

COVID-19 Safety Plan for: Alexander Holburn Beaudin + Lang LLP

Employers must develop a COVID-19 Safety Plan. To develop your plan, follow the six-step process described at [COVID-19 and returning to safe operation](#).

This planning tool will guide you through the six-step process. Each step has checklists with items you need to address before resuming operations. 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 in accordance with the order of the [provincial health officer](#), this plan must be posted at the worksite. This Safety Plan can also be completed from any mobile device using the [COVID-19 Safety Plan app](#).

Step 1: Assess the risks at your workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Involve workers when assessing your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- We have identified the tools, machinery, and equipment that workers share while working.
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

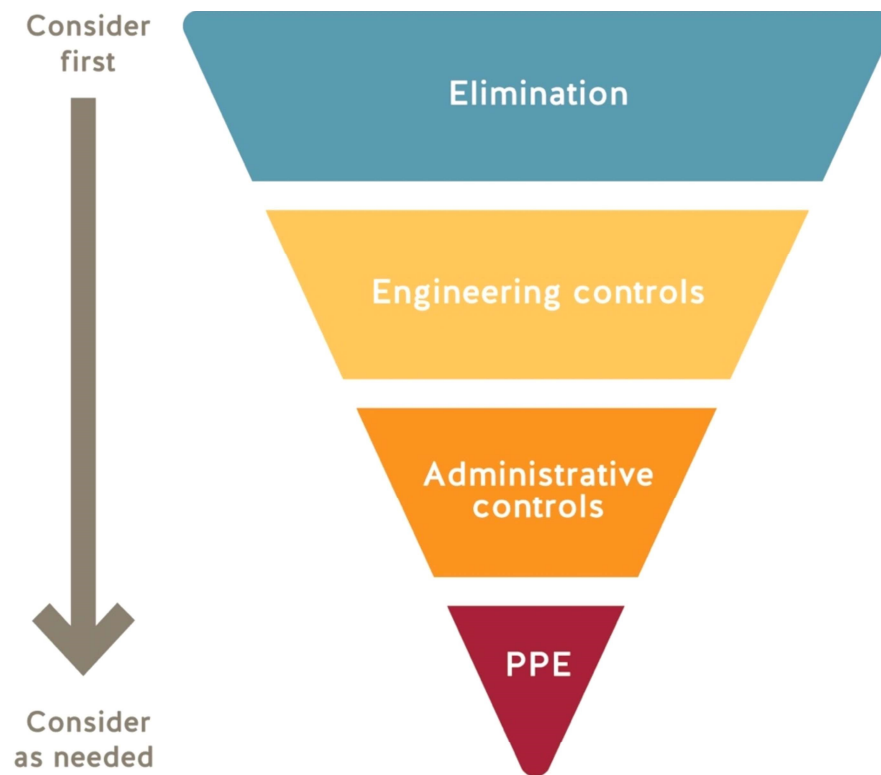
Step 2: Implement protocols to reduce the risks

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

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

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



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

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

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

Fourth level protection (**PPE**) — If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are **selected and cared for appropriately** and that workers **are using masks correctly**.

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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. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. [Public Health has developed [guidance for the retail food and grocery store sector](#) that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]
- ☑ 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

- Firm members are set up to work remotely. All personnel are set on a rotating schedule and are able to work in the office two days per week.
- All firm members are required to complete a daily screening health check prior to their arrival to the office.
- We have allowed staggered start times and lunch breaks for those working in the office.
- Masks are to be worn in all hallways, washrooms, and communal areas of the firm where physical distancing can not be maintained.
- Total office and per floor occupancy limits for firm members has been established.
- Signage has been posted in communal areas and all boardrooms advising of safe occupancy limitations.
- Lawyers are encouraged to limit in person client meetings and conduct majority of meetings remotely.
- Clients meetings are designated depending on the size and the room occupancy limit.
- The above information is provided in our internal Return to Work guide that includes all operation and procedure changes.

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Second level protection (engineering): Barriers and partitions

- We have installed **barriers** where workers can't keep physically distant from co-workers, customers, or others.
- We have included barrier cleaning in our cleaning protocols.
- We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

Measures in place

- All desks have at least 2m (6ft) of physical distance between firm members. Plexiglass partitions have been installed where required.
- Stanchions have been placed in our client service area to ensure that proper physical distancing is maintained between staff and clients.
- Our Services + Receiving room is installed with a plexiglass partition to ensure that proper physical distancing is maintained between staff and couriers.

