PLAN FOR SAFE OPERATION
REDUCING THE RISK OF COVID19 TRANSMISSION - OFFICE

ABSTRACT

A detailed plan for safe operations to reduce the risk of COVID19 transmission for onsite office workers

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INTRODUCTION

The Company has continued to operate during the COVID19 Pandemic, and it has implemented ongoing changes in accordance with WorkSafeBC, the Provincial Health Official, and the BCCDC. The Company's initial COVID19 Corporate Response Plan was created and communicated on March 5, 2020. The Company has continually reassessed risks and made operational changes. This document is an updated formalized plan for safe operations to reduce the risk of COVID19 transmission in the workplace.

LIST OF STEPS TO DEVELOP THE PLAN

1. Assess the risk at our workplace
2. Implementation of measures to reduce the risk of COVID19 transmission
3. Policy Development (onsite and WFH)
4. Communication and Training Plan
5. Plans for monitoring the workplace for the purpose of updating plans as needed
6. Assessing risks that arise with the return of additional onsite workers

ASSESS THE RISK IN OUR WOKRPLACE

Those involved with the assessment include: Ownership, Administrative Manager, HR Manager, Joint Health and Safety Representative, and Frontline Workers (eg. Front Desk)

1. RISK ASSESSMENT

a. Where do people congregate:
   i. Lunchrooms (up and down)
   ii. Boardrooms (up and down)
   iii. Front entrance and upstairs lobby area

b. What task require workers to come into close proximity with one another?
   i. Meetings
   ii. Sign in
   iii. Photocopier/Printer
   iv. Performing First Aid
   v. Transporting injured workers to the Hospital if required

c. What materials will be exchanged
   i. Drawings, paystubs, expense cheques, mail

d. What tools, machinery or equipment will people come in contact with
   i. Photocopiers and printers up and downstairs, including in drafting area
   ii. Common area staplers, hole punches, office supply cupboard
   iii. Hand Sanitizer stations
   iv. Lobby phone
   v. Boardroom Laptops, projection equipment
   vi. Coffee makers, Microwaves, Fridge, Water machine

e. What surfaces are touched often:
   i. pen for sign in
   ii. counter tops: reception, common area cabinets by photocopiers, kitchens,
   iii. Front door handles, personal office door knobs, doors leading to shop (upstairs and down)
   iv. light switches
   v. Bathrooms: doors, counters, flushing handles, sink taps, soap dispenser
   vi. Photocopiers
   vii. Boardroom table tops, chairs, projection equipment

f. Work From Home (WFH) Safety: Identify risks and develop policy for at home workers
   i. Risks of rotating staff through office (rotate staff in PODs to reduce contact exposure)
   ii. Mental health for returning back to office – re-adjusting

Hierarchy of Controls for COVID-19

Safety measures implemented to reduce the risk of COVID 19 transmission must be selected based on the hierarchy of controls. One or more safeguards may be selected.

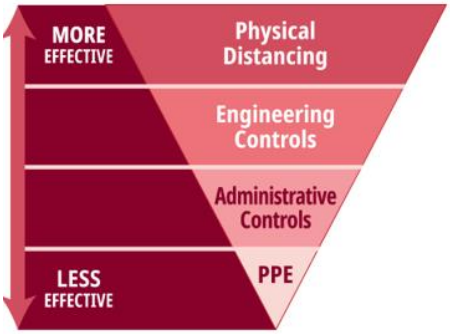
Hierarchy of controls in order of effectiveness:

1. **Physical Distancing:** Ensure space that allows for activities to be performed two meters apart. Consider eliminating or postponing work tasks that may create a risk of exposure to COVID19. Are there opportunities to work from home, or can work processes be changed to eliminate or reduce contact with others.

2. Engineering Controls: Are engineering controls, such as physical barriers, practicable?

3. Administrative controls: Can work practices be altered to minimize exposure, such as physical distancing or enhanced cleaning protocols?

4. Personal protective equipment (PPE): PPE is the last form of protection and should only be considered after careful consideration of the previous control measures. The use of gloves and face masks may be considered where none of the above controls are possible or effective.



