

L.W. Property Advisors Ltd.

# COVID 19 Workplace Safety Plan

*July 2020*

## **Purpose**

The following outlines the policies and procedures being followed by the firm in response to the WorkSafe BC Regulations and Provincial Health Orders due to the COVID-19 Pandemic.

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**addenda**

Appendix “A” WorkSafe BC COVID-19 Workplace Safety Plan Template

## **L.W. Property Advisors COVID 19 SAFETY PLAN – JULY 2020**

In accordance with WorkSafe BC regulations, all employers must develop a COVID-19 Safety Plan. The following outlines the policies and procedures being followed by the firm in response to the WorkSafe BC regulations and Provincial Health Orders due to the COVID-19 Pandemic.

### **A. Risk Assessment**

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.

We have involved our employees and identified areas where there may be risks, either through close physical proximity or through contaminated surfaces recognizing that the closer together workers are and the longer they are close to each other, the greater the risk.

We have involved employees and management and have created a COVID-19 Committee (consisting of Rose Wang and Philip Law) and COVID-19 Coordinator (Elaine Yee) so that there is a single point person for employees to ask questions of and to ensure consistent messaging. Questions and concerns can also be directed to members of the Committee.

We have identified areas where people gather, such as photocopy and printer areas, supply cabinets and water station.

We have identified job tasks and processes where workers are close to one another or members of the public.

We have identified the equipment that workers share while working and “high” touch surfaces such as door handles, elevator buttons, photocopier, and countertops.

Management continues to conduct “walk arounds” to continually monitor operations to ensure that risk are identified and managed and that 2 metre separation between employees is maintained.

### **Implementation Of Protocols To Reduce Risk**

The COVID 19 Committee has reviewed (and continues to monitor) industry specific protocols on worksafebc.com to determine what best practices should be followed in an office environment. We have reviewed the various levels of protection and have implemented the following protocols:

#### *(i) Maintaining Social Distance*

We have established an occupancy limit for our premises and are ensuring that not more than approximately 58% of our typical workforce is in the office on any given day (no more than bodies).

A weekly schedule for staff has been circulated so that all staff know what days they are in the office or working remotely. This is especially important to ensure proper social distancing for staff members in open concept work stations or shared offices.

Computers, phones, keyboards and mice are not being shared by employees

In order to reduce the number of people in the office, we have implemented work-from-home arrangements including providing staff with lap tops where needed, virtual meetings, conference call facilities, rescheduling of work tasks, and restricting clients and visitors to the office.

We have established and posted occupancy limits for the office and common areas.

We have implemented measures to keep workers and others at least 2 metres apart wherever possible. Physical distancing stickers and directional signage have been placed throughout the office.

Employees are encouraged to eat at their desk. Hand sanitizers and cleaning products are provided throughout the common areas.

No communal foods are being provided.

*(i) Engineering Controls*

Only one working area has shared workstations (Joseph and Lauren) and their stations are placed more than two metres apart. All others have been put on a rotating schedule so they each have their own working area/office at any given time.

Staff who work at workstations will maintain more than 2 metres apart, and if 2 metre separation cannot be achieved they will be moved to a separate workstation if required.

Our office cleaning and disinfecting are handled by the property manager Northland Property Management 3 times a week.

*(ii) Administrative Controls*

We have identified rules and guidelines for how workers should conduct themselves in the office and while in the building in general.

We have communicated these rules and guidelines to workers through a combination of email correspondence, written policy and signage. Policies are also updated on the SharePoint platform.

Disinfectant wipes, paper towel and hand sanitizer have been placed throughout the office and all staff have been advised to wipe down work surfaces after use.

Reception staff wipe down the reception counter after use or a package has been picked up/delivered.

We have reduced the risk of surface transmission through effective cleaning and hygiene practices and have reviewed the information on cleaning and disinfecting surfaces.

We have communicated good hygiene practices to workers.

We have purchased non-medical masks and have placed them at reception for use.

Masks are recommended to be worn while in the elevator and lobby area of the building.

*(iii) Firm Policies*

We have developed a social distancing policy and have asked all employees to sign the document. The policy can be viewed in our SharePoint platform.

Visitors are limited to 1 person at any given time in the office.

We have developed a working remotely policy and have communicated that with staff.

Our policy will address workers who may start to feel ill at work. Sick workers are advised to stay at home and self isolate even with mild symptoms.

If a worker is severely ill (e.g., difficulty breathing, chest pain), employees will be directed to call 911 and any surfaces that the ill worker has come into contact with will be disinfected immediately.

*(iv) Communication Plans and Training*

All workers have received the policy for staying home when sick. All employees are provided with 5 paid sick days annually.

We have posted signage at the workplace, including occupancy limits on shared rooms and effective hygiene practices.

Any deliveries to the office will be met at the reception only and will not enter the office further beyond this point.

WorkSafe BC guidelines regarding entry checks for workers; cleaning and disinfecting in the office, covering coughs and sneezes, how to properly wear a mask, occupancy limits for certain rooms and property hand washing techniques have been distributed throughout the office in highly visible areas.

