



PANDEMIC EXPOSURE CONTROL PROGRAM

COVID-19

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INTRODUCTION

Purpose

The company is committed to providing a safe and healthy workplace for all our staff. A combination of measures will be utilized to minimize worker exposure to COVID-19, including the most effective control technologies available. Our work practices and procedures will protect not only our workers, but also other workers or public who enter our office. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to COVID-19.

Policy

The company will strive to find ways to control or eliminate exposure COVID-19 by developing and implementing proper controls, safe work procedures and educating and training its workers. The company will follow direction and controls as specified by the World Health Organization, BC Centre for Disease Control and the local Health Authority's Medical Health Officer.

Scope

This program applies to all company employee who could be at risk of exposure to COVID-19.

Definitions

BCCDC: British Columbia Centre for Disease Control

COVID-19: A mild to severe respiratory illness that is caused by a [coronavirus](#). It is transmitted chiefly by contact with infectious material (such as respiratory droplets), and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure. Also known as SARS-CoV-2 or the coronavirus.

Influenza: A common respiratory disease caused by a highly contagious virus that changes slightly from year to year (also known as the flu). Flu-like illness also have the same type of symptoms as influenza that has a known or unknown origin.

MHO: Medical Health Officer

N95 Respirator: A personal breathing device (respirator) that provides a barrier to protect workers from a variety of communicable diseases (airborne and droplet)

Pandemic: An epidemic over a wide geographical area or even throughout the world.

PHO: Provincial Health Officer

Physical/Social Distancing: Maintaining 2 meters/6 feet between people

WHO: World Health Organization

RESPONSIBILITIES

Management

- Ensure that the materials (for example, gloves, masks, alcohol-based hand rubs, and washing facilities) and other resources such as worker training materials required to implement and maintain the plan are readily available where and when they are required.
- Select, implement and document the appropriate site-specific control measures.
- Ensure that Supervisors and workers are educated and trained to an acceptable level of competency.
- Ensure that workers use appropriate personal protective equipment.
- Conduct a periodic review of the plan's effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Ensure that a copy of the exposure control plan is available to workers.
- Close facilities or limit services to the public if warranted and/or as directed by the applicable health authority.
- Ensure that workers maintain physical distancing (2 meters/6 feet apart) while completing their work safely.

Supervisors

- Ensure that workers are adequately instructed on the controls for the hazards at the location.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Send workers home if they are ill with symptoms associated with the COVID-19 and/or have been diagnosed by a medical practitioner to have the flu.
- Ensure that physical distancing is maintained.

Workers

- Know the hazards of the workplace.
- Follow established work procedures as directed by the employer or supervisor.
- Use of required PPE as instructed.
- Report any unsafe conditions or acts to the Supervisor.
- Know how and when to report exposure incidents.
- Leave work if suffering from the flu and stay home until the symptoms are gone.
- Ensure that physical distancing is maintained.

Human Resources

- Provide information to workers on COVID-19
- Keep copies of any records or concerns related to COVID-19
- Acting as a resource for any workers with questions or concerns

PROGRAM DETAILS

Health Hazards

COVID-19 is a global pandemic and a public health emergency in British Columbia. SARS-CoV-2 is a virus that can cause the respiratory illness COVID-19. This illness can lead to hospitalization and death. The effects of COVID-19 are expected to be much more severe than for seasonal influenza because most people will not have any immunity to the virus. Seniors and people with underlying health issues (including heart disease, diabetes and lung disease) are at a higher risk of hospitalization and death, but young and healthy people are also at risk.

Symptoms

Covid-19 symptoms are likely to include fever, cough, sneezing, sore throat, difficulty breathing and loss of smell.

Transmission

Exposure to the virus that causes COVID-19 can occur by:

- Breathing droplets in the air that are generated when people cough or sneeze
- Close contact with other people (shaking hands or hugging)
- Touching contaminated surfaces and then touching the face, mouth or food
- Touching contaminated surfaces and then touching another surface may cause the virus to transfer from one surface to another.