RISK ANAYLSIS

Risk	Control	Mitigation
Congregation: Lunchrooms (up and down) Boardrooms (up and down) Front entrance and upstairs lobby area There is a risk of transmission whenever people come into contact with one another.	-Physical -Administrative -PPE	• Occupancy limit signage posted for lunchroom and boardrooms • Cleaning/disinfecting procedures for all common areas established • Alternate arrangements for meetings: Teams, conference calls, outdoors • Limited office staff onsite – work from home pods for some workers.
Tasks that bring people in close proximity to another • Meetings • Sign in • Photocopier/Printer	-Physical -Administrative -PPE	• Meetings to be held virtually (Teams, conference, other) • Occupancy limitations for boardrooms

• Performing First Aid • Transporting injured workers to the Hospital if required		• Floor decals for sign in • Extra first aid PPE • Wearing masks in vehicles
Materials exchanged Paystubs Paperwork Mail Expense cheques	-Administrative -PPE	• Ensure and encourage regular hand washing • Limit paperwork when possible by sending electronic copies • Direct deposit of pay – limit who handles paystubs. • Wear masks and gloves when appropriate
What tools, machinery or equipment will people come in contact with Photocopiers and printers up and downstairs, including in drafting area Common area staplers, hole punches, office supply cupboard Hand Sanitizer stations Lobby phone Boardroom Laptops, projection equipment Fridge, Microwaves, coffee maker, water machine	-Physical -Administrative -PPE	• Regular cleaning of communal tools and equipment • Ensure people have their own office supplies • Limit boardroom use, and have cleaning protocols for when it does get used • Remove/Do not use coffee makers, microwaves, water machines • Clean fridge handles
What surfaces are touched often: pen for sign in Counter tops: reception, common area cabinets by photocopiers, kitchens, Front door handles, personal office door knobs, doors leading to shop (upstairs and down) light switches Bathrooms: doors, counters, flushing handles, sink taps, soap dispenser Photocopiers Boardroom table tops, chairs, projection equipment	-Physical - Administrative - PPE	• Hand sanitizer stations at front entrance and near sign in • Regular cleaning of common areas • Regular cleaning of door handles and light switches • Occupancy limits in bathrooms, break rooms, and boardrooms • Alternative meeting arrangements: outdoors, Teams, Conference calls • Gloves available • Rotational work from home for some workers
Work From Home (WFH) Safety: Identify risks and develop policy for at home workers	-Physical -Administrative	• Rotational staff PODs for applicable workers

Risks of rotating staff through office (rotate staff in PODs to reduce contact exposure) Mental health for returning back to office – re-adjusting		• EAP available for dealing with stress, anxiety or other • WFH safety checklist created

IMPLEMENTATION OF MEASURES

The Company has implemented safety measures based on recommendations from health officials, WorkSafeBC, and the BCCDC, and we have made changes as this Pandemic progressed and the risks changed. The Company began preparing and transitioning office employees to work from home in Mid-March. On May 19th, we are returning a limited number of employees to the work site. This is a necessary step to increase the efficiency of production. To prepare for the return of onsite workers, we are reassessing risks, and implementing further safety measures.

2. Implementation of Measures

a. Handwashing facilities: Locations and supplies
   i. Downstairs: Three hand sanitizer stations (outside of kitchen, at the front desk, and at the drafting department entrance), all three bathrooms have auto paper towel dispensers installed and a soap dispenser, the kitchen has an auto soap dispenser.
   ii. Upstairs: Three hand sanitizer stations (top of stairs, kitchen, and at the entrance to t he production department), both bathrooms have auto paper towel dispenser and a soap dispenser, the kitchen has an auto soap and paper towel dispenser.
   iii. Signage: Currently there is signage posted at all handwashing stations with instructions on proper handwashing.
   iv. A policy has been developed for when people must wash hands: arriving, before/after lunch, after using the washroom, when handling paperwork or common tools/office equipment, when leaving the building
   v. The assistant purchaser, and front desk are responsible for monitoring and ordering cleaning inventory.

b. Protocol for cleaning common areas and surfaces:
   i. The Front Desk Clerk is responsible for cleaning all common areas and frequently touch surfaces.
   ii. Training must be provided for anyone who is tasked with back up cleaning duties
   iii. When using the boardrooms: at the start of each meeting a person who is present is nominated and must organize wipe down/cleaning of all common surfaces at the conclusion of the meeting. Chairs, Table, Computer, Projector, switches and door handles
   iv. When using the washroom or breakroom, wipe down anything surfaces you touch
   v. A Workplace sanitation check list and schedule is located in both the upstairs and downstairs cleaning bins – under kitchen sinks

vi. The assistant purchaser is in charge of maintaining the cleaning supply inventory
vii. All dishes and utensils will be removed from the workplace. Employees must bring in their own food and beverages.
viii. The water machines and coffee machines are decommissioned and blocked off. Employees are provided with bottled water, and/or can bring in their own beverages.

