

GRANBY ENTERPRISE

COVID-19 Safety Plan

Revised November 23, 2020

Guidance for Employers, Workplaces and Businesses

This document will provide guidance to protect our employees and visitors from COVID-19.

Assessing risk and applying appropriate controls

Recognizing workplaces are constantly changing, WorkSafeBC requires employers to continually assess the risk of COVID-19 transmission at their workplaces and to apply controls to control that risk. The process for assessing risk in the workplace and selecting appropriate controls is outlined in the COVID-19 Safety Plan. Employers need to stay vigilant and ensure their COVID-19 Safety Plans are understood and being followed through effective training and supervision.

Novel Coronavirus and COVID-19

COVID-19 stands for **Corona Virus Disease – 2019** (year the outbreak began). COVID-19 spreads through the direct contact with the respiratory droplets of someone who is infected with the virus through their cough or sneeze. These droplets can spread up to two metres/six feet. It may be possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

How COVID-19 spreads

COVID-19 spreads from an infected person to others through respiratory droplets and aerosols created when an infected person coughs, sneezes, sings, shouts, or talks. The droplets vary in size from large droplets that fall to the ground rapidly (within seconds or minutes) near the infected person, to smaller droplets, sometimes called aerosols, which linger in the air under some circumstances.

The relative infectiousness of droplets of different sizes is not clear. Infectious droplets or aerosols may come into direct contact with the mucous membranes of another person's nose, mouth or eyes, or they may be inhaled into their nose, mouth, airways and lungs. The virus may also spread when a person touches another person (i.e., a handshake) or a surface or an object (also referred to as a fomite) that has the virus on it, and then touches their mouth, nose or eyes with unwashed hands.

What does it mean to be a close contact of a COVID-19 case?

Close contacts are defined as anyone who was within two metres/six feet of a positive case of COVID-19 for 15 minutes or more of cumulative contact, without consistent and appropriate use of personal protective equipment (PPE). A close contact is ALSO someone who has had direct contact with bodily fluids of a person who has COVID-19 (e.g., was coughed or sneezed on), or who provided direct care for a person who has COVID-19, without consistent and appropriate use of PPE.

- For sports that involve close, sustained or intermittent and repeated contact, all members of the teams playing each other are considered close contacts when there is a case on a team

Anyone who falls into any of the above categories is considered a close contact of a confirmed case of COVID-19.

Should I get tested if I am a close contact?

Yes, since you have been told that you're a close contact, Public Health recommends that you are tested for COVID-19. While you are waiting for your test results you are required to self-isolate.

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Do I still have to isolate for 14 days if my test comes back negative?

Yes. On the day you were tested, there may not have been enough virus in your body, for the test to pick up. Isolating for a full 14 days ensures that there is no virus in your system and therefore you won't continue to spread it.

What if the person who has COVID-19 shares the same house as me?

You will want to do all of the above, as well as taking these other precautions:

- Choose a room in your home you can use to separate sick household members from healthy ones, if possible.
- Choose a separate bathroom for sick individuals to use if possible.
- Plan to clean these rooms as needed when someone is sick.
- Don't share household items, like dishes, drinking glasses, cups, eating utensils, towels and pillows.
- After using these, wash them very well with soap and water, place in the dishwasher for cleaning, or wash in the washing machine.
- Regularly clean and disinfect frequently touched surfaces such as doorknobs and counters.

Difference between quarantine and isolate

People are asked to quarantine or isolate to help prevent the spread of COVID-19 to others. Although these two words are often thought to mean the same thing, there's an important difference.

Quarantine

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 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, and you've been:
 - in contact with someone who has or is suspected to have COVID-19
 - 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)

Levels of Protection

1. First level protection (elimination): Use policies and procedures to keep people at a safe physical distance from one another. Limit the number of people in your workplace at any one time, and implement protocols to keep workers at least 2 metres from other workers, customers, and members of the public.
2. Second level protection (engineering controls): If you can't always maintain physical distancing, install barriers such as plexi-glass to separate people.