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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

- Mask usage is mandatory in all communal areas of the office.
- Precautionary signage from WorkSafe BC has been placed in all entrances to the firm.
- Directional floor labels have been installed to direct traffic in narrow corridors.
- All members of the firm received an internal "Return to Work" guide advising all operation and procedure changes.
- All new hires are trained on safety protocols and guidelines of the workplace.
- Resources for our Return to Work safety plan are posted on our intranet page.
- All personnel are required to maintain a safe distance and occupancy limit in all boardrooms and enclosed spaces.
- Appropriate conduct and expectations are communicated to all external visitors prior to meetings hosted at the office.
- Hand sanitizer is provided in all communal areas, kitchens, and boardrooms.
- Hand sanitizer is provided in all entrances of the office to encourage proper hand hygiene.
- Disinfectant wipes are available for use in all communal areas and kitchens.
- Staff are asked to wipe down equipment after use, and we have designated staff to periodically wipe down and maintain equipment cleanliness.
- Workers are encouraged to remain in their work area for breaks. We have installed microwaves and beverage fridges on each floor to reduce traffic in office between floors.
- IT Services are required to keep hand sanitizer with them when assisting a firm member in their workspace. They are required to sanitize their hands prior to and after handling personal equipment.
- Satellite coffee stations have been placed in hallways to reduce the number of staff in kitchen areas.
- General staff are no longer able to access department areas such as Accounting, Office Services, and IT Services.
- All hallway corridors are to be clear of boxes and miscellaneous items to ensure maximum space is available for physical distancing.

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

- We have reviewed the information on [selecting and using masks](#) and [instructions on how to use a mask](#).
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained workers in the proper use of masks.

Measures in place

- All firm members and visitors are required to wear masks in hallways, communal areas, and washrooms.
- Re-usable masks have been provided to all firm members. Disposable masks are available to be provided to visitors.
- Instructions on how to safely use a mask have been provided in our internal "Return to Work" guide.
- All vendors conducting service work on premise are required to wear a mask at all times.
- Building management (Cadillac Fairview) has implemented a mandatory mask policy for the main lobby and elevators.

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Implement effective cleaning and hygiene practices

- ☑ We have reviewed the information on [cleaning and disinfecting](#) surfaces.
- ☑ Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- ☑ We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [[Handwashing](#) and [Cover coughs and sneezes](#) posters are available at worksafebc.com.]
- ☑ We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- ☑ Workers who are cleaning have adequate training and materials.
- ☑ We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

Cleaning protocols

- All communal areas, kitchens, and print stations are wiped down throughout the day with disinfectant wipes by designated internal staff.
- Cadillac Fairview has enhanced their day and evening cleaning services:
 - Common touch points such as doors and elevator buttons are disinfected every two hours during the daytime.
 - Cadillac Fairview has provided PPE disposal units in the building lobby.
 - Restrooms are fully disinfected by the evening cleaning service.
 - Hand sanitizer units are provided upon entry to the building.
- Boardrooms are disinfected after each meeting. Chairs, tables, door handles, and phones are cleaned. Hand sanitizer is also available in every meeting room.
- Internal cleaning protocols are detailed to staff in our "Return to Work" guide
- All kitchen areas are equipped with disposable cutlery, cups, and one use creamers and sugar.
- When workspaces are vacated or are to be occupied, the workspace and chair is fully disinfected.
- Hallways and corridors are free of boxes so we can thoroughly clean carpets each month. Areas above workstations need to remain clear for evening cleaning to address.
- Various entry points are kept open to ensure that frequent touch points are eliminated.

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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.

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada must **self-isolate for 14 days and monitor** for symptoms.
- Visitors are prohibited or limited in the workplace.
- First aid attendants have been provided **OFAA protocols** for use during the COVID-19 pandemic.
- We have a **working alone policy** in place (if needed).
- We have a **work from home policy** in place (if needed).
- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate **violence prevention program** is in place.

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

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the **BC COVID-19 Self-Assessment Tool**, 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 who is restricted from entering the premises, including **visitors** and **workers** with symptoms.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

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

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process.

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

Step 6: Assess and address risks from resuming operations

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

- We have a training plan for new staff.
- We have a training plan for staff taking on new roles or responsibilities.
- We have a training plan around changes to our business, such as new equipment, processes, or products.
- We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- We have identified a safe process for clearing systems and lines of product that have been out of use.

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

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