

COVID-19 EXPOSURE CONTROL PLAN

**SITE
NAME:** MoveUP

DATE: 24-Mar-2020

The following Workplace Exposure Control Plan is a response to the outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in more than 100 locations internationally, including Canada. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19"). The Public Health Agency of Canada has determined the Human Coronavirus to be a Risk Group Classification: Group 2.

In light of the emerging details of the global COVID-19 pandemic, we have assembled the following Workplace Exposure Control Plan for our site based upon the risk assessment conducted on 24-Mar-2020







The Workplace Exposure Control Plan is intended to provide a safe workplace for all employees and reduce the hazard of spreading a potentially dangerous disease.

The situation-based matrix provides specific actions in the below plan that enable quick and decisive action to conform to the recommendations of the BC Ministry of Health and the Public Health Agency of Canada to reduce the spread of COVID-19 while supporting the Canadian population.

SITE RISK ASSESSMENT FOR COVID-19 RISK OF WORKPLACE EXPOSURE

SITE OF ASSESSMENT	MoveUP office
DATE OF ASSESSMENT	24-Mar-2020
ASSESSMENT TEAM	<u>John Doe</u> : for the employer ____ : for the employer <u>Jane Smith</u> : for the union ____ : for the union ____ : for the union
OBJECTIVE	To determine all jobs, tasks, and procedures for which occupational exposure to COVID-19 is anticipated and to evaluate the likelihood that such exposure would occur.
OUTCOME	Create a Workplace Exposure Control Plan to mitigate risk of COVID-19 exposure to workers on site.
REVIEW OF WORKPLACE EXPOSURE CONTROL PLAN	Daily - Effective Immediately.

RISK OF EXPOSURE TO COVID-19	LOW RISK	MODERATE RISK	MODERATE TO HIGH RISK	HIGH RISK
	Workers who typically have no contact with people infected with COVID-19	Workers who may be exposed to infected people occasionally in relatively large, well ventilated workspaces	Workers who may be working within 2m of infected people occasionally	Workers who may have contact with infected patients or with infected people in small, poorly ventilated workspaces
RECOMMENDED CONTROLS				
HAND HYGIENE	Yes, washing with soap and water for at least twenty (20) seconds, or using hand wipes that contain effective disinfectant	Yes, washing with soap and water for at least twenty (20) seconds, or using hand wipes that contain effective disinfectant	Yes, washing with soap and water for at least twenty (20) seconds, or using hand wipes that contain effective disinfectant	Yes, washing with soap and water for at least twenty (20) seconds, or using hand wipes that contain effective disinfectant
PHYSICAL DISTANCING	Yes, must always keep a minimum distance of two (2) meters from any person	Yes, must always keep a minimum distance of two (2) meters from any person	Yes, must always keep a minimum distance of two (2) meters from any person	Yes, must always keep a minimum distance of two (2) meters from any person
DISPOSABLE GLOVES	Not required	Not required unless handling contaminated objects on an occasional basis	Yes, when handling contaminated objects on a frequent basis.	Yes, when working directly in an area with COVID-19 patients.
APRONS, GOWNS, OR SIMILAR BODY PROTECTION	Not required	Not required	Not required unless handling contaminated objects on a frequent basis	Yes, when working in close proximity to COVID-19 patients.
EYE PROTECTION / GOGGLES OR FACE SHIELD	Not required	Yes, use face shields when working within 2m of someone exhibiting symptoms	Yes, when working in close proximity with COVID-19 patients	Yes, when working directly with COVID-19 patients