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3. Third level protection (administrative controls): Establish rules and guidelines, such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.
4. Fourth level protection (PPE): If the first three levels of protection aren't enough to control the risks, supply workers with personal protective equipment (PPE), such as non-medical masks. PPE should not be used as the only control measure. It should only be used in combination with other measures.

Protective Measures to Keep Everyone Safe

- Keep a minimum of two metres/six feet distance from others.
- Clean your hands often, using soap and water or an alcohol-based (70%) hand sanitizer.
- Avoid touching your face with unwashed hands.
- Cover your cough or sneeze into your elbow or a tissue. Immediately throw the tissue in the garbage and wash your hands.
- Stay home when you are sick and immediately inform your supervisor.
- Clean and disinfect frequently touched objects and surfaces (see attachment)
- Avoid non-essential trips in the community.

Screen Staff for COVID-19 Symptoms before Work

All staff **MUST** complete a health screening questionnaire before each work shift. The questions can be completed on a paper based questionnaire or can be completed electronically.

All employees **MUST** wear a mask while in any office common areas but can remove if alone in their office. (see attached document)

Policy for Employee Attendance - (follow daily health questionnaire)

Employees are to ensure they do not come to work sick. Immediately notify your supervisor if you are sick. Consider the following:

- If you become sick with COVID-19 symptoms while at work, you should go home right away and self-isolate. Employees can call Telehealth (811), their health care provider or an Assessment Centre to see if they need testing.
- It is generally not recommended that employees be tested for COVID-19 if they do not have symptoms.
- Criteria for returning to work. In general, employees are able to return to work 14 days after their symptoms start if they had COVID-19. A clearance test of clearance is required to return to work.

Clean Hands Often

Handwashing or using an alcohol-based (70%) hand sanitizer is very important to prevent the spread of COVID-19. Washing with soap and water is preferred if hands are visibly dirty. Clean hands thoroughly, lather and rub for at least 20 seconds. The Company ensures adequate supplies are maintained. If gloves are being used, after removing gloves, place in garbage and wash hands.

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Practice Physical Distancing

Employees should keep a minimum of two metres/six feet from other staff and customers as much as possible. Employees are discouraged from congregating. Staff is to maintain physical distancing while in lunch room, boardroom, reception area, stairwells or any other areas.

Cleaning and Disinfectants

Ensure frequent cleaning and disinfecting of high-touch surfaces and common areas such as door handles, counters, cabinet doors, photo copiers, lunchroom appliances, light switches, faucets, toilet handles, hand rails, touch screen surfaces and keypads.

Common areas have soap, hand sanitizer and/or disinfectant wipes. If wipes are not available, general disinfectants can be used.

Commonly used cleaners and disinfectants are effective against COVID-19. Use only disinfectants that have a Drug Identification Number (DIN) that confirms it is approved for use in Canada. Follow manufacturer's instructions and check the expiry date of products.

Policies and COVID-19 Information – (separate documentation)

1. COVID-19 – Exposure Control Plan
2. COVID-19 – Case on Site
3. COVID-19 – Daily Health Questionnaire
4. COVID-19 – Toolbox Talk For Subs
5. COVID-19 – Safe Work Practice
6. COVID-19 – Enhanced Cleaning and Disinfection
7. COVID-19 – Daily Cleaning Checklist

We have established a communication process to update employees and business partners on changes to our business during COVID-19. The Company will provide communications with anticipation there may be employee fear, anxiety, rumors, and misinformation.

Travel

At this time, the Federal & Provincial Government has cancelled all non-essential travel. Check the Government of Canada's and BC Government travel advisories for the latest guidance and rules.

Travellers entering Canada will be required to self-isolate for 14 days after return from travel outside of Canada.

Healthy individuals that cross the border and are deemed essential workers are exempt from self-isolation but must self-monitor for symptoms.

