is low when they maintain physical distancing.

<b>RISK ASSESSMENT FOR COVID-19</b>	<b>LOW RISK</b> Workers who typically have no contact with people infected with COVID-19	<b>MODERATE RISK</b> Workers who may be exposed to infected people from time to time in relatively large, well ventilated workspaces	<b>HIGH RISK</b> Workers who may have contact with infected patients, or with infected people in small, poorly ventilated workspaces
<b>HAND HYGIENE</b>	Yes (washing with soap and water, using alcohol based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using alcohol based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using alcohol based hand rub, or using hand wipes that contain effective disinfectant)
<b>DISPOSABLE GLOVES</b>	Not required	Not required (unless handling contaminated objects on a regular basis.	Yes in some cases (for example, when working directly with COVID-19 patients.
<b>DISPOSABLE COVERALLS, GOWNS, OR SIMILAR BODY PROTECTION</b>	Not required	Not required	Yes in some cases (for example, when working directly with COVID-19 patients.
<b>EYE PROTECTION – GOGGLES OR FACESHIELD</b>	Not required	Not required	Yes in some cases (for example, when working directly with COVID-19 patients.
<b>AIRWAY PROTECTION</b>	Not required	Not required (unless likely to be exposed to coughing and sneezing.)	Yes (minimum N95 respirator or equivalent)

### First Aid Attendant Protocols:

Our first aid attendant will be provided with the proper OFAA protocols during Covid-19 when handling those who need attendance. These protocols are put in place to allow OFAAS to continue providing treatment to workers while reducing any potential chance of transmission.

This link provides additional precautions in your procedures you may take to align with current public health directives such as physical distancing, hand hygiene, and disinfection.

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-Covid-19-19-pandemic?lang=en>

### Unnecessary tools and equipment:

All unnecessary tools and equipment should be removed from True North Projects Sites. This will minimize risks of transmission and simplify the cleaning process put in place. Unnecessary tools and equipment consist of:

- Tools and equipment not being used that day
- Coffee makers



- Shared utensils
- Plates

### **A Working Alone Policy and Work from Home Policy:**

For workers on site are in place. If you are capable of using either of these policies, we encourage you to do so.

#### **Working alone:**

According to the Regulation, to work alone or in isolation “means to work in circumstances where assistance would not be readily available to the worker (a) in case of an emergency, or (b) in case the worker is injured or in ill health.”

To determine whether or not assistance is “readily available,” ask the following questions:

1. Are other people in the vicinity?
2. Are those people aware of your worker’s need for assistance?
3. Are they willing to provide assistance?
4. Are they able to provide assistance in a timely manner?

#### **Working from home:**

If you are feeling any symptoms of Covid-19 or see potential risk of working on site or in the office, look at options to work from home. If you assess your work environment and there are risks, working from home can be a viable option.

#### **Feeling Ill at work:**

If you are feeling ill at work you need to see and report to the first aid attendant, even with mild symptoms. If you are a sick worker you need to wash or sanitize hands, first aid will provide you with a mask if you do not have one, go straight home and isolate for 2 weeks. B.C. health provides options that allow you to consult with self-assessment tools or call 811 or further guidance related to testing and self-isolation. If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911. Workers work space or location need to be logged every day to assure other staff at the workplace will be notified if they have been in close proximity with someone sick on site. All areas and surfaces that have been in contact with a sick worker need to be cleaned and disinfected.

### **Step 4: Develop communication plans and training**

True North Projects is responsible in making sure that everyone entering the workplace, including workers from other employers, know how to keep themselves safe at the work place.



## **Systems and steps to review Covid-19 policies within the workplace:**

### **Site Orientations:**

Limit the number of persons in the orientation – a chair spacing between workers. Where practical, move orientation outdoors and conduct a verbal orientation – reinforce physical distancing. Verify that workers are not feeling sick are aware of what the symptoms are so they can self-monitor. Disinfect used pens, tables, chairs after each orientation.