COVID-19 can be transmitted even by people who are not displaying symptoms of the disease. People may be infected with COVID-19 should not come to work. This includes people who:

- Have or have had symptoms of COVID-19 in the past 14 days
- Have travelled outside of Canada within the previous 14 days
- Live with or have been in close contact to someone with COVID-19 (presumed or confirmed) within the past 14 days.

Risk Identification and Assessment

The extent of control measures outlined in this ECP will depend on the level of risk to worker health and safety. An important part of the ECP is to ensure all work groups and tasks are identified and assessed for their level of risk. Appropriate protective measures will vary according to the level of risk and kinds of activities an employee performs. Risk levels include:

There are three primary routes of transmission for SARS-CoV-2, all of which need to be controlled. These include contact, droplet, and airborne transmission.

Breathing in droplets in the air

BCCDC advises that SARS-CoV-2 is not typically transmitted through airborne transmission, however, if somebody coughs or sneezes they do generate droplets which are airborne for at least a short period of time but do not float in the air and generally fall to the ground within one to two meters. Anybody who is near the individual may risk breathing in these droplets. Physical distancing (maintaining 2 meters/6 feet of distance from other people at all time) will reduce the risk of this occurring.

Close contact

Close contact refers to physical contact with another person, for example shaking hands or hugging. When people cough or sneeze droplets may deposit on their skin or clothing, especially if they cough or sneeze into their hands. People who are carriers of SARS-CoV-2 may transfer the virus from their hands or clothing to others during close contact.

Surface contact

Surfaces can become contaminated when droplets carrying SARS-CoV-2 deposit on them, or when they are touched by a person who is infected. Surface contact involves a worker touching a contaminated object such as a table, doorknob, telephone, or computer keyboard or tool, and then touching the eyes, nose, or mouth. Surface contact is important to consider because SARS-CoV-2 can persist for several days on surfaces.

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. Using this guideline as a reference, we have determined the risk level to our workers, depending on their potential exposure in the workplace.

See Appendix A for the level of risk and risk controls in place for these workers.

Table 1: Risk assessment for pandemic influenza

RISK LEVEL	Low Risk	Moderate risk	High risk
	Workers who typically have no contact with people infected with pandemic influenza	Workers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	Workers who may have contact with infected people or with infected persons in small, poorly ventilated workspaces
Hand Hygiene	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
Disposable gloves	Not required	Not required, unless handling contaminated objects on a regular basis	Yes , in some cases, such as when working directly with pandemic influenza patients
Aprons, gowns, or similar body protection	Not required	Outbreak/transmission dependent.	Yes , in some cases, such as when working directly with pandemic influenza patients
Eye protection – goggles or face shield	Not required	Outbreak/transmission dependent	Yes , in some cases, such as when working directly with pandemic influenza patients
Airway protection – respirators	Not required	Not required unless likely to be exposed to coughing and sneezing	Yes (minimum N95 respirator or equivalent)

Various forms of PPE may be required or provided as an additional form of protection depending on the site or worker comfort.

Risk Control

The Regulation requires us to implement infectious disease controls in the following order of preference (Hierarchy of Controls):

- 1. Elimination**
- 2. Engineering controls**
- 3. Administrative controls**
- 4. Personal Protective Equipment (PPE)**

Elimination of face-to-face contact is the best control possible. This would include closing facilities and reception counters, relying on phone, email or regular mail to answer public questions. Limit meetings and rely on conference calls, mail or messenger tools. Take financial transactions by electronic means rather than cash or cheque at municipal counters.

Engineering controls would be such things as working from inside an enclosure when receiving bill payments in the Finance Division or selling passes at parks and recreation facilities. This will not prevent all exposure so Administrative and/or PPE will be required.

Administrative controls include hand washing and cough/sneeze etiquette. A policy of no hand shaking at meetings may also be a suitable control.

Personal Protective Equipment would be the wearing of respirators, coveralls/turnout gear, gloves, goggles and/or face shields.

