



## Harvest Project COVID Safety Plan

In compliance with WorkSafe BC requirements, this COVID Safety Plan outlines the policies, guidelines and procedures that have been put in place to reduce the risk of COVID-19 transmission and so that the Harvest Project can return to safe operation. This plan is in continuous review in accordance with new guidelines, directions and orders from the Public Health Officer.

Harvest Project is committed to providing a safe and healthy workplace for all our staff and volunteers. A combination of preventative and control measures will be used to mitigate the risk of exposure and potential spread of the COVID-19 virus.

All staff must follow the guidelines and protocols outlined in this plan to prevent or reduce exposure to the COVID-19 virus.

Harvest Project follows direction and controls as specified by the BC Centre for Disease Control, the Ministry of Health, and the Provincial or Vancouver Coastal Health Medical Health Officer.

### **COVID-19 Basic Transmission Facts:**

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Wherever possible, we will use the protocols that offers the highest level of protection.

#### *Responsibilities:*

Employers, supervisors and staff share responsibility for a safe workplace.

#### *Employer responsibilities:*

Harvest Project will:

- Ensure that supplies and other resources are readily available where and when they are required
- Select, implement and document appropriate control measures
- Ensure that supervisors and staff are trained to an acceptable level of competency
- Conduct a periodic review of the plan's effectiveness
- Ensure that staff are provided with and properly use any required Personal Protective Equipment
- Maintain records of safety inspections and staff training
- Ensure that a copy of this plan is available to all staff
- Modify service models and levels if warranted

#### *Supervisors will:*

- Promote awareness and share information resources with staff

Direct work in a manner that eliminates or minimizes the risk to staff

Ensure that staff are adequately instructed on the specific controls for identified hazards related to their work and location

Ensure that staff use appropriate personal protective equipment where required

Ensure face masks are worn when staff is in all common areas of the building.

Ensure that staff follow safe work practices

Send staff and volunteers home if they are ill

*Staff will:*

Know and understand the hazards of the workplace

Take part in training and instruction

Follow all established safe work procedures as directed by the employer or supervisor and use and care for required personal protective equipment as instructed

Report any unsafe conditions or acts to a supervisor and know how and when to report exposure incidents

Immediately contact a supervisor if a staff or volunteer begins to feel ill at work, then leave work and follow local health agency guidelines

**Risk Identification and 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. In accordance with the Provincial Health Officer's recommendation, Harvest Project has assessed the risk of transmission from social interaction by considering:

Contact intensity – the proximity and duration of contact

Number of contacts – the number of people present in the space at the same time.

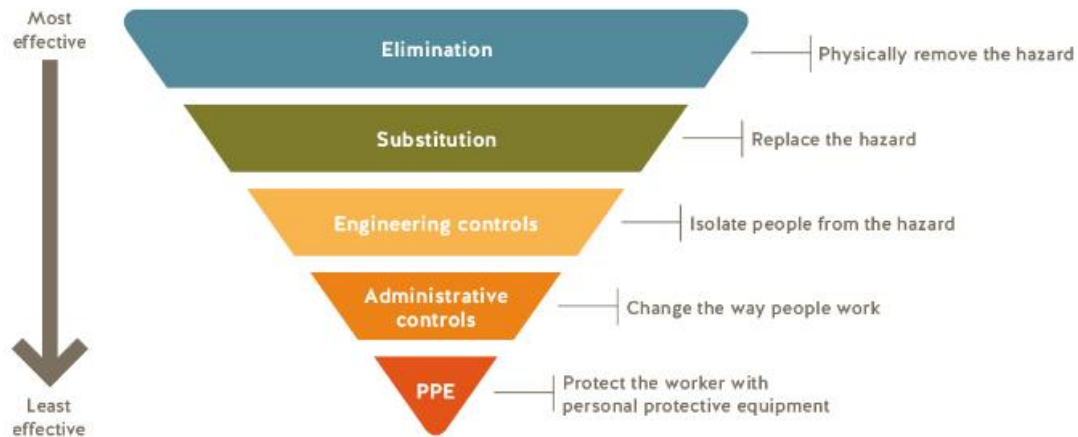
Where the risks are low, nothing further is required. Where risk is medium or high, potential modifications or controls will be undertaken.

*Potential risk include:*

Risk of transmission among staff and volunteers due to close proximity in interior spaces and length of time spent together

Risk arising from shared use of tools and equipment by staff and volunteers

## Hierarchy of controls



### Control measures at Harvest Project

The following measures to mitigate risk of COVID-19 transmission will be implemented and maintained over the coming 6-12 months or until direction is received from the provincial health authority.