### **As part of the verbal orientation, discuss:**

- Physical distancing of 2 meters.
- Hygiene, and location of hand washing and hand sanitization stations.
- What the Prime Contractor is doing at the site to promote a safe workplace.
- Where the safety posters are located.
- The importance of reporting to their supervisor if they are feeling unwell and leaving the project.
- Explain and expand on the True North Projects Covid-19 safety plan

### **Health Verification of Workers:**

At start of shift, Supervisor to confirm the health status of workers through discussion with workers. Report findings to the Prime Contractor supervisor and notify the True North Projects Health & Safety Coordinator of any issues. Document issues.

If a worker on-site is exhibiting symptoms of COVID-19, direct them to go home and use the BCCDC COVID-19 Self-Assessment Tool. Document this incident and clean and disinfect any Surfaces in the area where the worker was working. If the worker is confirmed to have COVID19, further cleaning may be required by a professional remediation team

### **Stairwells:**

Avoid passing each other on the stairs. Wait on the landing until person has exited stairs. If there are separate up and down stairs, follow the posted directions for stair use.

### **Elevators:**

- Observe posted occupancy limits on elevators.
- Utilize markings on the ground (if provided) to indicate where you should stand while lining up to enter the elevator.
- Ensure adequate space is provided for those exiting the elevator.
- Limit occupants in elevator to maintain social distancing (2 metre clearance).
- Use your elbow to access elevator floor selection panels.

**Meetings at Site:**

Hold outside in open areas whenever possible.

**Project Offices/Trailers:**

- Follow site directions for accessing Project buildings.
- Maintain the physical distance requirements.
- Do not touch items – “keep your hands to yourself”.
- Do not share keyboard or mouse, pens, clipboards or documents.
- Disinfect commonly touched items like door handles, chairs, tables, etc.
- Handrails leading up to the trailer or office: Do not slide your hand down them. Routinely disinfect.

**Lunchroom:**

- Wash or disinfect your hands before and after eating.
- Maintain physical distancing by staggering seating arrangement, or don't eat in the lunchroom.
- Use an adjacent park, school field or other greenspace to maintain social distancing while eating.
- Disinfect the tables and other commonly handled items.
- Separate PPE and clothing that is hung up in the lunchroom to avoid touching.
- If you have to take your spare work clothing home, place it in a plastic bag and do not take it out of the plastic bag until it goes into the laundry to be washed – ideally separately.

**Work Locations:**

- Maintain physical distancing between workers.
- Stagger work crews to reduce the number of people on site, if possible
- Where possible, reduce the number of partner workers.
- Don't mix workers on crews.

**Tools:**

- Avoid sharing tools or equipment.
- If you have to share equipment, clean and disinfect points of contact on the equipment.

Example: on a shared extended work platform, before use wipe down controls, gate, guardrails and any other parts touched by hands. Disinfect it when you are done.

**Staying home:**

If you are feeling ill or have symptoms of Covid-19 you are to stay home and see a health professional. Isolation is mandatory if you are feeling symptoms or are feeling ill

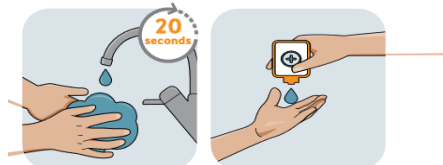
## Signage on Site:

### Help prevent the spread of COVID-19

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

Address/room/space:

Occupancy limit:  people



Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

#### Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment

Occupancy limits are posted around site which will give you guidance on the amount of personnel that is allowed in a workplace or area. High traffic areas are a higher liability for spreading Covid-19. Our occupancy limits are arranged to ensure that workers are at least 2m (6ft) away from co-workers, visitors and anyone else who enters site. Effective hygiene practices are important. Steps and procedures of disinfecting and washing hands correctly will be posted around site.