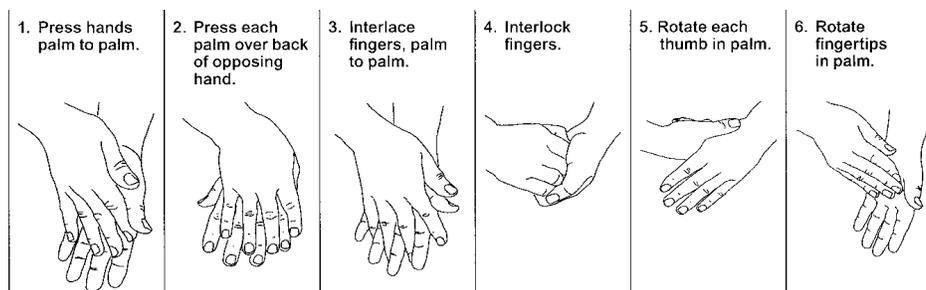
Safe Work Practices

Hand Washing and Hygiene

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose and mouth – or to other surfaces that are touched.

Wash your hands immediately:

- Before leaving a work area
- After handling materials that may be contaminated
- Before eating, drinking, smoking, handling contact lenses, or applying makeup.



Use soap and warm running water; it does not have to be hot to be effective. **If water is unavailable**, use a waterless hand cleanser that has at least 70% alcohol. Follow the manufacturer's instructions on how to use the cleanser. Wash and rinse your hands for at least twenty seconds. Workers should avoid touching your face, nose, and mouth and avoid rubbing your eyes. Personal hygiene should be maintained, and routine handwashing must take place. Dispose of anything that meets your mouth such as tissues or plastic eating utensils.

Cough and Sneeze Etiquette

Workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing
- Use tissues to contain secretions, and dispose of them promptly in a waste container
- Turn your head away from others when coughing or sneezing
- Wash hands regularly

Health Verification/Screening

Workers who develop flu-like symptoms including fever, cough, sneezing, sore throat should immediately report it to their supervisor and go home or remain at home. They should then:

- Complete the self-assessment via bc.thrive.health/covid19
- Call 8-1-1 for further review and/or call their doctor for direction

Workers may need to isolate for 14 days at home depending on the outcomes and advice of the above. <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>.

Anyone who may have been working in close proximity to a worker with flu-like symptoms, who was not following the requirements of the social/physical distancing procedure may be required to self-monitor for symptoms

Social/Physical Distancing

Workers are required to ensure they maintain at least six feet or two meters away from other workers. Large group congregation should be avoided. The company will strive to limit groups of workers coming together for training/orientation, lunch, meeting rooms, crew talks, change rooms etc. Workers should not congregate at the entrances, work areas, washroom facilities etc. The company will ensure that tasks that may involve two workers will be conducted with the minimum distancing. Where this is not possible, additional equipment (hoists, lift etc) will be used to assist with the task. This will ensure that potential transmission can be minimized.

Cleaning and Disinfecting

Extensive cleaning and sanitizing of work areas, hard surfaces, vehicles, tools, meeting rooms and hard porous surface areas will be cleaned before and after use on a regular basis. Approved disinfectants will be used as recommended by Health Canada. Safety Data Sheets will be made available.

Low Risk

- All workers will be instructed in hand washing and cough/sneeze etiquette
- Sick workers will be encouraged to remain at home
- How to use the self-assessment tool

Moderate Risk

- All workers will be instructed in hand washing and cough/sneeze etiquette
- Sick workers will be encouraged to remain at home
- Personal protective equipment may be made available if/where required and/or safe distance from workers (gloves/hand sanitizer etc) See table 1.
- How to use the self-assessment tool

High Risk

- All workers will be instructed in hand washing and cough/sneeze etiquette
- Sick workers will be encouraged to remain at home
- Personal protective equipment will be made available
- Mandatory use of all required personal protective equipment
- Standard de-contamination of equipment, clothing and personnel is required
- How to use the self-assessment tool

Record Keeping

The company will keep records of instruction and training provided to workers regarding COVID-19, as well as respirator fit tests and first aid records.

