

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.

WorkSafeBC will not be reviewing or approving the plans of individual employers, but in accordance with the order of the [Provincial Health Officer](#), this plan must be posted at the worksite.

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.

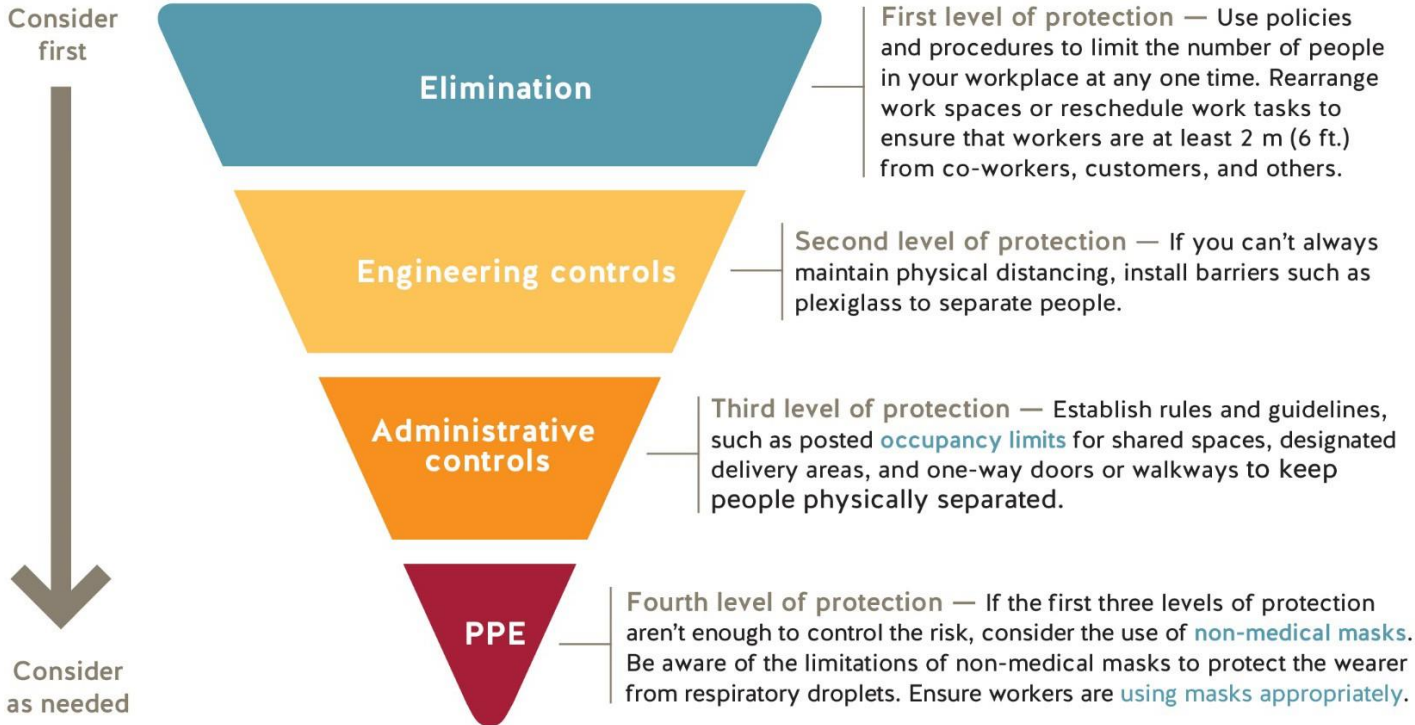
Step 2: Implement protocols to reduce the risks

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.

Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. 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 might likely need to incorporate controls from various levels to address the risk at your workplace.



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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

SCRD measures:

- SCR Exposure Control Plan (<http://cs.scrd.ca/OTCS/lisapi.dll/link/3643570>)
- Non-essential staff are working remotely
- VCH guidelines are being followed for increased cleaning measures
- Staff and Volunteers are trained in physical distancing requirements and always ensure that 2m separation is present at all times
- PPE training is provided to all workers
- Donning, doffing and cleaning procedures for PPE have been established
- Occupancy limits for Staff/Volunteer work areas have been identified and posted.
- Masks will be worn by the public, staff and volunteers inside all related Dakota Ridge public facilities, equipment shed and buildings. The Provincial Health Officer has urged all British Columbians to be patient and compassionate, as not everyone is able to wear a mask for a number of reasons. There are a number of individuals with underlying medical conditions, psychological, behaviour, physical, cognitive, or mental impairments, which means it may not be feasible for some people to wear a mask.

<u>Age</u>	<u>Masks</u>
Under 2	Not Recommended
Age 2-11	Recommended
Age 12+	Mandatory

- There are customer limitations in effect based on at least 3 square meters of floor space per person

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- Staff/Volunteer work areas are regularly disinfected
- Staff know to contact their Supervisor first and, if need be, the Joint Health and Safety Committee should they have any health and safety concerns
- Volunteers know to contact their SCRD Coordinator should they have any health and safety concerns
- Joint Health and Safety Committees have been included in the development of this plan
- Risk Assessments have been completed

SCRD Dakota Ridge measures:

- Workers and Volunteers will receive exposure control training and are always provided with PPE if needed.
- Staff and Volunteers have all received training and are practicing regular disinfecting protocols with all shared equipment
- COVID-19 guidelines and cleaning protocols on-site
- Current practice is to disinfect priority touch points (door handles, volunteer equipment, tickets , etc.) if/when time and resources allow
- One person per access vehicle unless barriers have been installed or passages from same bubble as driver
- Any organized, permitted events will be required to complete SCRD Parks and Recreation COVID-19 Addendum to Facility Use Agreement/License/Assumption of Risk. <http://cs.scrd.ca/OTCS/cs.exe/link/3659056>
- All user group representatives will be required to read and confirm that they understand the COVID-19 Safety Plan and COVID-19 policies and procedures. User groups are required to circulate this Addendum to the participants in the activity who are utilizing our facilities, and to take steps to ensure that participants act in accordance with the COVID-19 Safety Plan and COVID-19 policies and procedures.