Signage is posted in the main entrance (breezeway) which indicates who is restricted from entering the premise, this is to all visitors and workers with symptoms. Supervisors will be





monitoring workers at the workplace (The Edge) to ensure that the policies and procedures put in place are being followed/respected.

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

Throughout this process, True North Projects will be continuously critiquing and updating our policies and procedures. If the steps in place deem to be insufficient or not working, the steps and processes will be revised and updated. If workers do see or raise safety concerns, go and see one of our first aid staff/CSO to inform them. As rules, policies and safety procedures change/update, True North Projects will follow and continue to adapt to the new regulations that are being put in place. New workers will be trained accordingly, updates to the safety plan will be taught and trained to staff within the workplace and weekly meetings will be setup to go over our current safety plan; reiterating our policies and procedures.

#### **Task Supervision:**

A supervisor of True North projects will monitor areas on site and make sure protocols are being followed. A supervisor is also responsible for addressing new areas of concerns, areas/ systems that don't seem to be utilized or working, and taking steps on updating True North Projects policies and procedures.

It is recommended that any work that breaches physical distancing requirements be monitored by a designated observer, ideally with health and safety training or experience. This person would ensure that:

- best practices are followed.
- physical distancing breaches are as brief and as rare as possible.
- other safety considerations are not overlooked during physical distancing breaches.

### **Step 6: Assess and address risks from resuming operations**

If jobs site's or workplace has not been operating and has been closed down for a period of time during the Covid-19 pandemic there will be risk assessments in place before restarting work. New staff will be trained accordingly to the safety regulations and protocols for Covid-19. First aid or CSO will be responsible for properly training and educating staff before beginning work. Previous staff will be retrained and staff who are responsible for taking on new roles/ responsibilities will be taught and prepared properly.

Training plans will be given to first aid/CSO to properly plan around changes to business. New equipment on site, processes or products will be brought to the attention of the workers and will be given detail on using, touching or directing. Start-up requirements for vehicles, equipment and machinery will be given before use. Do not use or start up any vehicle, equipment or machinery



before talking to a supervisor on site. All products that have been out of use will have a clearing system and lines done by a supervisor before use.

### **Other Risks and Concerns with Covid-19:**

#### **Protecting mental health:**

Workers in the workplace may also 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. Here are some resources that can assist with maintaining mental health in the workplace during this time.

- COVID-19 Psychological First Aid Service: Information and Signup (British Columbia Psychological Association) – Free virtual counselling provided by registered psychologists.
- COVID-19: Staying Well in Uncertain Times (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak.
- Managing COVID-19 Stress, Anxiety and Depression (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times.
- Mental Health and Psychosocial Considerations During COVID-19 Outbreak (World Health Organization) – These mental health considerations were developed by the WHO's Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak.
- Mental Health and COVID-10 (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation.
- Taking Care of Your Mental Health (COVID-19) (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak.

#### **How to report an exposure or suspected exposure:**

WorkSafeBC has developed an employer incident investigation report (EIIR) template (Form 52E40) you can use to create all four reports that may be required following a potential or suspected exposure incident in our workplace. This template collects all the necessary information and reduce the work associated with completing multiple, separate reports.

