

COVID-19 Safety Plan

Updated: November 20, 2020

Hygienica Environmental has developed this COVID-19 Safety Plan in accordance with the six-step process set out by WorkSafe BC. WorkSafe BC has directed employers to develop a plan to ensure that the risk of transmission of SARS-CoV-2 at workplaces is minimized.

In accordance with the Order of the Provincial Health Officer made on May 14, 2020, this Safety Plan will be posted on the Hygienica website at www.hygienicae.com, and at the Hygienica office at 998 Harbourside Drive, North Vancouver, BC. Updates to this Plan may be issued and posted as and when guidance from health officials changes.

What is COVID-19?

COVID-19 is a disease caused by a new coronavirus which has been named SARS-CoV-2, and has been declared a global pandemic. SARS-CoV-2 is transmitted via respiratory droplets and aerosols when an infected person coughs, sneezes, sings, shouts or talks. The virus can enter through the eyes, nose or throat if you are in close contact. Aerosolized droplets may linger in the air. The virus may also spread when a person touches another person, or a surface or object that has the virus on it, and then touches their mouth, eyes or nose without first washing their hands.

The symptoms of COVID-19 are similar to other respiratory illnesses, including the flu and the common cold. They include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache. Symptoms may vary from person to person, and a person may be infectious without ever developing symptoms or before showing symptoms. Symptoms may take up to 14 days to appear. For more information about COVID-19, visit the [British Columbia Centre for Disease Control \(BCCDC\)](http://www.bccdc.ca) website.

Assessing the Risks

Hygienica has involved all workers in the making of this Plan. The areas where people might gather are the Office site at 998 Harbourside Drive. Workers may also attend at client job sites where they may be in contact with members of the public.

Preventative Measures and Physical Distancing

- **Anyone who has had symptoms of COVID-19 in the last 10 days MUST NOT attend work and MUST self-isolate at home.** Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.

- Anyone under the direction of the Provincial Health Officer to self-isolate must follow those instructions.
- Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, must self-isolate for 14 days and monitor for symptoms.
- Work from home if possible.

Protocols for the Office Site

- Visitors to the office are prohibited. The office is closed to the public.
- Occupancy limit is posted at the workplace.
- Employees should work from home wherever possible.
- Before coming to the office, you must assess your health and check for symptoms of COVID-19 (see above for symptoms).
- Employees are not permitted to share tools and equipment. In the event that a piece of equipment does have to be shared, items must be sanitized before and after use.
- If employees attend the office site, the following protocols should be followed:
 - Employees should wash hands upon arrival at the office and frequently throughout the day. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.
 - Surfaces which are touched on a daily basis should be cleaned and wiped daily (using Lysol wipes/spray or correctly made bleach solution. If using bleach, solution must be made fresh each day). Examples of such surfaces are light switches, blind cords, door handles and locks.
 - High touch surfaces which are touched regularly should be cleaned and disinfected regularly throughout the day, at least every four hours. Such surfaces include the door handles on the washroom, sink, faucets, toilet flush, kettle handle, fridge door, bathroom light switch.
 - Desktop computer keyboard, mouse, and the desk should be wiped when the employee arrives and at the end of the day.
 - The floor in the bathroom should be washed and sanitized daily and the carpet vacuumed.
- Handwashing facilities and cleaning supplies will be provided at the office.
- Signage will be posted reminding staff of effective personal hygiene practices.

Mask Policy

- **As of November 20, 2020, wearing a mask is mandatory in all indoor public spaces and in shared areas in workplaces.** At the office in North Vancouver, a mask must be worn any time when more than one person is present.
- Masks may be a reusable cloth mask or surgical disposable mask. Disposable masks must be disposed of properly in a closed garbage can, or sealed into a ziplock bag. Cloth masks should be washed after each use.

- Masks must be replaced when wet or damp from respiratory droplets.
- Masks must be worn correctly (fully covering the nose and mouth) and must be put on and taken off in accordance with accepted practice. Do not touch the outside of the mask when you take it off. Posters are displayed in the workplace to demonstrate proper mask usage.
- A mask is not a substitute for physical distancing and other control measures (such as good personal hygiene).

Protocols for Client Job Sites

- Before attending a client job site, you must assess your health and check for symptoms of COVID-19 (see above for symptoms).
- For travelling to job sites, vehicles should not be shared. In the event of an emergency situation, drivers and passengers should wear masks.
- Follow all client directions and safety protocols in the client's building and any other buildings or public spaces entered.
- Practice physical distancing (2m apart) with contractors, building managers, and members of the public as much as possible. Do not ride elevators if a tenant is present; allow them to ride alone and take the next one.
- As of November 20, 2020, wearing a mask is mandatory in all indoor public spaces and in shared areas in workplaces. A mask must be worn at all times in a client's indoor space in accordance with BC Public Health Orders. See above Mask Policy for requirements regarding mask wearing.
- Single use/disposable nitrile gloves may be worn at a job site and disposed of properly after use.
- Wash or sanitize hands upon leaving job site or as soon as possible. Hand sanitizer or wipes should be kept in vehicle.

COVID-19 Training and Awareness

- Workers are trained on COVID-19 awareness (Eurofins Safer@Work certified course).

Any safety concerns should be discussed with Suzan Philippe (604.626.9290).