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 placeSCRD Engineering Measures:

- High touch point cleaning checklist implemented that includes cleaning and disinfection of barriers
- Lineup controls with barriers in front of volunteers selling tickets
- Plastic sneeze guards to be installed in the piston bully

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 placeSCRD Administrative Measures:

- Risk Assessment have been completed
- Staff know to contact their Supervisor first and, if need be, the Joint Health and Safety Committee should they have any health and safety concerns
- PPE training is provided to all workers and volunteers
- Touch point and general cleaning checklists have been implemented
- Donning, doffing and cleaning procedures for PPE have been established
- Procedures include disinfecting Staff work areas regularly
- 5 Person limit on Warming Hut – Signage to be installed “Maintain distance, sanitize hands, this space is cleaned 6 times per week* – use at your own risk”.
- * requiring that we have volunteers wipe down surfaces 2 x per week on days when we have trail hosts on site.
- Directional flow to promote physical distancing has been developed for Warming Hut
- Additional Trailhead signs installed to increase visitor distancing
- Public encouraged to use their own vehicles as a personal ski staging area
- Volunteers to use vehicle access to facility alone or with others from their bubble
- Volunteer work parties are to follow social distancing and touch point cleaning protocols
- 3 person limit in equipment shed – signage to be posted “Maintain distance, sanitize hands, this space is cleaned 6 times per week* – use at your own risk”.
- Expectations of the public, volunteer trail hosts, and groomers are being developed and will be communicated:

Training Video:

1. Putting on and removing PPE <https://youtu.be/quwzq7Vixsw> Use of gowns may not apply.
2. Cleaning reusable PPE <https://youtu.be/CChf0-enyp0> from 2 minutes onward.

Posters:

3. Handwashing poster worksafe - (<http://cs.scrd.ca/OTCS/llisapi.dll/link/3583485>)
4. Cover coughs and sneezes poster worksafe - (<http://cs.scrd.ca/OTCS/llisapi.dll/link/3581412>)
5. COVID-19 health and safety: Cleaning and disinfecting WorkSafe poster - <http://cs.scrd.ca/OTCS/llisapi.dll/Overview/3582394>
6. Cleaning and disinfectants for public settings BCCDC - (<http://cs.scrd.ca/OTCS/llisapi.dll/link/3582392>)
7. How to remove gloves Worksafe - (<http://cs.scrd.ca/OTCS/llisapi.dll/link/3583385>)
8. Handwashing Guidelines BCCDC - (<http://cs.scrd.ca/OTCS/llisapi.dll/link/3583250>)
9. Dress code community VCH - (<http://cs.scrd.ca/OTCS/llisapi.dll/link/3583382>)
10. 5 steps to don PPE - BCCDC - (<http://cs.scrd.ca/OTCS/llisapi.dll/link/3582496>)
11. 9 steps to doff PPE - BCCDC - (<http://cs.scrd.ca/OTCS/llisapi.dll/link/3582926>)
12. Physical distancing poster - VCH - (<http://cs.scrd.ca/OTCS/llisapi.dll/link/3581496>)
13. Order of donning and removing PPE - SCRD - (<http://cs.scrd.ca/OTCS/llisapi.dll/link/3583609>)
14. 2020 VCH COVID-19 Guideline for Recreation & Athletics Facilities Tip Sheet-Employee Sickness.pdf (<http://cs.scrd.ca/OTCS/llisapi.dll/link/3623110>)
15. Eye & Facial Protection Disinfection (<http://cs.scrd.ca/OTCS/llisapi.dll/link/3587281>)

All referenced posters are attached to the back of this Safety Plan. Staff and Volunteer Trail hosts and Groomers sign off on the training once they have a thorough understanding of what is expected of them and have had an opportunity to practice.

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 staff will use masks as identified by the SCRD Exposure Control Plan.

Work tasks that will require the use of masks

- PPE needs have been identified and staff and Volunteers have been trained on procedures.
- Masks are required where physical distancing cannot be maintained, or as is identified on the Safety Data Sheet for the product being used.

Workers and Volunteers have been informed and provided training of the correct use of masks.

1. Selecting and using masks - Worksafe BC - (<http://cs.scrd.ca/OTCS/llisapi.dll/link/3582826>)
2. How to use a mask - Worksafe BC - (<http://cs.scrd.ca/OTCS/llisapi.dll/link/3581280>)
3. 5 steps to don PPE - BCCDC - (<http://cs.scrd.ca/OTCS/llisapi.dll/link/3582496>)
4. 9 steps to doff PPE - BCCDC - (<http://cs.scrd.ca/OTCS/llisapi.dll/link/3582926>)

All Staff have been educated in regards to how COVID-19 is transmitted. All referenced posters are attached to the back of this Safety Plan.

Reduce the risk of surface transmission through 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., removal of extra benches in warming hut

Cleaning protocols

- Enhanced cleaning schedule including touch point cleaning frequency
- Hand sanitizer will be available at each building entrance and exit and vehicle entrance and strategic locations throughout the facility.
- COVID-19 guidelines and cleaning protocols on-site. Workers and Volunteers have received exposure control training and are provided with PPE if needed.
- Touch point and day time cleaning and disinfection will be performed by staff and Volunteers on all tools and equipment after use.
- For posters and procedures refer to Third Level Protocols (Administrative)

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 or who has had contact with a confirmed COVID-19 case 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.

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.