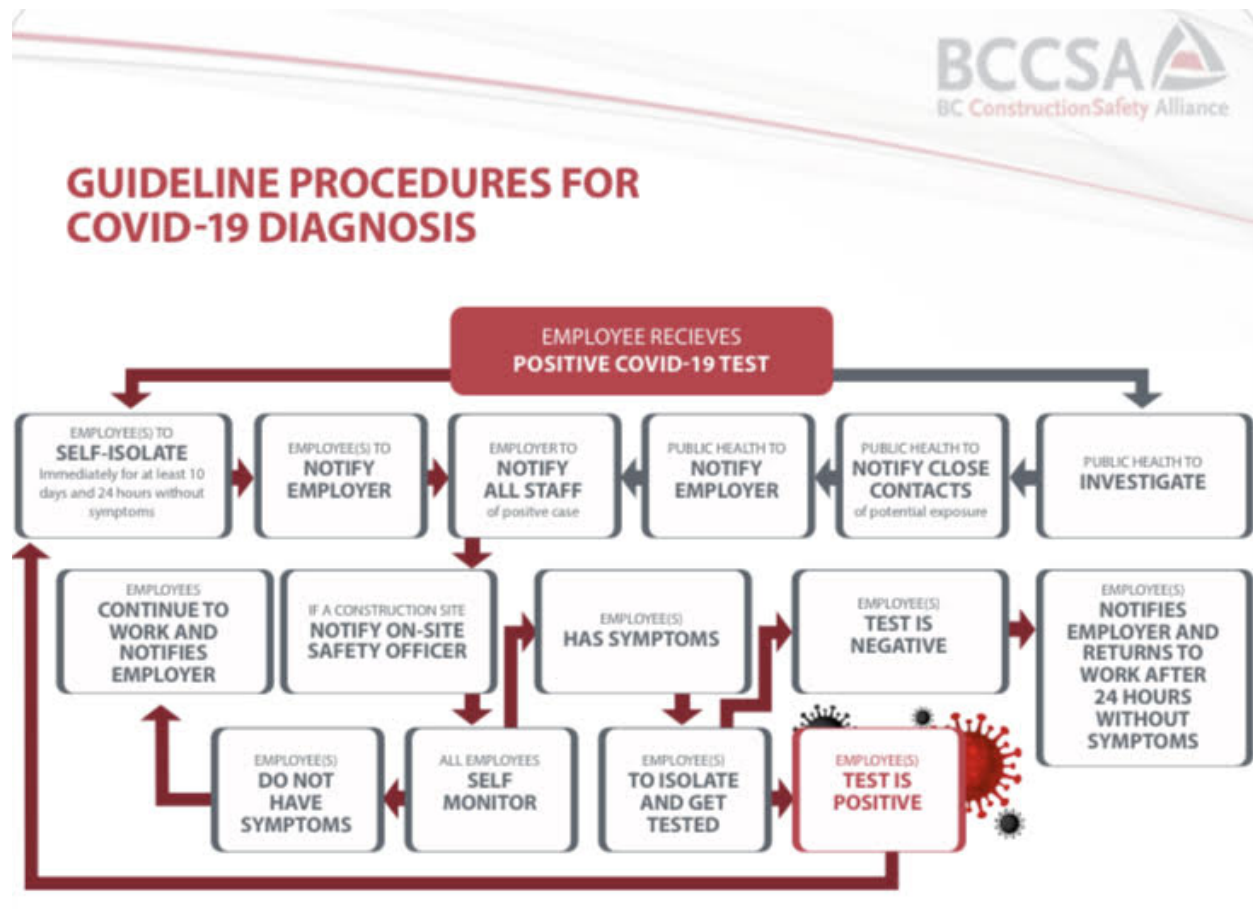
If you believe you have been exposed to COVID-19, complete the Incident Investigation Report as completely as possible and provide a copy to the True North Project Health and Safety Coordinator.

#### **Case on Site:**

If there is a case on site True North Projects will follow the best practices and documents to communicate this to workers. Also, following the directions of the PHO (provincial Health

Officer) to ensure that the proper measurement is being followed before continuing. Below is a link to the following BCCSA Covid-19 Case on Site Procedures:

[COVID19CaseonSiteProceduresOct13th20.pdf \(bccsa.ca\)](https://bccsa.ca/COVID19CaseonSiteProceduresOct13th20.pdf)



### Record Keeping:

True North Project will keep records of instruction and training provided to workers regarding COVID-19, as well as exposure reports and first aid records.