AIRWAY PROTECTION / RESPIRATORS	Not required	Not required unless likely to be exposed to coughing and sneezing COVID-19 patients	Yes, when working in close proximity with coughing and sneezing COVID-19 patients	Yes (minimum N95 respirator or equivalent)
COUGH/SNEEZE ETIQUETTE	Workers/clients are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of COVID-19 via droplet or airborne routes. Cough/sneeze etiquette includes the following components: <ul style="list-style-type: none">Educate workers/clients in control measures, including hand washingPost signs at workplace entry points to instruct everyone about control measuresCover your mouth and nose with a sleeve or tissue when coughing or sneezingUse tissues to contain secretions, and dispose of them promptly in a waste containerTurn your head away from others when coughing or sneezingWash hands immediately and regularly			
HAND WASHING PROCEDURE	<div><div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div></div></div></div>			

FREQUENCY DEFINITIONS		
Frequency	% of Shift	Hours of 8-hour workday
Not required (N/R)	0%	0
Seldom (S)	0-5%	Not performed on a daily basis
Rare (R)	1-5%	<30 min /day
Occasional (O)	6-33%	30 min to 2 hours 42 min per day or 1 exposure every 30 min.
Frequent (F)	34-66%	2 hours 43 min per day to 5 hours 21 min per day or 1 exposure every 30 min.
Constant (C)	67-100%	5 hours 22 min per day to 8 hours per day or 1 exposure every 30 sec.

PART 1: WORK ACTIVITIES RISK ASSESSEMENT (Exposure Frequency)

WORK ACTIVITY	Exposure to Customers/clients	Exposure to co-workers (within 2 meter rule)	Exposure to high touch points	Exposure at lunch/break times	RISK OF EXPOSURE
Reception	FREQUENT	FREQUENT	FREQUENT	FREQUENT	HIGH

PART 2: SITE AREAS RISK ASSESSMENT

AREA ASSESSED	Reception
EXTERNAL ACCESS	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
INTERNAL ACCESS	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
HIGH TRAFFIC	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
RISK OF EXPOSURE	HIGH
RECOMMENDATIONS	<p>Wipe down surfaces and items with disinfectant wipes (pens, visitor tags, door handles, etc);</p> <p>Keep one door open with hand sanitizer dispenser located beside open door (to avoid touching door handle and sanitize hands upon entry to office);</p> <p>Reception to ask visitors if they have cold/flu symptoms prior to entry;</p> <p>Reception and any other staff to maintain two meters distance between themselves and visitors;</p>

AREA ASSESSED	
EXTERNAL ACCESS	<input type="checkbox"/> YES <input type="checkbox"/> NO
INTERNAL ACCESS	<input type="checkbox"/> YES <input type="checkbox"/> NO
HIGH TRAFFIC	<input type="checkbox"/> YES <input type="checkbox"/> NO
RISK OF EXPOSURE	
RECOMMENDATIONS	

AREA ASSESSED	
EXTERNAL ACCESS	<input type="checkbox"/> YES <input type="checkbox"/> NO
INTERNAL ACCESS	<input type="checkbox"/> YES <input type="checkbox"/> NO
HIGH TRAFFIC	<input type="checkbox"/> YES <input type="checkbox"/> NO
RISK OF EXPOSURE	
RECOMMENDATIONS	

AREA ASSESSED	
EXTERNAL ACCESS	<input type="checkbox"/> YES <input type="checkbox"/> NO
INTERNAL ACCESS	<input type="checkbox"/> YES <input type="checkbox"/> NO
HIGH TRAFFIC	<input type="checkbox"/> YES <input type="checkbox"/> NO
RISK OF EXPOSURE	
RECOMMENDATIONS	

AREA ASSESSED	
EXTERNAL ACCESS	<input type="checkbox"/> YES <input type="checkbox"/> NO
INTERNAL ACCESS	<input type="checkbox"/> YES <input type="checkbox"/> NO
HIGH TRAFFIC	<input type="checkbox"/> YES <input type="checkbox"/> NO
RISK OF EXPOSURE	
RECOMMENDATIONS	

