**COVID-19 Exposure Safe Work Plan for XXXXXXXX**

**Background:**

As the [insert here]is preparing to resume operations we must develop plans to reopen safely, which includes assessing the risk of COVID-19 transmission in the workplace, and developing measures to reduce these risks.

**Purpose and Scope:**

This Safety Plan has been developed to ensure the safe performance of cleaning when there is an infectious outbreak such as COVID-19 or other similar viruses. The procedures below will serve to eliminate, reduce and or control the hazards likely to be encountered by workers preforming the related tasks.

**COVID-19 Safety Plan:**

1. ***Assess Risk***

The COVID 19 virus causes infections of the nose, throat and lungs. The virus is most commonly transmitted by an infected person through:

* Respiratory droplets generated when they cough or sneeze
* Close personal contact, such as touching or shaking hands
* Touching objects or surfaces with the virus on it, then touching your mouth, nose or eyes

Risk Assessments conducted by [insert here] identify areas where there may be risks to the COVID-19 virus. A risk assessment supports the development of Safe Work Procedures, which mitigate the risk level of the potential exposure.

The principles used to conduct the risk assessment were based upon the Occupational Health and Safety Hierarchies; Elimination by Physical Distancing, Engineering Controls, Administration Controls or Personal Protective Equipment. All people interactions were reviewed for their risk level and their effective controls to reduce the risk; these actions would involve conducting City business with staff-to-staff, staff to public, and staff in commercial or residential settings. Each work task was assigned a risk level without controls in place, and subsequently the effective controls to mitigate the risk.





1. ***Implement Protocols and Safe Work Procedures to reduce the risks***

To reduce the risk of the virus spreading, the following protocols may need to be implemented to protect against the risk of COVID-19.

Indicate which of the below protocols would be effective and required for your staff:

*Elimination Measures in Place for maintaining physical distance:*

* Staff working from home or remotely
* Staggered or changes to work schedules
* Designating doors for entry and exit to prevent workers and others from coming into proximity with one another
* Limiting, reducing or prohibiting visitors
* Reducing in-person meetings
* Identifying and establishing a maximum number of people for common areas such as break rooms, meeting rooms, washrooms, elevators, etc. .
* Other Measures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Engineering Measures – Barriers and partitions*

* Installing barriers (such as plexiglass) where workers can’t keep physical distance from co-workers, customers or others
* Other Measures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Administration Measures – Rules & Guidelines*

* Staff have been informed to not come to work when sick
* Encouraging staff to regularly wash their hands through crew talks and signage (post signage on hand hygiene in common areas such as break room, washrooms, etc. .
* Encouraging and posting signage on how to cover coughs and sneezes.
* Passive screening for visitors (signage posted outside of the building asking those with COVID-19 symptoms to not enter)
* Encouraging staff to wipe down equipment after use
* Posting signs to identify areas of high traffic. Stop, yield, or one-way directional arrows may assist in maintaining physical distance.
* Encouraging staff to move aside and yield if they see another worker or visitor walking in their direction
* Where directional control is unavoidable, convex mirrors maybe used at blind corners to mitigate accidental contact
* Allow communal doors to remain open throughout the workday to reduce contact with door handles
* Managing transportation of a single worker to travel alone in their vehicles in order to practice physical distancing. If workers must share a vehicle and 2 meter physical distancing is not possible, workers will be required to wear a non-medical masks.
* Distancing the tables in lunchrooms, limiting the number of chairs, placing “x’s” on tables where people should not sit
* Instruct workers to use their own equipment, such as pens, staplers, headsets, and computers
* Encouraging hygiene practices that address the needs of the workplace that includes washing or sanitizing hands after coming into contact with public items
* Other Measures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Personal Protective Equipment (PPE)*

If elimination, engineering, and administration measures not are effective or enough to control the risk, personal protective equipment maybe considered. Personal protective equipment may include non-medical masks, gloves, eye protective or an apron or disposable coverall.