### Document Updates:

May 2020 – Original Exposure Control Plan distributed

June 2020 – Added In-suite procedures

September 2020 – Update Prevention procedures for Field Staff accessing head office

November 2020 – Revised to require the wearing of masks in all customer facing situations and eliminate carpooling.

November 9, 2020 – Began active, in-person, worker screening.

**Resolving concerns about unsafe work:**

Workers have the right to refuse work if they believe it presents an undue hazard.

An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” hazard. For COVID-19, an “undue hazard” would be one where a worker’s job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.

If the matter is not resolved, the worker and the supervisor or employer must [contact WorkSafeBC](#). Once that occurs, a prevention officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary

For more information, see Occupational Health and Safety [Guideline G3.12](#).

**If you have a question or concern**

Workers and employers with questions or concerns about workplace exposure to the COVID-19 virus can call WorkSafeBC’s Prevention Information Line at 604.276.3100 in the Lower Mainland (toll-free within B.C. at 1.888.621.SAFE). You’ll be able to speak to a prevention officer to get answers to your questions, and if required, a prevention officer will be assigned to assess the health and safety risk at your workplace.

**EVERYONE  
DO YOUR PART!**

**COVID-19**

**2020**

Take **20** seconds to  
wash your hands  
with soap.

Distance **2** meters  
from each other.

**NO EXCUSES**

### Glove removal procedure

To protect yourself from exposure to contamination, you must take your gloves off safely.

#### How to remove gloves safely



1. With both hands gloved, grasp the outside of one glove at the top of your wrist.



2. Peel off this first glove, peeling away from your body and from wrist to fingertips, turning the glove inside out.



3. Hold the glove you just removed in your gloved hand.



4. With your ungloved hand, peel off the second glove by inserting your fingers inside the glove at the top of your wrist.



5. Turn the second glove inside out while tilting it away from your body, leaving the first glove inside the second.



6. Dispose of the gloves following safe work procedures. Do not reuse the gloves.



7. Wash your hands thoroughly with soap and water as soon as possible after removing the gloves and before touching any objects or surfaces.



# Help prevent the spread of COVID-19

## Cover coughs and sneezes



Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Or



Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



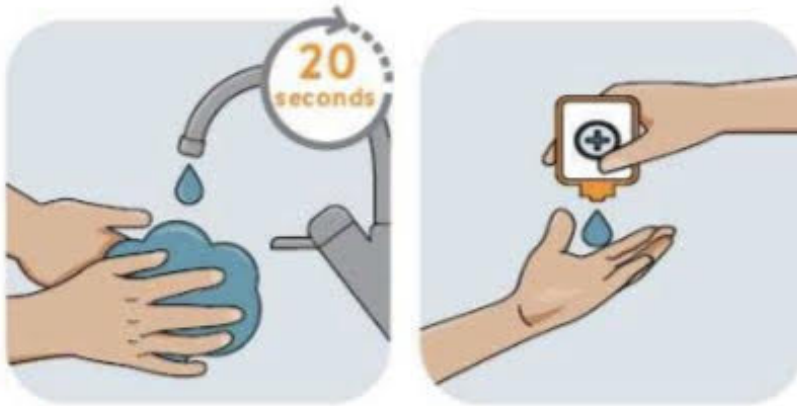
Wash your hands with soap and water for at least 20 seconds.

Or



Clean hands with alcohol-based hand sanitizer.

# Help prevent the spread of COVID-19



Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

### Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment



## OFAA protocols during the COVID-19 pandemic

During the COVID-19 pandemic, occupational first aid attendants (OFAAs) continue to provide treatment to workers as necessary. Because of the possibility of community infection, you may need to modify your standard protocols for first aid treatment to reduce the potential for transmission. This document provides additional precautions in your procedures you may take to align with current public health directives such as physical distancing, hand hygiene, and disinfection.

