



Capital College

Workplace BC Safety plan

Safety planning was guided by the [BC CDC and Public Health Officer, provincial Go-Forward Guidelines](#), and [WorksafeBC](#).

In accordance with the order of the Provincial Health Officer (PHO), this plan will be posted online and at our campus.

Criteria:

Employers must develop a COVID-19 Safety Plan. To develop your plan, follow the six-step process described at [COVID-19 and returning to safe operation](#).

This planning tool will guide you through the six-step process. Each step has checklists with items you need to address before resuming operations. You may use this document, or another document that meets your needs, to document your COVID-19 Safety Plan.

Employers are not required to submit plans to WorkSafeBC for approval, but in accordance with the order of the [provincial health officer](#), this plan must be posted at the worksite. This Safety Plan can also be completed from any mobile device using the [COVID-19 Safety Plan app](#).

Six step process and check list:

Step 1: Assess the risks at your workplace

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.

Involve workers when assessing your workplace

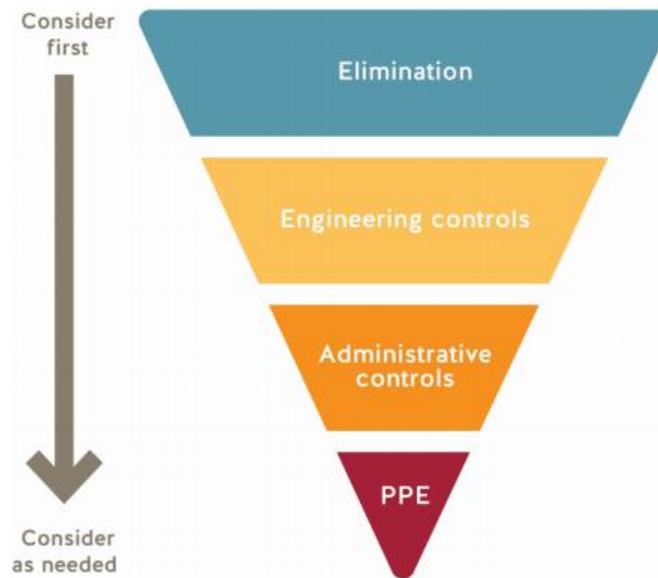
Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- We have identified the tools, machinery, and equipment that workers share while working.
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

Step 2: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- Review [industry-specific protocols](#) on [worksafebc.com](#) to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.
- Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
- [Orders, guidance, and notices](#) issued by the provincial health officer and relevant to your industry.
- Your health and safety association or other professional and industry associations.



First level protection (**elimination**) — Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

Second level protection (**engineering controls**) — If you can't always maintain physical distancing, install **barriers** such as plexiglass to separate people.

Third level protection (**administrative controls**) — Establish rules and guidelines, such as posted **occupancy limits** for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

Fourth level protection (**PPE**) — If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are **selected and cared for appropriately** and that workers **are using masks correctly**.

First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

- We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. [Public Health has developed [guidance for the retail food and grocery store sector](#) that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]
- In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- We have **established and posted occupancy limits** for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

Generally: Measures in Place

All faculty, staff, students, contractors and visitors must assess themselves daily for COVID-19 symptoms prior to accessing campus property.

COVID-19 symptoms are similar to other respiratory illnesses including flu and common cold:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite
- People infected with COVID-19 can also experience gastrointestinal symptoms such as diarrhea, nausea and vomiting a few days after the onset of the above symptoms.

If not feeling well or if they have any symptoms associated with COVID-19 or have been exposed to someone who has tested positive for COVID-19, the individual must not come to the campus. The individual must go directly to their accommodation and self isolate. They should contact the College by phone or email; and they will be advised what to do.

First Level - Elimination - measures in place

The institutional plan removes the risk of exposure when possible from the workplace / campus:

The institution is supporting non essential workers to work from home.

When possible courses are being delivered online to reduce the number of students / staff who need to attend the campus.

Institutional management has worked with employees to set out on-site and off-site work plans. The intent is for staff to work off site or remotely when possible and minimize the number of people on campus. This plan requires:

- Changes to work schedules
- Changes to how tasks are done
- Occupancy limits for workers
- Limiting or prohibiting visitors
- Reducing the number of visitors to only registered students, staff and approved visitors (by appointment only)

The College has “work from home” protocols in place.