AREA ASSESSED	
EXTERNAL ACCESS	<input type="checkbox"/> YES <input type="checkbox"/> NO
INTERNAL ACCESS	<input type="checkbox"/> YES <input type="checkbox"/> NO
HIGH TRAFFIC	<input type="checkbox"/> YES <input type="checkbox"/> NO
RISK OF EXPOSURE	
RECOMMENDATIONS	

WORKPLACE EXPOSURE CONTROL PLAN

PART 1: RISK ASSESSEMENT REVIEW	
DATE OF ASSESSMENT	24-Mar-2020
WORKPLACE EXPOSURE CONTROL PLAN:	24-Mar-2020
EXPOSURE CONTROL PLAN	24-Mar-2020
PART 2: DISTRIBUTION OF INFORMATION	
DAILY SHIFT MEETINGS	Posts on Microsoft Teams, work emails
HANDWASHING PROTOCOL	Distributed and posted 24-Mar-2020 in lunchrooms and in washrooms.
COVID-19 INFORMATION	Distributed and posted 24-Mar-2020 through email and posting on site bulletin boards.
WORKPLACE EXPOSURE CONTROL PLAN	Created and distributed 24-Mar-2020 through email and posting on site bulletin boards

SELF ASSESSMENT TOOL	<p>The online self- assessment tool created by the BC government to help people understand their current health status as related to COVID-19 and determine if they are in need medical attention distributed through email on 24-Mar-2020</p> <p>https://covid19.thrive.health/</p>
PART 3: SITE EXPOSURE CONTROL PLAN	
PPE - PERSONAL PROTECTIVE EQUIPMENT	hand sanitizer, gloves (if necessary), masks (if necessary)
PERSONAL HYGIENE:	<p>Proper hygiene can help reduce the risk of infection or spreading infection to others, therefore immediately:</p> <ul style="list-style-type: none"> • Each person entering the workplace is required to wash their hands with disinfecting soap and hot water and use the alcohol based hand sanitizer provided. • All Screening Officers are required to wear nitrile gloves for all screening procedures. • All employees are encouraged to wash their hands often with soap and water for at least 20 seconds, especially after using the washroom • when coughing or sneezing all employees must: <ul style="list-style-type: none"> ✓ cough or sneeze into a tissue or the bend of their arm, not the hand ✓ dispose of any tissues used as soon as possible in a lined waste basket and wash hands afterwards • All employees must avoid touching their eyes, nose, or mouth with unwashed hands • All employees must not share eating utensils, drinks, towels or cigarettes with anybody.

SITE VISITS AND VISITORS	No visitors are permitted into working areas, lunchrooms or offices.
PHYSICAL DISTANCING:	<p>It is imperative that everyone practice the physical distancing recommendations of the provincial and federal governments including:</p> <ul style="list-style-type: none"> • avoiding non-essential gatherings • avoiding common greetings, such as handshakes • avoiding crowded places such as concerts, arenas, conferences and festivals • limiting contact with people at higher risk like older adults and those in poor health • keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible • keeping a distance of at least 2 arms-length (approximately 2 metres) from others
STAGGERING BREAKS AND SHIFT START AND END TIMES	<p>Lunch Breaks, coffee breaks and shift start and end times will be staggered to limit the number of individuals who may be arriving, leaving or resting at the same time.</p> <p>All employees must do their part to keep lunchroom and break rooms clean and sanitized.</p> <p>All employees are directed to not arrive to work and enter the building any earlier than 15 minutes prior to the start of their shift. This will help to limit the number of individuals in the workplace that have contact with one another.</p>
TRAVEL FOR WORK PURPOSES	All travel for work purposes are postponed, until further notice.
WORKING REMOTELY	Management will direct all employees who have the ability to work from home to do so until further notice. Attendance to the site will be scheduled to support the workflow and minimize the number of individuals in the workplace.