**1** When you receive a call for first aid, if possible, gather the following information:

- What are the circumstances surrounding the call for assistance?
- Are critical interventions likely required? If so, call 911 or have emergency transport vehicle (ETV) prepared.
- Are there any obvious signs of COVID-19?
- If the patient is stable, has mild symptoms, or is not in distress, instruct the patient to go for testing.
- If the patient is having difficulty breathing, arrange for transport to a hospital (and call ahead).

**2** If no critical interventions are required, if possible and appropriate, interview the patient from at least 2 m (6 ft). Ask the following questions:

- Is anyone in your household sick or in self-isolation due to COVID-19 or suspected COVID-19?
- Have you been in contact with anyone who has been sick with COVID-19?

**3** When you arrive at the patient's location, assess the situation:

- Does the patient have a minor injury that the patient can self-treat while you provide direction and supplies?
- If yes, direct the patient to self-treat per your OFA protocols (see the self-treatment scenario on page 3).

**4** If providing direct patient care (within 2 m), don the appropriate level of personal protective equipment (PPE) for the situation. PPE could include the following items:

- Surgical mask
- Face shield (or safety eyewear), i.e., safety glasses or goggles
- Pocket mask with a one-way valve and filter
- Gloves
- Coveralls (disposable or washable)
- Patients could don a surgical mask or pocket mask, or clear face shield

In view of the global scarcity of PPE supplies, we recommend a point-of-care assessment by the provider and diligent use of PPE as required.

## Help prevent the spread of COVID-19

### Designing effective barriers

To help prevent the spread of the virus that causes COVID-19, employers must implement measures to reduce the risk of person-to-person transmission. Employers must also implement effective cleaning and hygiene practices. The first and most effective way to prevent person-to-person transmission is to ensure that workers keep at least 2 m (6 ft.) away from co-workers, customers, and others. When this is not possible, consider using barriers to separate people.

This document was adapted by research produced by the [National Collaborating Centre for Environmental Health](#), which may be reviewed for more detailed guidance.

#### When to use barriers

As an employer, you should consider barriers for jobs where workers will frequently be within 2 m (6 ft.) of co-workers, customers, or others for longer than brief interactions. Examples where barriers might be useful include retail checkouts or kiosks. Barriers can be an effective way to prevent the spread of COVID-19 through respiratory droplets.

As a protective measure, barriers may be preferable to masks in some circumstances because of the following:

- Their effectiveness doesn't rely on correct usage, as is the case with masks.
- They don't need to be continually supplied.
- They protect people on both sides of the barrier from breathing the other person's droplets. (Non-medical masks offer limited protection to the wearer, although they may limit the spread of respiratory droplets from the wearer to others.)
- They can serve as a visual reminder of physical distancing requirements.

#### Materials and dimensions

Barriers can be made of any material that blocks the transmission of air. For many work tasks, barriers need to be transparent. Transparent barriers can be made of plexiglass, acrylic, polycarbonate, or similar materials. Opaque barriers may work for some applications, such as cubicles.

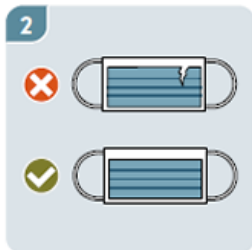
Barriers must be large enough to create an effective barrier between the breathing zones of the people on each side. A person's breathing zone has a diameter of about 60 cm (24 in.), which means it extends 30 cm (12 in.) in every direction from the person's nose.

A barrier should be positioned to accommodate the heights of the tallest and shortest people who will likely be near it. If one person is standing and the other is seated, the barrier should extend 30 cm (12 in.) below the seated person's nose and 30 cm (12 in.) above the standing person's nose. Barriers should also be wide enough to account for the normal movement of both people.