*(v) Monitoring the Workplace*

Ongoing monitoring of current guidelines and policies will be conducted by the COVID 19 committee and feedback from employees will be requested.

The partners will continue to conduct personal email and telephone call check ins with employees on a regular basis.

Employees have been advised the COVID-19 coordinator should be contacted with any COVID 19 questions or concerns.

*(vi) Assess and Address Risks Going Forward*

We are developing a training plan for new staff and onboarding procedures as well as a training plan for staff taking on new roles or responsibilities.

## **Appendix "A"**

### **WorkSafe BC COVID-19 Workplace Safety Plan Template**

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

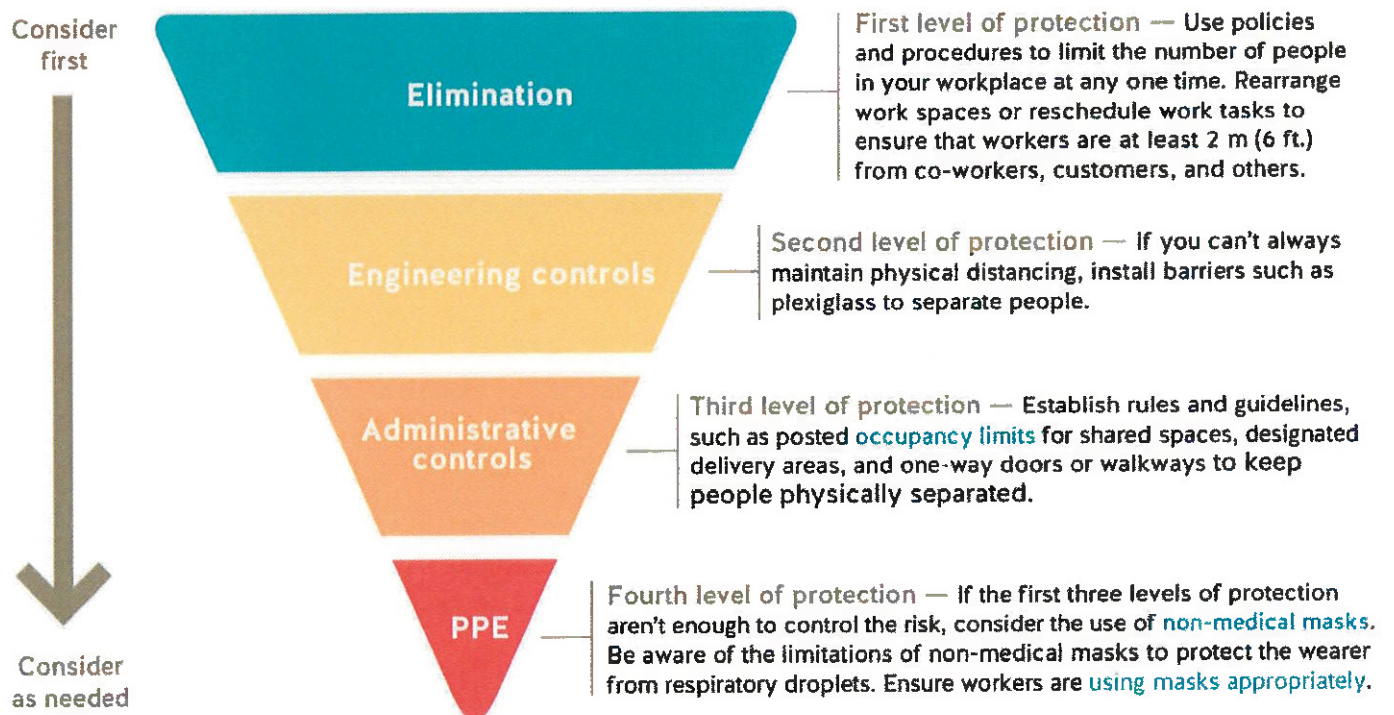
Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- 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.

# COVID-19 Safety Plan

## 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.





**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**

List your control measures for maintaining physical distance in your workplace, for example:

- Working offsite or remotely
- Changes to work schedules
- Changes to how tasks are done
- Occupancy limits for workers
- Limiting or prohibiting visitors
- Reducing the number of customers

If this information is in another document, identify that document here.

**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 place**

Describe how barriers or partitions will be used in your workplace.  
If this information is in another document, identify that document here.

**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 place**

List the rules and guidelines that everyone in the workplace has to follow to reduce the risk of airborne transmission. This could include things like using one-way doors or walkways, using single-use (disposable) products, and wiping down equipment after use. Consider creating pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace.

If this information is in another document, identify that document here.

## COVID-19 Safety Plan

**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

Who will use masks?

What work tasks will require the use of masks?

How have workers been informed of the correct use of masks?

If this information is in another document, identify that document here.

## COVID-19 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](https://www.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., coffee makers and shared utensils and plates

### Cleaning protocols

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, and machines). If this information is in another document, identify that document here.

**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.

## COVID-19 Safety Plan

### 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.