PART 4: REPORTING TO WORK (For all employees)

COMPANY POLICIES REGARDING COVID-19

1. If you have tested positive for COVID-19 you must immediately inform the Company, by directly advising your Manager or his/her designate.
2. If you have travelled outside of Canada and returned back in Canada on or after March 13, 2020 you must disclose this information to your Manager or his/her designate, and see below FAQs for additional information.
3. If you have been in close contact with someone who has been received a positive test for COVID-19 you must disclose this information to your Manager or his/her designate, and see below FAQs for additional information.
4. If you are self-isolating (for any reason) you must abide by the current public health guidelines around self-isolation. 5. If you are going to be travelling outside Canada you must complete a declaration prior to your travel.

The declaration form is found here:

<https://docs.google.com/forms/d/1r2E6-FQ1oYje49SASOxII2HxHHOWI53XxftkL8JcIVU/edit>

<p>I am returning from travels in another country or a cruise, what should I do?</p>	<p>Any employee who has returned from any international travel (including the USA) must self-isolate for a period of 14 days from their return to Canada. If you start developing symptoms, call your doctor or the medical hotline (811) and inform them.</p> <p>They will provide advice on if you need to get tested. Ensure to inform your supervisor that you are self-isolating and why.</p> <p>At the urging of the provincial government and health authority, do not visit emergency rooms or urgent care centers to get tested.</p>
<p>Someone I live with has returned from a trip abroad (including the USA) or a cruise, what should I do?</p>	<p>Similarly, to anyone returning from travel internationally, if you live with someone or have come into close contact with someone who has travelled abroad then you also must self-isolate for 14 days from the date of first possible exposure. If you start developing symptoms, call your doctor or the medical hotline (811) and inform them. They will provide advice on if you need to get tested. Ensure to inform your supervisor that you are self-isolating and why.</p>
<p>I have been in close contact with someone who may have COVID-19, what should I do?</p>	<p>If the person who may have COVID-19 is showing any symptoms, then you should self-isolate for 14 days.</p> <p>If the person is not showing any symptoms then you should continue to self-monitor and only self-isolate if that person shows symptoms, tests positive for COVID-19, or if you begin to have any symptoms of COVID-19.</p>

<p>What does “close contact” mean?</p>	<p>It is important to understand how coronavirus spreads. Public Health Canada’s information on this is: Human coronaviruses cause infections of the nose, throat and lungs.</p> <p>They are most commonly spread from an infected person through:</p> <ul style="list-style-type: none"> • Respiratory droplets generated when you cough or sneeze • Close, prolonged personal contact, such as touching or shaking hands • Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands • Current evidence suggests person-to-person spread is efficient when there is close contact. <p>Also it is important to realize that we do not know for sure if the virus can be transmitted when a person is not showing symptoms. Here is what experts have said:</p> <ul style="list-style-type: none"> • The World Health Organization (WHO) suggests that your risk for contracting the novel coronavirus from someone who isn’t showing any symptoms is very low. • Experts do believe it’s possible that someone with a novel coronavirus infection could transmit it to others even if they don’t show any symptoms, or have such mild symptoms that they don’t really know they’re sick. • However, according to the CDC, a person who has contracted the virus is most contagious when they’re showing symptoms — and that’s when they’re the most likely to transmit the virus. • Based on the above information, simply being around people who have COVID-19 does not mean you will contract the virus. Based on the best available science, the virus is not “airborne” in the sense that if a person coughs then someone who is 10m away would not inhale the droplets, as droplets do not float through the air but rather sink to the ground. However, if a person coughed and droplets settled on an object you then touch then you could contract the virus. • Due to these facts, it is likely that if you live with someone who has COVID-19 you will also contract the virus since you are likely often close enough to them to inhale droplets and you likely frequently touch objects they have coughed/sneezed on. However it also means that simply being around other people does not necessarily qualify as close contact. • If you are unsure whether you have been in “close contact” with someone who has or is suspected of having COVID-19 then please reach out to your HR department for guidance
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DAILY UPDATE MEETING	
Date of Meeting	24-Mar-2020
Shift	
Meeting Presenter	
Standing Agenda Items	<p>1. Workplace Protocol Changes - this document is posted on the bulletin board and is updated on a regular basis.</p> <p>2. Reporting to work- do not report to work if you are sick. Please advise your supervisor why you are not attending work.</p> <p>3. Handwashing- we have posted in the bathrooms and in the lunchrooms the sign for how to effectively wash your hands. Please follow these guidelines. wash your hands vigorously and frequently.</p> <p>4. Avoid touching your face, mouth, eyes, nose especially without washed hands.</p> <p>5. Physical Distancing- maintain physical distancing between you and any customer/client or co-worker of 2 meters (6.5 feet).</p>
Additional Topics of Discussion	