## Help prevent the spread of COVID-19: How to use a mask



1 Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



2 Inspect the mask to ensure it's not damaged.



3 Turn the mask so the coloured side is facing outward.



4 Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose



5 Put the loops around each of your ears, or tie the top and bottom straps.



6 Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7 Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



8 Don't touch the mask while you're wearing it. If you do, wash your hands.



9 Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

### Removing the mask



1 Wash your hands with soap and water or use an alcohol-based hand sanitizer.



2 Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



3 Dispose of the mask safely.



4 Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."

## COVID-19 health and safety

### Cleaning and disinfecting

The virus that causes COVID-19 is easily destroyed by mild soap and water. This works well for handwashing, but cleaning surfaces effectively can be a challenge. That's why it's important to clean and disinfect surfaces, especially high-contact surfaces, which are surfaces that are contacted frequently and/or by many people.

#### How COVID-19 spreads

COVID-19 is an infectious disease that mainly spreads among humans through direct contact with an infected person and their respiratory droplets. Respiratory droplets are generated by breathing, speaking, coughing, and sneezing. Your exposure risk is greatest when you have prolonged close contact with an infected person.

The virus can also spread if you touch a contaminated surface and then touch your eyes, mouth, or nose. A surface can become contaminated if droplets land on it or if someone touches it with contaminated hands.

#### Cleaning and disinfecting

Effective cleaning and disinfection involves a two-stage process.

##### Cleaning

To disinfect a surface effectively, you must clean it first to remove surface dirt and debris. Any residue left on work surfaces and equipment may deactivate the disinfectant (the soap or detergent is a cleaning agent).

##### Disinfection

After cleaning, apply a disinfectant to the surface. You need to leave the disinfectant on for a specified contact time to neutralize any remaining organisms. Look for recommended contact times on product instructions.

#### What surfaces you should clean and disinfect

Start by cleaning and disinfecting all the common surfaces that workers and customers touch. Examples include doorknobs, light switches, handles, countertops, desks, tables, phones, keyboards, touch screens, toilets, faucets, gas pump handles, and ATM machines.



## COVID-19 health and safety

### Selecting and using masks in non-health care settings

The most effective ways to prevent the spread of COVID-19 infection include having sick workers stay at home, physical distancing, handwashing, and cleaning and disinfecting work areas. Employers should only consider using masks as an additional control measure if physical distancing is not possible and workers are in close, prolonged contact with others.

This document provides guidance on using masks and single-use respirators in non-health care settings. For health care settings, refer to the BC Centre for Disease Control.

#### How COVID-19 spreads

COVID-19 is an infectious disease that mainly spreads between humans through direct contact with an infected person or their respiratory droplets. Respiratory droplets are generated by breathing, speaking, coughing, and sneezing. Your exposure risk is greatest when you have prolonged close contact with an infected person.

The virus can also spread if you touch a contaminated surface and then touch your eyes, mouth, or nose. A surface can become contaminated if droplets land on it or if someone touches it with contaminated hands.

#### Should your workers use masks in the workplace?

Some regulated industries or industry associations may recommend or require the use of certified medical masks or single-use respirators to protect workers against chemical, physical, or biological hazards, including COVID-19.

As an employer, you need to understand the limitations of masks as a protective measure. If masks are recommended, you must ensure

they are selected and used appropriately. If your workers are wearing masks, ensure they are aware of the following:

- Make sure you know how to wear your mask. Follow manufacturer or industry specifications and directions.
- Don't wear masks below the nose or chin. This can increase the risk of exposure.
- Keep your mask clean and dry. If it gets wet, it's less effective at preventing the spread of droplets.
- Change masks as necessary. You may need several masks available as they build up moisture during the day and become less effective. If your mask becomes wet, soiled, or damaged, replace it immediately.
- Make sure you know how to clean your mask. Wash cloth masks every day using the warmest water setting. Store in a clean, dry place to prevent contamination. Disposable masks cannot be laundered.
- Practice good hygiene even if you're wearing a mask. Don't remove your mask to cough or sneeze. After coughing or sneezing, wash your hands. Don't touch your eyes, nose, or mouth.