

SOP No: NSGEN-17 Northspan Shop – Workplace COVID-19 Safety Plan 3.0

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**Potential hazards:** The introduction and spread of COVID-19 at Northspan shop.

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**Personal Protective Equipment Required:** N/A, task specific



Hardhat



Hard-toe



Hearing Protection



Eye Protection



Respiratory Protection



Hi-Vis



Gloves

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### Procedure:

It is the duty of everyone to do their part to limit the spread of COVID-19. COVID-19 is a serious, potentially fatal, disease caused by the virus SARS CoV-2. This virus spreads from person to person through direct contact, through droplets in the air, or from fluid containing SARS-CoV-2 left on surfaces. People working in close contact with one another can promote the spread of SARS-CoV-2 increasing the number of people who develop COVID-19.

The following COVID-19 Workplace Safety Plan is introduced to prevent the introduction and potential spread of COVID-19 at the Northspan Shop at 265 Lougheed Road in Kelowna, BC.

If you have any comments or concerns reading this Plan or other workplace health and safety issues, please contact the General Manager, who is the COVID-19 coordinator for Northspan.

### Preventing the introduction of COVID-19 in our workplace

#### Occupancy limit for 265 Lougheed Road

At no point should more than 10 people be at 265 Lougheed Road at the same time. This occupancy limit will be posted at the main and side entrances to the building.

#### Employees should not attend work if showing any of the common symptoms of COVID-19

Common symptoms of COVID-19 include new or worsening (as of November 19, 2020):

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing
- Sore throat

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- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

**Employees should not attend the workplace if they experience any of the above symptoms.**

In addition to displaying any of the above new or worsening symptoms, other restrictions from entering our workplace include:

- If you have travelled outside of Canada within the last 14 days
- If you have been identified by Public Health as a close contact of someone with COVID-19
- If you have been told to isolate by Public Health

**All employees shall complete the self-assessment form on SiteDocs daily prior to attending work to verify that they are symptom free. Self-assessments will be recorded in SiteDocs and compliance with self-assessment requirements will be monitored.**

#### Mandatory mask policy

All employees and visitors must wear mask at the workplace in any location where they are in a shared space with other workers or members of the public. This policy is communicated through signs at the entrances to our workplace.

#### Working remotely when possible

Employees must work from home when possible. Also, employees are encouraged to go home for the day once the day's tasks are completed. There is no need to spend time at the shop just waiting for the workday to end.

#### Managing guest visits

Guest visits should be kept to a minimum. Non-essential visits should be avoided. Prior to entering the shop visitors should be assessed using the evaluation form on SiteDocs and be informed of the mandatory mask use policy. Whenever possible, meet with guests outside, for example, on the patio if weather permits.

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### **Managing potential spread of COVID-19 in the workplace**

The SARS-CoV-2 virus spreads from person to person through close contact or through fluids left on surfaces. To prevent this spread, all employees and guests at 265 Lougheed Road must follow the below directions.

Just like any person showing symptoms of COVID-19 should refrain from attending the workplace, any person who at any time during the work day starts developing symptoms of COVID-19 should promptly inform a superior or colleague, then leave the workplace to go home or to seek health care services, if needed.

All surfaces, which the ill person has been in contact with will be sanitized immediately.

#### Physical distancing

Together with the mandatory mask policy, maintaining a physical distance of at least 2m between persons is an effective way to reduce the risk of spreading COVID-19.

All employees and guests must make sure to keep this distance to other persons. Avoid congregating in both offices and public areas. This can be achieved by avoiding meetings in small spaces, meeting outside, and making sure that occupancy limits are adhered to. If you are having your lunch in the kitchen make sure to time your lunch when nobody else is at the table.

If work situations make it difficult to maintain physical distancing, physical barriers should be put in place (such as office partitions, plexiglass barriers or curtains for example).

In cases where no other physical distancing measures can be applied, masks should be used. Please see “How to use a mask” instructions attached to this document. Disposable face masks are available at the Northspan shop.

#### Cleaning and hygiene

##### *Handwashing*

One of the most effective ways to prevent the spread of COVID-19 is to wash your hands often and properly. Handwashing facilities are available both upstairs and downstairs at the Northspan shop. Bottles of hand sanitizer are also being made available on both floors. Employees and guests at the Northspan shop should wash their hands:

- When arriving at the shop
- Before and after breaks

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- After using the washroom
- After handling any materials that may have come in contact with the public
- Before and after handling shared vehicles, tools and equipment
- Before and after using face masks or other personal protective equipment (such as respirators, goggles, and gloves)

Hands should be washed using soap and water. If soap and water aren't available, use an alcohol-based hand sanitizer. Please see "Handwashing" instructions attached to this document.

*Covering coughs and sneezes*

Another important way to prevent the spread of COVID-19 is to not cough or sneeze openly as this has the potential to spread virus over surprisingly long distances. Cover up coughs and sneezes by coughing or sneezing into your sleeve or by covering your mouth with a tissue. Remember to wash or sanitize your hands always after coughing or sneezing. Please see "Cover coughs and sneezes" instructions attached to this document.

*Sanitizing of common areas*

Sanitizing supplies are available throughout the Northspan shop as well as in company vehicles. It is recommended that items, which are used by more than one person, are sanitized after each use. Such items may include, tools, desks, phones and tablets.

*Sanitizing of common vehicles and equipment*

Common vehicles are company vehicles that may be used at work by more than one person. These include forklifts, pickup trucks and the 5-ton truck. These should be sanitized after use. Areas in a vehicle that have been touched should be sanitized following each use, including steering wheel, gear shifter, direction indicator lever, windshield wiper lever, window buttons, etc.

Employees should remember to wash their hands prior to and after using any common vehicle or equipment.

*Preventing spread of COVID-19 stemming from "running errands" during the workday*

Employees often leave work temporarily during the workday to go visit suppliers, go to the bank, etc. In order to prevent any spread of COVID-19 from such activities social distancing and hygiene guidelines are always to be followed. When visiting a third party, maintain physical distancing of 2 m and wear a mask. Disposable face masks are available at the Northspan shop. Always wash your hands prior to leaving the Northspan shop and again upon return to the Northspan shop. If you are bringing supplies/equipment back which have been in contact with the public and are to be used/touched within the next couple of days, sanitize them using spray sanitizer. Wash your hands when done.

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### **Training and implementation**

This Workplace COVID-19 safety Plan will be uploaded to SiteDocs for distribution to all Northspan shop employees. Employees will read and acknowledge the plan with their signature.

Signage reminding people of mask use, physical distancing, hand washing, occupancy limits and sanitizing protocol is present throughout the workplace.

This plan has been updated on March 8, 2021 and remains in force until further notice. The efficiency and suitability of the plan will be monitored by Northspan's Safety Committee and may be changed as circumstances require.

### **//attachments**

- Help prevent the spread of COVID-19: How to use a mask
- Help prevent the spread of COVID-19: Handwashing
- Help prevent the spread of COVID-19: Cover coughs and sneezes