

Safety Plan – Coronavirus COVID-19

It is understood that Employers must develop a COVID-19 Safety Plan as per guidance from the BC Health authority and WorkSafeBC. Our developed plan follows the WorkSafeBC six-step process described under “*COVID-19 and returning to safe operation*” found here: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>.

It is also understood that the Employers are not required to submit their COVID-19 Safety Plan to WorkSafeBC for approval but, in accordance with the order of the provincial health officer (see under “*COVID-19 and returning to safe operation*” found here: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>), this plan must be posted at the worksite and on the website if there is one.

Step 1 – Assessing the Risk at our 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 to whom 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.

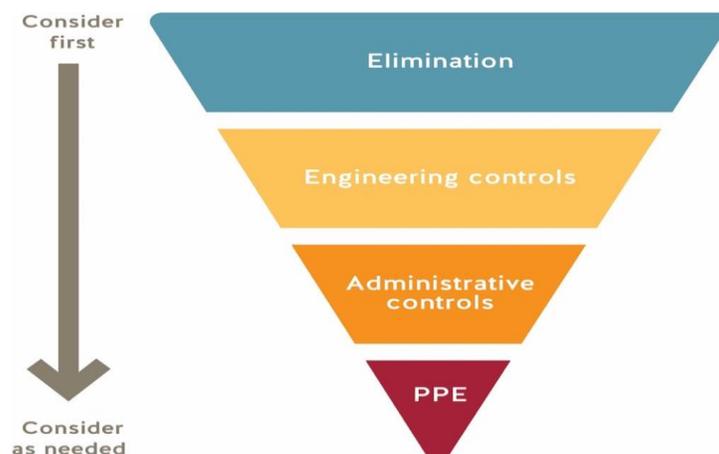
- ✓ Assessment of our workplace has involved all of our staff (employees, supervisors, managers, safety representatives), and where applicable, involved our clients, contractors, and First Nations who are working with us in the field.
- ✓ We have identified areas where there may be risks, either through close physical proximity or through contaminated surfaces. The risk increases with the amount of time workers spend close to one another, and as the distance between workers decreases.
- ✓ We have identified job tasks and processes where workers are close to one another or members of the public where this may occur in our workplace, and common areas utilized by all workers:
 - at the office (hallways, meeting room, kitchen, bathroom, entryways, and data/equipment/material storage places),

- in motorized vehicles (trucks, snowmobiles, quads, helicopters) when travelling to and from work sites, and
- in or at other work locations other than the main work office.
- ✓ We have identified the tools and equipment that workers share while working.
- ✓ We have identified surfaces that people touch often, such as doorknobs, filing cabinets' handles, stationary cupboard, water cooler, photocopier, sign-out board, and light switches.

Step 2 – Implement Protocols to Reduce the Risks

Wildlife Infometrics has selected and implemented protocols to minimize the risks of transmission. To do so, we have referred to the information, input, and guidance suggested by:

- ✓ The “*industry-specific protocols*” on worksafebc.com to determine whether any are relevant to our business. We also search for additional guidance as it becomes available. Protocols developed specifically to our type of business, have been implemented to the extent they are applicable to the risks at our workplace. We have modified or created our own protocols if the posted protocols didn't address all the identified risks to our workers.
- ✓ Our workers, supervisors, managers, and our safety worker representative.
- ✓ Orders, guidance, and notices issued by the “*Provincial Health Officer*” and relevant to our industry.
- ✓ Our Professional Associations in regard to COVID-19 recommendation (RPBio, RPF).
- ✓ Following the hierarchy of controls (*information suggested by the “COVID-19 Safety Plan and Controlling Exposure”*), we have selected the most appropriate controls that provide the highest degree of protection to our workers.



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

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

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

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

First Level Protection (Elimination) → Limit the number of people at the workplace and ensure **physical distance** whenever possible

- ✓ We have identified workers who can work from home based on their work requirement. Limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. For the workers who cannot work from home, modifications and/or redistributing of our work stations were made to allow for the recommended distance between workers. Our office layout also provides feasible opportunity to meet the recommendations since it is comprised of separated rooms (offices) where workers can easily isolate themselves from other workers.
- ✓ Our business does not commonly have customers/clients entering our office, however, in the event that this becomes necessary, we have established and posted an occupancy limit for our premises.
- ✓ We have established and posted occupancy limits for common areas (kitchen, individual office rooms, meeting rooms, and garage).
- ✓ We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options included:
 - Working offsite or remotely
 - Changes to work schedules
 - Changes to how tasks are done
 - Occupancy limits for workers
 - Limiting visitors/clients/contractors

Second Level Protection (Engineering) → Barriers and Partitions

- ✓ We have installed barriers where workers can't keep physically distant from co-workers, clients, or others.