All employees that travel out of province MUST immediately inform management and follow any procedures that are deemed required to prevent the spread of COVID-19.

If there is a Case of COVID-19 in the Workplace

Person(s) with confirmed or suspected cases of COVID-19 are reported by health care providers and laboratories to public health. If someone at the workplace got COVID-19, public health will conduct an investigation and assess risks to staff that may have occurred in the workplace. Public Health will advise staff/workplace of any additional measures needed to reduce the risk of transmission. This may include instructions for staff to self-isolate or self-monitor for COVID-19 symptoms, and/or increase cleaning and disinfecting. Employees who do not have symptoms are not tested; however, Public Health will advise if additional testing is necessary if there are multiple cases at a workplace (outbreak). Tests for clearance to return to work are necessary.

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Keeping Visitors Safe

The Company will only allow limited number of visitors in the reception area at a time to maintain proper physical distancing.

The Company allows for curb side delivery.

Hand sanitizer if available for visitors at entry and exit.

Masks for Visitors

Masks MUST be worn by all visitors while in the reception area, boardroom, warehouse or any other office area.

Visitors may attend meetings in the office/boardroom but MUST follow the Company Safety Plan Rules.

COVID-19 Signs to Screen Visitors

The Company has posters/signs at the entrance to ensure visitors do not enter if they have COVID-19 symptoms.

People with symptoms of COVID-19 should go home right away so they do not spread the virus to staff and other visitors.

Entrance, Flow & Capacity to Maintain Physical Distancing Throughout

- All employees and visitors to keep a minimum of two metres/six feet distance from others.
- Number of visitors are limited to allow for ease of movement while staying a minimum of two metres/six feet apart
- Physical distancing signs are posted at all entrances and throughout the office area.
- The Company will have staff remind everyone to stay a minimum of two metres/six feet apart, for everyone's safety.
- The Company has removed non-essential items from the counter to reduce disinfecting items.
- The Company will wipe down high touch surfaces frequently with a disinfectant.
- The Company has mail and product to curb-side delivery and contactless delivery

NOTE: All employees MUST read the COVID-19 Safety Plan & sign the acknowledgement form.
All employees MUST review the related COVID-19 information. (posted on lunchroom bulletin board)

NOTE – CHANGES COULD TAKE PLACE AT ANY TIME AS REGULATIONS CHANGE

CONTACT with a COVID-Positive Case (Either positive test or told by doctor)