CLEAR

SAVE AS

PRINT

TRAINING RECORDS

By signing below, I certify that I attended this meeting and the agenda items, as noted above, were discussed with me. A copy of this form will be posted on the union bulletin board.

[illegible]

TRAINING RECORDS

By signing below, I certify that I attended this meeting and the agenda items, as noted above, were discussed with me. A copy of this form will be posted on the union bulletin board.

[illegible]

ABOUT CORONAVIRUS DISEASE (COVID-19)

WHAT IT IS

COVID-19 is an illness caused by a coronavirus.

Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

SYMPTOMS

Symptoms may be very mild or more serious. They may take up to 14 days to appear after exposure to the virus.



FEVER



COUGH



DIFFICULTY BREATHING

HOW IT IS SPREAD

Coronaviruses are most commonly SPREAD from an infected person through:

- ▶ respiratory droplets when you cough or sneeze
- ▶ close personal contact, such as touching or shaking hands
- ▶ touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

PREVENTION

The best way to prevent the spread of infections is to:



- ▶ wash your hands often with soap and water for at least 20 seconds



- ▶ avoid touching your eyes, nose or mouth, especially with unwashed hands



- ▶ avoid close contact with people who are sick



- ▶ when coughing or sneezing:
 - cover your mouth and nose with your arm or tissues to reduce the spread of germs



- immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards



- ▶ clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs.



- ▶ stay home if you are sick to avoid spreading illness to others

IF YOU HAVE SYMPTOMS

If you have SYMPTOMS of COVID-19 — fever, cough, or difficulty breathing:



- ▶ stay home to avoid spreading it to others
 - if you live with others, stay in a separate room or keep a 2-metre distance



- ▶ call ahead before you visit a health care professional or call your local public health authority
 - tell them your symptoms and follow their instructions



- ▶ if you need immediate medical attention, call 911 and tell them your symptoms.

FOR MORE INFORMATION ON CORONAVIRUS:

☎ 1-833-784-4397

@ canada.ca/coronavirus

✉ phac.info.aspc@canada.ca



Public Health
Agency of Canada

Agence de la santé
publique du Canada

Canada

Novel Coronavirus 2019 (COVID-19)

Coronavirus (COVID-19)

COVID-19 is a new coronavirus that has been identified as the cause of an outbreak of respiratory illness globally.

SEVERE SYMPTOMS

- **High fever** (100.4 or higher)
- **Pneumonia**

PRIMARY SYMPTOMS

- **Fever**
- **Runny nose**
- **Dry Cough**
- **Shortness of breath**
- **Fatigue**
- **Body Aches**

TRANSMISSION

Spread from person to person through sneezing or coughing.

Respiratory droplets containing the virus can remain on surfaces even after the ill person is no longer near.

Symptoms may appear 2-14 days after exposure. Call your doctor if you believe you have been exposed to COVID-19



REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.



1

Wet hands with
warm water



2

Apply soap



3

For at least 20
seconds, make
sure to wash:



palm and back
of each hand



between fingers



under nails



thumbs



4

Rinse well



5

Dry hands well
with paper towel



6

Turn off tap using
paper towel



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@ canada.ca/coronavirus



phac.info.aspc@canada.ca



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