- ✓ We have included barrier cleaning in our cleaning protocols – Refer to WII COVID-19 Office Safety Protocol.
- ✓ 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). The installed barriers were as follows:
 - Barriers dividing our meeting room table
 - Barriers in the helicopter separating the pilot and front passenger from the back passengers

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 meetings, training, and signage.
- ✓ Some of the rules and guidelines put in place to reduce the risk of person-to-person transmission include (details can be found in our WII COVID-19 Office and Fieldwork Safety Protocols):
 - Workers must sanitize their hands:
 - when entering the office
 - before signing our “COVID-19 Self-Assessment” form
 - before signing in/out (using white board)
 - before using the photocopier, filing cabinets, and any equipment shared between workers
 - Kitchen is closed (until further notice), however, the use of the microwave, kettle, and water dispenser is allowed BUT hand sanitizer must be used before touching any of these items (you must bring your own dishes and return home with your dirty dishes because washing dishes is not permitted at the office).
 - Office is to be sanitized once per day to wipe down any high-touch surfaces such as doorknobs, light switches, photocopier, etc. (disinfectant and wipes are located on the kitchen table). A schedule was made to allow all workers to take turns sanitizing the office (a full list of items to sanitize is also provided).
 - After using the meeting room; the table, chairs, phone, and any other equipment used during the meeting must be wiped down with disinfectant (provided in the meeting room along with wipes and hand sanitizer).
 - Bathroom must be disinfected after every single use – sanitizer is also provided in the bathroom (a poster in the bathroom lists items to sanitize).
 - When disinfecting, only use single-use hand towels.
 - We have created pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace.

Fourth Level Protection → **Masks** (in addition to other measures)

If people need to be close to one another and barriers aren't feasible, we are using masks to reduce the risk of transmission.

- ✓ 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.
- ✓ When working at the office, we have made masks obligatory for all workers for when they enter the office and/or as soon as they leave their work station (going to the washroom, meeting room, using photocopier, leaving the office, etc.) – Refer to WII COVID-19 Office Safety Protocol.
- ✓ When doing fieldwork, we have made masks obligatory for all workers when travelling to the worksite by truck (no more than 2 persons per vehicle), helicopter, and when collecting site information where 2 meters distance between is not possible – Refer to WII COVID-19 Fieldwork Safety Protocol.

Implementing Effective Cleaning and Hygiene Practices

- ✓ We have reviewed the information on “*cleaning and disinfecting*” surfaces (under WorkSafeBC and BC Health).
- ✓ 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 displayed in our office and 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) – Refer to WII COVID-19 Office and Fieldwork Safety Protocol.
- ✓ 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, shared dishes/utensils, kitchen dish clothes, and any shared food (tea, coffee, cream, sugar, honey, etc.))
- ✓ Our cleaning protocols include (see WII COVID-19 Office Safety Protocol):

- Weekly office cleanup by a professional
 - cleaning of the entire office – regular cleaning (vacuuming, washing, dusting, etc.)
 - disinfecting/sanitizing the entire office
- Daily office sanitation by staff (all workers take turns to sanitize the office at the end of each day)
 - This includes all door knobs (both sides of door), photocopier, sign-out board pen/eraser, stationary cupboard doors and handles, light switches, water cooler handle, and file cabinet handles
 - Any other shared equipment (if any)

Step 3 – Develop Policies

Wildlife Infometrics has developed the necessary policies to manage our workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

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

- ✓ We developed a daily “*COVID-19 Self-Assessment*” check list and sign-in sheet.
- ✓ Anyone who has had “*symptoms of COVID-19*” in the last 10 days must self-isolate at home.
- ✓ Anyone who has been identified by Public Health as a close contact of someone with COVID-19.
- ✓ Anyone directed by Public Health to self-isolate.
- ✓ Anyone who has arrived from outside of Canada 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) and was reviewed since COVID-19 safety plan was developed.
- ✓ 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 – Refer to WII COVID-19 Fieldwork and Office Safety Protocols for more details. It includes the following:

- ✓ Sick workers should report to their supervisor, 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

Wildlife Infometrics ensures that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- ✓ We have a training plan to ensure everyone is trained in workplace policies and procedures.
- ✓ All workers have received the policies for staying home when sick.
- ✓ We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- ✓ We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- ✓ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5 – Monitor our Workplace and Update our Plans as Necessary

Workplaces change, so our COVID-19 Safety Plan should also change. When (if) identifying a new area of concern or if it seems like something isn't working adequately, we take steps to update our policies and procedures. Involving our workers in this process is the best way to find solutions and rectify problems (referencing the following document *“Reviewing and updating your COVID-19 safety plan: A guide for employers”*).

- ✓ We have a plan in place to monitor risks and 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 involve all workers (supervisor, managers, staff, and health representative).

Step 6 – Assess and Address Risks from Resuming Operations

To date, our workplace has only closed for one 2 week period during the COVID-19 pandemic, and consequently managing risks arising from restarting our business wasn't a large challenge.

- ✓ We kept the same staff so we didn't have to go through training for new staff (but only for changes due to COVID-19 and these changes were addressed by all staff working together).

- ✓ Our staff maintains their same roles and responsibilities as before the pandemic (no training plan for staff taking on new roles or responsibilities was required).
- ✓ We have developed training information sessions around changes to our business, due to the pandemic, such as new equipment, processes, or products.

We understand 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. See <https://www.oipc.bc.ca/about/legislation/> for more information.