

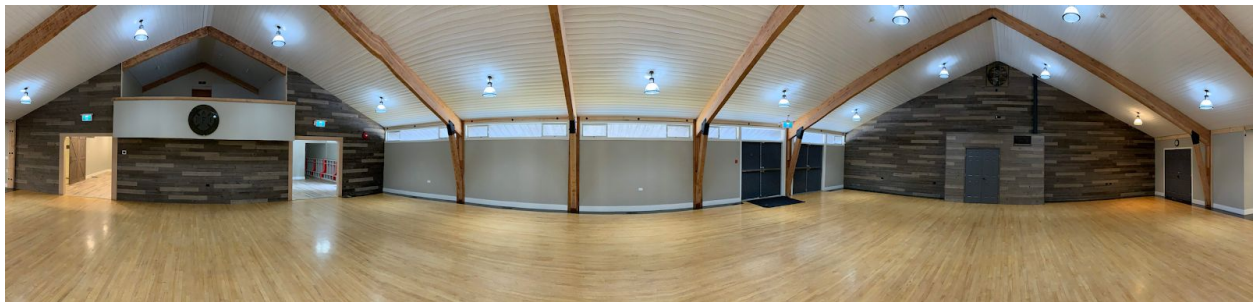


DELTA FIREFIGHTERS HOLDING SOCIETY

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# Delta Firefighters Holding Society COVID 19 - Safety Plan for Sunbury Hall



June 8th, 2020

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# COVID-19 SAFETY PLAN

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# COVID-19 SAFETY PLAN

## ASSESSING RISK

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.

- We have identified where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together staff and guests are and the longer they are close to each other, the greater the risk.
- We have involved staff, managers, and designated health and safety staff.
- We have identified areas where people gather, such as the main hall area, hallways, kitchens and washrooms.
- We have identified job tasks and processes where staff are close to one another or members of the public.
- We have identified the tools, machinery, and equipment that staff share while working.
- We have identified surfaces that people touch often, such as doorknobs, and light switches, tables, countertops, and seats.

## REDUCING RISK

We have selected and implemented protocols to minimize the risks of transmission.

- We have reviewed industry-specific protocols on worksafebc.com. We have implemented protocols that were developed specifically for our sector, or were applicable to us.
- We identified and implemented additional protocols where the posted protocols didn't address all of the risks to our customers and employees.
- We have reviewed the protocols with frontline staff and managers.
- We are following all orders, guidance, and notices issued by the provincial health officer.

## LEVELS OF PROTECTION

To reduce the risk of the virus spreading through droplets in the air, we have implemented protocols to protect against the identified risks.

**First level protection (elimination):** Use policies and procedures to limit the number of people in our workplace at any one time. Implement protocols to keep staff at least 2 metres (6 feet) from co-workers, and others.

**Second level protection (engineering controls):** If we can't always maintain physical distance, other measures will be implemented to provide barriers, to separate people.

**Third level protection (administrative controls):** We have established rules and guidelines, such as cleaning protocols, informing staff to not share tools, and implementing one-way doors and walkways.

**Fourth level protection (PPE):** If the first three levels of protection aren't enough to control the risks, we will have staff use personal protective equipment (PPE) such as masks and gloves. PPE will not be used as the only control measure. It will only be used in combination with other measures.

## FIRST LEVEL PROTECTION

Limit Capacity To Allow For Proper Social Distancing.

- We have established and posted an occupancy limit for our premises.
- We have limited the number of patrons and visitors in the Sunbury Hall.
- We have established and posted occupancy limits for common areas such as kitchens, main hall area, washrooms, and close quarters.
- We have implemented measures to keep staff and others at least 2 metres apart, wherever possible.
- We have ensured that all patrons that enter Sunbury Hall are directed accordingly.
- We have updated all work schedules to allow for staggered entry and exit.
- We have updated cleaning procedures and all tasks to allow for increased sanitation and distancing.
- We have limited the capacity of the Sunbury Hall customers to allow for 6' between tables.

## SECOND LEVEL PROTECTION

Barriers & Partitions

- We have not provided barriers. These will be provided if physical distancing can not be maintained

### THIRD LEVEL PROTECTION

Rules & Guidelines.

- We have identified rules and guidelines for how staff and renters should conduct themselves.
- We have clearly communicated these rules and guidelines to staff through a combination of guidelines and signage.
- We have guidelines for tables and chairs to allow for a minimum of 6' distance in the main hall area.
- We have designated one-way doors where needed.

Measures in place list the rules and guidelines that everyone in the workplace has to follow to reduce the risk of airborne transmission. This includes things like using one-way doors or walkways and wiping down surfaces after use.

### FOURTH LEVEL PROTECTION

Personal Protective Equipment (PPE).

- We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- We understand the limitations of masks and other PPE. We understand that PPE should only be used in combination with other control measures.

- We have trained staff to use PPE properly, following manufacturers' instructions for use and disposal.
- Masks will be made available to all staff, and all staff will be recommended to wear them when working.

## **REDUCE THE RISK OF SURFACE TRANSMISSION**

### **Cleaning & Hygiene Practices**

- We have reviewed the information on cleaning and disinfecting surfaces published by WorkSafeBC.
- Our workplace has enough handwashing facilities on site for all our staff. Handwashing locations are visible and easily accessed.
- We have policies that specify when staff must wash their hands and we have communicated good hygiene practices to staff. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.
- We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day, when in use) as well as the timing (before and after rentals).
- Staff who are cleaning have adequate training and materials.
- All cleaning is done on a regular, high frequency schedule, and logged in applicable log books.

## COVID-19 POLICIES

We have developed the necessary policies to manage our workplace, including policies around who can be at the workplace, 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 staff and others showing symptoms of COVID-19 are prohibited from the workplace.
- Anyone who has had symptoms of COVID-19 in the last 10 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 limited in the workplace.
- We have a working alone policy in place.
- We have ensured staff 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 staff who may start to feel ill at work. Sick workers should report to first aid, even with mild symptoms, and will be sent home if any COVID-like symptoms are present. Any surfaces the worker came into contact with will be cleaned and disinfected.

## COMMUNICATION & TRAINING

- We have a training plan to ensure everyone is trained in workplace policies and procedures.



- All staff have received the policies for staying home when sick.
- We have posted signage, 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.
- Managers have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

### **MONITORING & UPDATING**

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Staff know who to go to with health and safety concerns.
- When resolving safety issues, we will involve joint health and safety committees or staff health and safety representatives (or, in smaller workplaces, other staff).

### **ONGOING OPERATIONS**

- 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.
- We have identified a safe process for cleaning systems and lines of products that have been out of use.