c. Policy on physical distancing:
    i. Meetings should be held by conference or video call when possible – rather than in person
    ii. Masks to be worn when in common areas including: when there is more than one person is in an office or boardroom, when entering and leaving the building, all hallways, and break rooms. The only exception is when working alone in your office or boardroom.
    iii. Office employees must wear a mask when in the shop, production area, QC and Shop Supervisor's office.
    iv. If boardroom meetings must take place, no more than 3 people in the upper boardroom, 4 in the lower boardroom, people must maintain 2 meters in distance. Boardroom doors must be left open for ventilation. Cleaning and disinfecting of all surfaces must take place before and after meetings.
    v. Private meetings will need to be outside or over the phone.
    vi. No more than one person in breakrooms or bathrooms at one time
    vii. Signage indicating the number of people allowed in areas is posted at the entrance of all boardrooms, break rooms, and washrooms
    viii. No entering other peoples' offices – conduct discussions at office doorways only
    ix. No congregating unless distance can be maintained
        1. If distance can't be maintained, masks and gloves are available. production assistant/purchaser or supervisors can supply PPE

d. Implement a work-from-home schedule or rotating schedule to reduce the number of employees on site at one time:
    i. The return to onsite work will be done in a phased process, and based on project requirements
    ii. Employees will be grouped in PODS which will rotate one week in office and one week working from home
    iii. Department Managers email a daily schedule of each worker
    iv. When onsite everyone must maintain distance of 2 meters at all time
    v. No entering other's offices – must stay at doorway
    vi. No congregating unless distance can be maintained
e. If distance can't be maintained, masks and gloves are available
    i. production assistant/purchaser, Safety Coordinator, and/or Shop Supervisor can provide PPE to anyone needing it

3. SAFETY POLICIES

a. All persons entering the worksite must have prior approval by management
b. Anyone with cold, flu or COVID19 symptoms (even mild ones), including: fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, loss of appetite, nausea and bowel issues, must contact HR, and self-isolate for a minimum of 10 - 14 days. hr@inlandglass.ca. Anyone with the above symptoms should use the self-assessment tool https://bc.thrive.health/ or call 811. Employees must follow all public health advice.
c. If an employee has received confirmation that they have been exposed to someone with COVID19, he or she must inform their supervisor or HR and follow the direction of Public Health.
d. If an employee has a negative test, and is symptom free, they can return to work – with the approval of HR.
e. Anyone under the direction of the Provincial Health officer to self-isolation must follow those instructions
f. Anyone arriving from outside of Canada or who is in contact with a confirmed Covid19 case, must contact HR and self-isolate for 14 days and monitor for symptoms
g. Visitor's are currently prohibited from entering the workplace, unless authorized by ownership. If visitors have been approved, HR will send a visitor health screening checklist to the visitor. The checklist must be completed and returned to HR prior to site visit. All visitors must use hand washing station upon arrival, and they are to wear a mask at all times. The visitor's host must stay with the visitor during the visit.
h. Any worker who starts to feel ill at work, must inform HR or their Manager and leave the worksite. If first aid is required, the first aid attendant must wear PPE (mask, face shield, gloves) prior to providing first aid
i. Parcel deliveries and pick ups are placed in the blue box outside the front door

4. COMMUNICATION AND TRAINING: how we communicate to any person entering our workplace

a. Employees are trained on the measures we put in place and that they understand the policies around staying home when sick.
    i. Safe Work Practices Policy provided to all office staff – Every employee has read and signed the acknowledgment form which has been returned to HR
    ii. Management and HR communicate safety protocols ongoing for those onsite
b. Post signage, including occupancy limits and effective hygiene practices, (Signage is posted at the main entrance indicating who is restricted from entering premise)
c. Ensure workers are adequately supervised to ensure they know what to do
    i. Management monitor employee behaviour to ensure the policies are being followed
    ii. Violations to the safety policy will result in disciplinary action including: verbal warning, written warnings, unpaid suspensions. Additional training will be provided if required.

5. Monitor the workplace and update plans as needed

a. As more people return to the workplace, new areas of concern may be identified or we may feel something isn't working. In these cases, we will take steps to update our policies and procedures – all stakeholders will be involved in the process.
b. Employees must bring safety concerns to their Manager or HR's attention. Employees have the right to refuse unsafe work. The employer will respond to any concerns regarding the safety of work practice and/or environment

6. **Assess risks arising from returning office employees**
    a. HR will contact any employee returning to the office for screening: employees must not show signs of illness, have travelled outside the country, been exposed to someone with COVID 19 in the last 14 days, or be under the direction of the Provincial Health Officer to self-isolate
    b. Prior to employees returning to the office, they must read and sign off on the Safe Work Practices to reduce the risk of COVID19 transmission within the workplace.
    c. Manager's must check in with returned employees to ensure the worker is following safety protocols.