#### Personal measures

Staff are expected to follow common sense practices and general public health recommendations to safeguard their health, including:

- Washing hands regularly for a minimum 20 seconds with soap and warm water, or using alcohol based hand sanitizer when handwashing facilities are not available;
- Practicing proper “respiratory etiquette” by sneezing or coughing into a sleeve or into a tissue and disposing of it immediately
- Avoiding touching their face
- Staying home when feeling unwell
- Practicing physical distancing.

Staff who are at an increased risk of a more severe illness due to age, a compromised immune system or underlying medical condition should consider extra precautions.

#### Cleaning and Hygiene Measures

Staff are expected to follow policies on handwashing and personal hygiene practices, and signage will be posted in washrooms, break rooms and on staff bulletin boards.

Staff are responsible for checking washrooms twice daily to ensure that they remain well stocked with soap, toilet paper and paper towels.

Hand sanitizing station is installed at the entrance and hand sanitizer is available in all high traffic areas.

When staff workstations or areas are shared, keyboards, mice, phones and desk surfaces must be cleaned between users.

## **Physical Distancing Measures**

Harvest Project has implemented the following measures to reduce the number of people in the facility and to promote safe physical distancing.

Staff Areas: policies and procedures are in place to support staff to work from home where their work allows. Staff are encouraged to use email, telephone or web based conferencing in place of face to face meetings.

Staff Schedules: have been adjusted to minimize sharing of workstations.

Staff work areas: and shared spaces have been modified as necessary to ensure safe distancing. Floor markings, walkways or directional signage will be installed in staff areas where merited.

Workflows that bring staff into proximity with one another or with volunteers will be modified where possible to incorporate safe distancing measures.

Visitors are prohibited.

A limited number of on-site client appointments are scheduled in keeping with established occupancy limits to ensure physical distancing is maintained.

## **Engineering Controls**

Plexiglass barriers: are installed at reception desk.

## **Administrative Controls**

Harvest Project has put in place policies and guidelines to reduce risk for staff and volunteers.

Signage: is posted at entrances and other key points to inform about occupancy limits, handwashing, hygiene practices and physical distancing.

Signage will also advise those who are ill, recently arrived from outside Canada, or recently in contact with someone who has tested positive for COVID-19 that they should not enter. All individuals, including those with symptoms of COVID-19, those who have been in contact with a COVID-19 positive individual, or those who have travelled outside of Canada must follow the guidance of public health. Staff guidelines, procedures and training have been developed for handwashing and hygiene; entering, exiting and traversing staff work areas; cleaning protocols including safe use of disposal of supplies; correct use of any personal protective equipment used; and specific safe work procedures.

In addition, guidelines for working from home and working alone are in place to ensure staff are safe.

Staff education and training are in place to ensure staff are familiar with protocols and take the form of:

- Information posted on staff bulletin boards
- Regular communication and updates via email
- Periodic reviews at staff meetings
- Scheduled safety orientation and review for new staff, staff returning to the worksite after an extended absence and staff taking on new roles and responsibilities

- Training for supervisors on monitoring staff and the workplace to ensure policies and procedures are being followed.

### **Personal Protective Equipment (PPE) Measures**

PPE may be used where physical distancing, engineering and administrative controls cannot adequately control the risk of transmission.

In accordance with the November 24, 2020 Public Safety Order masks are now mandatory for all employees, volunteers, clients and visitors entering the Harvest Project office. Exceptions to this policy include:

- People with health conditions or with physical, cognitive or mental impairments who cannot wear one
- People who cannot remove a mask on their own
- Children under the age of 12

According to WorkSafe, masks may offer some level of protection to others by preventing the wide spread of droplets from the wearer. They should be used as a protective measure in combination with other controls and should never be relied upon as a sole protective measure.

### **Safe Work Practices**

Specific safe work practices have been developed for specific activities, services and programs. Education and training on safe work procedures will be provided to relevant staff.

### **Ongoing Risk Monitoring and Safety Plan Updates**

All staff are responsible for supporting a safe workplace.

Staff who identify a safety concern should notify a supervisor immediately so that policies and procedures can be adjusted or updated. In addition to this COVID Safety Plan the Board Vaccine Policy Committee is currently meeting to assess the need for a Vaccine Policy.

### **Resources**

BC Centre for Disease Control <http://covid-19.bccdc.ca>

Provincial Health Officer

Public Health Agency of Canada <https://www.canada.ca/en/public-health.html>

Vancouver Coastal Health <http://www.vch.ca/covid-19>

WorkSafe BC <https://www.worksafebc.com/en/about-us/covid-19-updates>

Resources Consulted: WorkSafe BC COVID-19 Safety Plan; NVCL Safety Plan

WorkSafe BC <https://www.worksafebc.com/en/for-employers>

Resources Consulted: Reviewing and updating your Covid-19 Safety Plan, Mandatory Masks, Worker Health Checks