Case Information	Can I come to work	Do I need to be tested?	Where do I go for care?
<p>You tested COVID-positive or told by your doctor you have COVID</p>	<p>No, you must remain self-isolated or quarantined until you meet the conditions below:</p> <p><u>Obtain a clearance note from your doctor:</u></p> <p>Requires:</p> <ol style="list-style-type: none"> 1. No fever for 72 hours 2. AND respiratory symptoms have improved 3. AND it has been at least 7 days since symptoms first appeared 	<p><u>If your doctor orders it, yes.</u></p> <p>Inform your close contacts to quarantine</p> <ol style="list-style-type: none"> 1. Intimate or household contacts 2. Close contact with direct contact (<6 feet, more than 15 minutes) 	<p>If your symptoms worsen, contact your care provider immediately</p>
<p>An intimate partner or household contact tests positive/told they have COVID – (Highest Risk- if the positive contact had symptoms)</p> <ul style="list-style-type: none"> Someone you live with: roommate, significant other, or intimate partner (includes kissing) 	<p>No, will need to quarantine for 14 days after last exposure</p>	<p>Talk to your doctor if you develop symptoms. If your doctor recommends it, yes.</p> <p>Symptoms may include: fever OR shortness of breath OR cough</p>	<p>Primary care doctor</p>
<p><u>A close contact has COVID</u> (Higher Risk- if the contact had symptoms)</p> <ul style="list-style-type: none"> Someone you had direct physical and frequent contact with (e.g. teammate, close friend) Someone whose infectious secretions you had direct contact with (e.g. coughed on, sneezed on, or touching used tissues with a bare hand) Someone you had prolonged face-to-face contact within 6 feet, for periods of more than 15 minutes 	<p>Recommend working from home and quarantine for 14 days after last exposure. <i>Talk to your doctor about your risk and recommended length of quarantine.</i></p>	<p>No, unless you have symptoms</p> <p>Symptoms include: fever OR shortness of breath OR cough</p>	<p>No care needed if you do not have symptoms</p> <p>Self-monitor symptoms and temperature every day, for 14 days since last exposure. If you develop symptoms, contact your care provider</p> <p>Look for: fever of greater than 100 degrees Fahrenheit, cough, chills, shortness of breath</p>
<p><u>Coworker or friend has COVID –</u> (Low-Medium Risk- if the contact had symptoms)</p> <ul style="list-style-type: none"> Someone who you walked by or were around, but more than 6 feet away. Someone you were in the same room with, but not within 6 feet for more than 10-15 minutes 	<p>Yes, you can work, as long as you do NOT have symptoms AND you were not a close contact (see row above)</p>	<p>No, unless you have symptoms</p> <p>Symptoms include: fever OR shortness of breath OR cough</p>	<p>No care needed if you do not have symptoms</p> <p>You should self-monitor your symptoms every day, for 14 days</p>
<p><u>Friend of a friend has COVID –</u> (Minimal Risk)</p> <ul style="list-style-type: none"> Your best friend's mother, your spouse's co-worker 	<p>Yes, you can work, as long as you do NOT have symptoms</p>	<p>No, unless you have symptoms</p>	<p>You should take general precautions given the community spread of COVID in Fairfax County such as social distancing and washing hands</p>

COVID-19: How to safely use a non-medical mask or face covering

Do's



Do wear a non-medical mask or face covering to **protect yourself and others**.



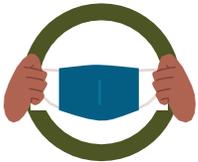
Do ensure your nose, mouth, and chin are fully covered.



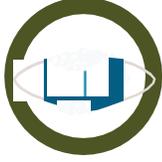
Do ensure the mask is made of **at least 3 layers, including 2 layers of tightly woven fabric**, with a filter or filter fabric between layers.



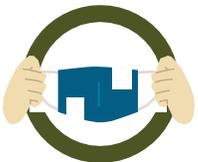
Do replace and launder your mask after each use, or whenever it becomes damp or dirty.



Do inspect the mask for tears or holes.



Do wash your mask with hot, soapy water and let it dry completely before wearing it again.



Do ensure the mask or face covering is clean and dry.



Do store re-usable masks in a clean paper bag until you wear it again.



Do **wash your hands** or use **alcohol-based hand sanitizer** before and after touching the mask or face covering.



Do discard masks that cannot be washed in a garbage bin after use.



Do use the ear loops or ties to put on and remove the mask.

Remember, wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. Stay at home if you're sick, wash your hands often and practise physical distancing.



Do your part to protect yourself and others

Wear a non-medical mask or face covering:

- > when you're in shared indoor spaces
- > when you can't maintain a 2-metre physical distance from others
- > as advised by your local public health authority

Be kind

Some people may not be able to wear a mask or face covering.

Non-medical masks are **not recommended** for:

- > people who suffer from an illness or disabilities that make it difficult to put on or take off a mask
- > those who have difficulty breathing
- > children under the age of 2 years

Be environmentally responsible

- > Wear reusable masks whenever possible.

Don'ts



Don't wear masks with exhalation valves or vents.



Don't hang mask from your neck or ears.



Don't wear a loose mask.



Don't share your mask.

Don't touch the mask while wearing it.

Don't leave your used mask within the reach of others.

- > Washable and reusable masks are more environmentally friendly than disposable masks.
- > If you must use a disposable mask, dispose of it properly.
- > Don't litter.

Don't remove the mask to talk to someone.

Don't reuse masks that are damp, dirty or damaged.



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