TRAINING

Workers will receive information on the following:

- The risk of exposure to COVID-19, and the signs and symptoms of the disease
- Safe work practices/procedures to be followed, including hand washing and cough/sneeze etiquette
- Reminders on location of washing facilities, including dispensing stations for alcohol-based hand rubs
- Proper use of a masks if/when required
- How to seek first aid
- How to report an exposure to, or symptoms of COVID-19
- How to use the self-assessment tool

Training will be in LMS, staff bulletins, email communication and intranet postings. Should presentations be made available from Public Health or the local Health Authorities, these will be made available to staff where required.

DOCUMENTATION

Appendix A –COVID-19 Risk Assessment Chart

Appendix B – COVID-19 Signage

COVID-19 RISK ASSESSMENT CHART

POSITION	LEVEL OF RISK	CONTROL PROCEDURES
Internal office staff	Low	Use the self-assessment tool Regular and effective hand hygiene, Maintaining physical distance
Front counter customer service staff	Low/Moderate	Use the self-assessment tool Regular and effective hand hygiene, Maintaining physical distance PPE if/where required
First Aid Attendant	Moderate	Use the self-assessment tool Regular and effective hand hygiene, Maintaining physical distance PPE if/where required Gloves, Respirator Cleaning and sanitizing
Staff in training or meetings Rooms	Moderate	Use the self-assessment tool Regular and effective hand hygiene, Maintaining physical distance PPE if/where required Cleaning and sanitizing
Cleaning Staff/Crew	Moderate	Use the self-assessment tool Regular and effective hand hygiene, Maintaining physical distance PPE if/where required Cleaning and sanitizing.
Head office staff sharing printers, coffee machines washrooms and other shared areas several times a day	Moderate	Use the self-assessment tool Physical distancing. Hand washing and sanitizing supplies. One-person restriction in shared space. Staggered times. Cleaning and sanitizing. PPE if/where required
Exposure when passing others in hallways or aisles	Low/Moderate	Use the self-assessment tool Regular and effective hand hygiene, Maintaining physical distance PPE if/where required
Exposure through work at desk in office	Low	Use the self-assessment tool Regular and effective hand hygiene, Maintaining physical distance
Head office staff sharing printers, coffee machines washrooms and other shared areas several times per hour	High Risk	Use the self-assessment tool Physical distancing. Hand washing and sanitizing supplies. One-person restriction in shared space. Staggered times. Cleaning and sanitizing. Where PPE

Note: Risk levels may increase or decrease depending on the nature of the outbreak and/or if there are local community cases of the virus etc.

ATTENTION



PLEASE DO NOT ENTER THE BUILDING IF YOU HAVE:

- **COUGH, FEVER OR EXPERIENCING BREATHING DIFFICULTIES
AND/OR**
- **TRAVELLED IN THE LAST 14 DAYS
AND/OR**
- **BEEN IN CONTACT WITH SOMEONE FROM AN IMPACTED AREA OR HAS BEEN
EXPOSED**

**FOLLOW THE DIRECTION OF THE LOCAL HEALTH AUTHORITY,
BC CENTRE FOR DISEASE CONTROL AND
WORLD HEALTH ORGANIZATION**



**PLEASE USE SOCIAL DISTANCING WHEN INTERACTING
WITH STAFF:**

- Try to maintain 2 meter distance
- Ensure hands are clean and disinfected (at wash at least 20 seconds)
- Avoid touching your face, nose, and mouth and avoid rubbing your eyes
- Practice proper coughing or sneezing etiquette
- Dispose of anything that meets your mouth such as tissues or plastic eating utensils
- Avoid contact with individuals displaying symptoms of Covid19 (cough, fever, breathing difficulties)
- Avoid congregating in large groups

**FOLLOW THE DIRECTION OF THE LOCAL HEALTH AUTHORITY,
BC CENTRE FOR DISEASE CONTROL AND
WORLD HEALTH ORGANIZATION**