* Certain tasks will require personal protective equipment
* Staff have been trained on the proper use, maintenance, and cleaning of the PPE
* Other Measures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Cleaning Protocols*

* High-contact touch surfaces are cleaned regularly (such as light switches, door handles/knobs, hand railings, push pads on doors, counters, arm rests on chairs, tables, paper towel dispensers, sanitizer handles, garbage can lids, fountains, buttons, soap dispensers, lunch/break tables, microwave/coffee buttons, etc.)
* Staff are encouraged to wipe down their equipment (desk, keyboard, mouse, phone, etc.) regularly

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| **Key COVID-19 Spread Prevention Steps**  **City Staff Servicing Public/Staff** | |
| **Subject:** | Prevention Steps for City Staff Servicing the Public/Staff |
| **Description:** | These prevention steps has been developed to ensure the safe performance for staff when there is an infective outbreaks such as COVID-19 or other similar viruses.  These steps will serve to eliminate, reduce, and/or control the hazards likely to be encountered by workers performing the task. |
| **Equipment and Materials Required:** | ***Personal Protective Equipment:***   * Disposable gloves if no sanitizer pump or soap and water readily available * Non-medical face masks – in situations where a physical distance of 2 meters is unable to be maintained and no barriers (i.e. Plexiglas).   ***Supplies:***   * Plexiglas * Signage * Sanitizer pumps |
| **Prevention Steps and Safe Work Procedures:** | ***Prevention Steps:***   1. Physical distancing is the essential strategy for the control of any infectious diseases, especially if they are respiratory infections.   That means staying home when you are sick and also keeping a safe distance, at least two meters or six feet away from someone else. This is one of the most effective methods we have for halting the spread.   1. Greeting each other with a wave instead of a handshake (ensuring that you are two meters away). 2. Wash your hands often with soap and water for at least 20 seconds. Alcohol-based sanitizer is also effective. 3. Avoid touching your eyes, nose, and mouth with unwashed hands or gloved hands. 4. Cover your cough or sneeze with a disposable tissue, then throw the tissue in the trash or use the crease of your elbow when you sneeze. 5. Avoid close contact with people who are sick. 6. Clean frequently touched objects and surfaces i.e. door handles, light switches, tables, keyboards, phones handles, etc. 7. Inform your supervisor if you have been tested for COVID-19 so that we can contact trace and inform others to self-isolate. 8. Stay home and self-isolate when you are sick or have flu like symptoms. 9. Avoid close contact meetings, use tools such as conference calls and virtual meetings. 10. Self-screen before you come to work. 11. Embrace change. Things are changing daily, you should expect regular communications from your supervisor and you will need to be prepared that you may be expected to change your routines.   Examples include:   * Enforcing physical distancing * Cleaning and disinfecting your tools and work surfaces after every use * Wellness questions being asked to ensure you are not sick before entering sites or random checks   ***Site Specific Safe Work Procedures:***  Insert department specific procedural steps or changes to tasks  here  ***Site Specific Safe Work Procedures:*** |
| **Preventative Measures in Place** | 1. Implementation of passive screening (elimination control). Patrons will be encouraged to self-assess their symptoms before they enter the building. Signage will be posted at the front door instructing patrons with COVID-19 symptoms or who have recently travelled outside of Canada that they should not come into the building. Instead they should go back to their car or home and call their physician for guidance. 2. Physical barriers including Plexiglas shields (engineering controls). Front counters will be equipped with Plexiglas to provide a barrier between a patron and yourself. 3. Signage encouraging physical distancing and hand hygiene (administrative controls). 4. Increased cleaning and disinfecting work areas. |
| 1. **Communications and Training** | Conduct documented Staff/Crew Safety talks to review updated procedures and processes with staff member. |
| 1. **Monitor, Assess and Address Risk** | Managers, Supervisor and Staff will monitor, identify, report any new area of concern and take steps to update the procedures. |
| **Effective Date:** |  |
| **Created By:** |  |

1. ***Policies and Guidelines***

The following policies and guidelines are in place in order to prevent the spread of COVID-19:

* Workers and visitors who is showing symptoms of COVID-19 are to remain home and seek the medical advice of their physician.
* Workers and visitors who have arrived from outside of Canada must self-isolate for 14 days.
* Workers and visitors directed by Public Health to self-isolate are to follow that advice and to remain at home
* Workers who are working from home are to adhere to the Working From Home Policy

1. ***Communication***

Signage is posted outside of the facility indicating who is restricted from entering the premises, including visitors and workers with symptoms. Additional signage promoting physical distancing will be posted throughout the facility. The washrooms will have signs on the handwashing.

1. ***Monitoring***

Things may change as we gradually re-open and increase our business roles. If need be, changes will be made to the Safety Plan and staff will be informed.

1. ***Assess and Address Risks from Resuming Operations***

Staff affected by changes made to work processes will be trained and informed of the new procedures.

Staff concerns will be reviewed and addressed according to health and safety hierarchy.