

COVID-ID-GEN-A

Internal Document

COVID-19 General Safety Plan

Revision Control Table

Revision	Date	Description	Prepared By	Checked By	Approved By
A	2020.06.05	First Release	MH	TFJ	TFJ

Preface:

As per communicated requirements from the BC government, Soma Labs Scientific has created a COVID-19 Safety Plan. The contents of this policy are based on recommended formats provided by WorkSafeBC.

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.

Areas that present risks of spreading the virus through close physical proximity or through contaminated surfaces have been identified.

- We have involved frontline workers, managers, and the health and safety officer.
- 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.
- 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.

The risk assessment matrix is available to all staff on the Soma Labs Scientific SharePoint server and can be supplied to WorkSafeBC on request.

Implemented Protocols:

Protocols have been selected and implemented to minimize the risk of transmission. Industry-specific protocols from WorkSafeBC have been reviewed. Relevant protocols developed specific to Soma Lab’s sector have been implemented to the extent that they are applicable to the risks at our workplace. Frontline workers, managers, and the health and safety officer have been consulted. Any recommendations from Engineers and Geoscientists BC and other industry publications have also been reviewed.

First level protection (elimination):

- We have established and posted an occupancy limit for our premises.

- We have implemented 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 meters apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

Second level protection (engineering):

- We have installed barriers where workers cannot 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 do not introduce other risks to workers

Third level protection (administrative):

- 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.

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.

Cleaning Protocols:

- 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.
- We have implemented cleaning protocols for all common areas and surfaces. 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.

Implemented Policies:

We have developed the necessary policies to manage our workplace, including policies requiring approval and risk analysis for staff to be on-site, policies dependent on how many staff are on site and where they will be working, 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 14 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.
- We have a work from home policy in place.
- We have ensured that 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.

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.
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has encountered.

As well, all staff on-site are required to complete an anonymous health check prior to starting work every day.

Summary of all Measures in Place:

- Soma Temporary Work on Site Policy (HSC19-TWOS)
- COVID-19 Policy (COVID-19 Policy)
- Sick Leave Policy (Sick Leave Policy – 31 March 2020)
- General COVID-19 Safety Policy (COVID-ID-GEN)
- On-Site Staff Policy (COVID-ID-OSS)
- Washroom Policy (COVID-ID-WRP)
- First Aid Policy (COVID-ID-AID)
- Break Spaces Policy (COVID-ID-BRK)
- Shop Floor Policy (COVID-ID-SHP)
- Meeting Space Policy (COVID-ID-MTG)
- Mezzanine Policy (COVID-ID-MEZ)
- Shared Office Policy (COVID-ID-SHR)
- Lab Policy (COVID-ID-LAB)
- Private Office Policies (COVID-ID-PRV)
- Shipping and Receiving Procedures (IP-RVC)
- Housekeeping and Security Procedures (IP-SEC)
- Visitor and Contractor Orientation Form (SF-CON)
- Accounting Team Policy Summary (COVID-ID-ACT)
- Shop Team Policy Summary (COVID-ID-SHP)
- COVID19 Policy Training (TD-COV)

Communication Plans and Training:

We have ensured that everyone entering the workplace, including workers from other employers, know how to keep themselves safe while at our 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.
- 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.

Monitoring:

Things may change as our business operates. If we identify a new area of concern, or if it seems like something is not working, we will take steps to update our policies and procedures, involving 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 our health and safety officer

Considerations for Resuming Operations:

Our workplace has maintained some critical operations on-site during the COVID-19 pandemic. Staff who did not need to be on-site transitioned to working remotely. As per the sections above, controls have been implemented to ensure staff and visitor working on-site and working remotely are safe.

- 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.