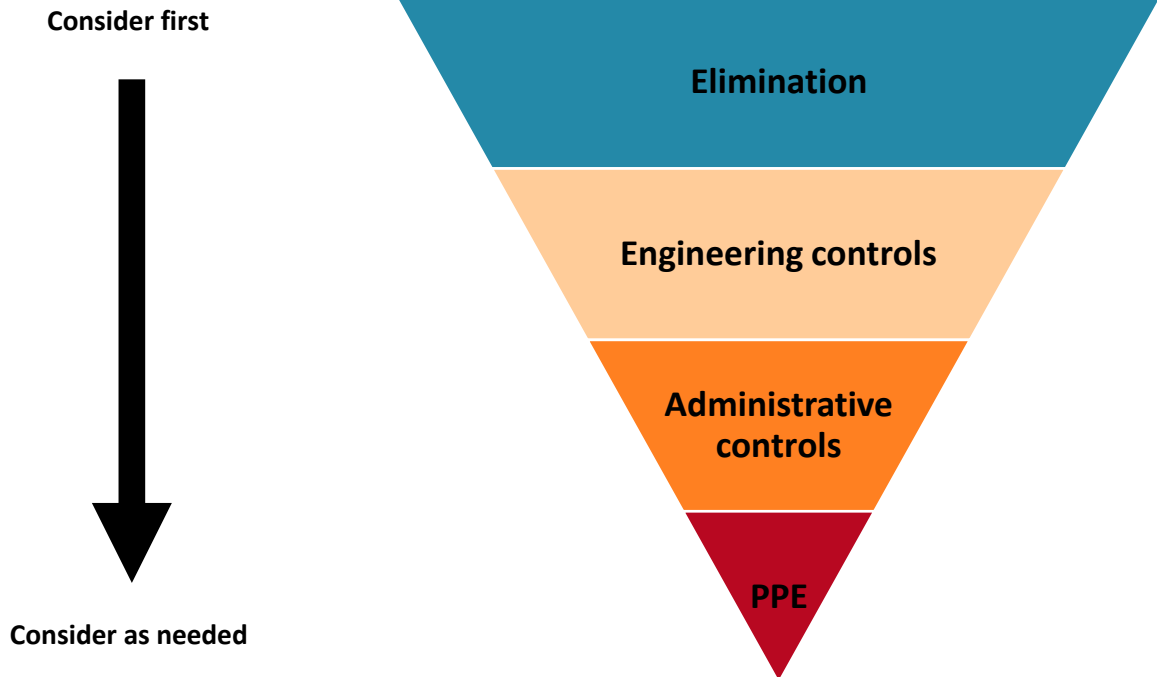**Step 1: Assess the Risks at Your Workplace**

☒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

☒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.

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.

Consider first

Elimination

Engineering controls

Administrative controls

PPE

Consider as needed

Elimination (First Level Protection)

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.

Engineering Controls (Second Level Protection)

If you can't always maintain physical distancing, install barriers such as plexiglass to separate people.

Administrative Controls (Third Level Protection)

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.

Personal Protective Equipment (Fourth Level of Protection)

Masks are an important tool in the prevention of COVID-19 transmission. Implement mask policies appropriate to your workplace and ensure that they are in alignment with orders or guidance from the provincial health officer. Ensure that masks are selected and used appropriately. Signage is available on using masks correctly.

Elimination: Occupancy Limits at the Workplace and Physical Distance

☒We have established and posted an occupancy limit for our premises. Limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. Some sectors may have requirements for occupancy limits prescribed by the provincial health officer. For other employers, an occupancy limit that provides at least 5 square metres of unencumbered floor space per person (workers and patrons) may provide a sensible approach for determining maximum occupancy.

☒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.

Control Measures in Place

- Occupancy limits in both public and staff space
- Working offsite or remotely for those teams that are able to
- Have shifted to virtual meetings

Engineering Controls: 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).

Control Measures in Place

- Plexi-glass barriers in place, including the plex-glass on wheels sets
- Advanced cleaning practices

Administration Controls: 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.

Control Measures in Place

- Signage promoting proper mask use, physical distancing, and handwashing
- Policies and procedures such as:
    - Staff Response Guideline
    - Exposure Control Plan
    - Communicable Disease plan
    - Extraordinary Pandemic Leave
    - COVID-19 Vaccination Policy
    - Mask Guideline

Person Protective Equipment: Using masks

☒We have a policy on the use of masks that is appropriate to the workplace, and that is in alignment with orders and guidance from the provincial health officer.

☒Masks are selected and used appropriately. Signage is available for workers on using masks correctly.

☒We have provided workers information on the proper use of masks.

Control Measures in Place

- Mandatory mask policy in place for both the public and staff
- Appropriate signage throughout our libraries

Implement Effective Cleaning and Hygiene Practices

☒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 are maintaining a clean environment in the workplace through routine cleaning practices.

☒Workers who are cleaning have adequate training and materials.

Control Measures in Place

- All appropriate signage in place
- Advanced cleaning practices re-implemented

Step 3: Develop Policies

☒We have policies in place to support workers in receiving COVID-19 vaccinations to the extent that we are able.

☒Employers may implement vaccination policies at their workplace. Employers with vaccination policies have clearly communicated this policy to workers. More information is available at www.worksafebc.com/en/covid-19/vaccination-andthe-workplace.

☐Some employers may have rapid COVID-19 point-of-care screening programs or have access to rapid antigen tests. Any such programs are conducted in accordance with BCCDC guidance and clearly communicated to workers as appropriate.

☒All individuals, including those with symptoms of COVID-19, those who have been in contact with a COVID-19 positive individual, or those who have travelled outside of Canada, must follow the guidance of public health.

☒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

☒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 that visitors and workers with symptoms are restricted from entering.

☒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

☒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

☒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.