Second level protection (engineering): Barriers and partitions

- We have installed **barriers** where workers can't keep physically distant from co-workers, customers, or others.
- We have included barrier cleaning in our cleaning protocols.
- We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

Second Level: Engineering - Measures in Place

The institution has made physical changes to separate workers / students and to support physical distancing; disinfecting and hygiene protocols. For example:

- Installing of barriers to separate persons on campus + one way movement.
- Separating persons by identified seating more than 2 meters
- Remove surfaces that people would normally touch (i.e. doors are kept open - thereby eliminating touching door handles)
- Occupancy limits for classrooms, offices and elevators are posted

Where physical distancing is not possible, one-way directional traffic patterns with physical distancing markers have been established in hallways, corridors, and stairwells. If impractical for one-way traffic, counter-clockwise, two-way traffic with physical distancing markers, have been established.

Information is clearly posted on campus.

There are identified safety staff to ensure compliance; for example who can be on site, monitoring the safety protocols / compliance / enforcement if needed. Safety staff are also available to address questions/ concerns/ suggestions.

Third level protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how workers should conduct themselves.
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Third Level: Administrative - Measures in Place

The institution has made changes to the way people work and interact, using policies, procedures, structural changes, training and signage. For example, the institution has:

- Created policies to limit the number of people in spaces at one time.
- Scheduled non - essential workers to work from home.
- Whenever possible provide courses online.
- Established effective cleaning and disinfection protocols.
- Provided education and training on safety, use of masks and protocols.

When planning to be on Campus, staff and students are required to adhere to a number of requirements:

All staff, students, and visitors will be required to take a health self-assessment before entering the College. The self-assessment questionnaire can be found here; <https://sharedhealthmb.ca/covid19/screening-tool/>

Individuals will take the self-assessment at home. If any individuals respond “yes” to any of the questions, they should stay at home, as they will not be admitted into the College.

If feeling unwell or if they have any symptoms associated with COVID- 19 or have been exposed to someone who has tested positive for Covid-19, the individual must not come to the campus. The individual must go directly to their accommodation and self isolate. They should contact the College by phone or email and they will be advised you what to do.

The administrative area will be protected by having essential staff only and a physical barrier to ensure distancing.

Personal protective equipment (PPE)

PPE is used on campus to protect the wearer and can includes such things as masks and gloves. Information on the correct use of masks is posted and monitored by safety staff.

Campus Protocols

On Campus protocols:

Only registered students and College staff / contractors (ie. cleaning) are allowed on campus; unless given prior approval by the College Director.

COVID-19 symptoms pee-screening questionnaire at all entry points are completed prior to entry.

There will be a temperature check on arrival.

Individuals will be required to sign a disclosure that they are not experiencing any covid-19 symptoms.

Individuals will be registered as being on campus (information will kept in a data base).

All persons will apply the hand sanitizer provided at the front door; and as needed in other areas.

All persons will maintain at least 2 meters distance from others when possible on campus.

Individuals will wear an approved face mask in the correct way

Individuals will comply with one way paths, selected seating and so on.

Individuals will not enter closed off areas.

Individuals will not physically share equipment or resources with others.
Individuals will not loiter (hang out) at the College.

Kitchen / social rooms / some other areas will be off limits to students/ staff.

Communally used objects (e.g. coffee-makers, shared utensils/plates, microwaves) will not be available at this time.

Fourth level protection: Using masks (optional measure in addition to other control measures)

- We have reviewed the information on [selecting and using masks](#) and [instructions on how to use a mask](#).
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained workers in the proper use of masks.

Fourth Level: Using masks - Measures in Place

Personal protective equipment (PPE)

PPE is used on campus to protect the wearer and can includes such things as masks and gloves. Information on the correct use of masks is posted and monitored by safely staff.

Face coverings are required:

- Before putting on a mask, clean hands with hand sanitizer or soap and water;
- Wear a mask that covers both the mouth and nose;
- Avoid touching the mask while using it. If the mask is touched, clean hands with hand sanitizer or soap and water.
- Remove the mask from behind. Do not touch the front of the mask. Discard it immediately in a closed bin and clean hands with hand sanitizer or soap and water.
- Staff, faculty, and student users must supply their own face coverings unless required due to specific planned instances of close physical interaction due to instruction or work activities.

Implement effective cleaning and hygiene practices

- We have reviewed the information on [cleaning and disinfecting](#) surfaces.
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [[Handwashing](#) and [Cover coughs and sneezes](#) posters are available at worksafebc.com.]
- 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) as well as the timing (before and after shift, after lunch, after use).
- Workers who are cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

Cleaning protocols

Cleaning Protocols

Strict protocols on cleaning and disinfecting premises and other aspects of environmental health will be observed, using hard-surface disinfectants as approved by the Public Health Agency of Canada.

Public spaces and communal areas shall be cleaned and disinfected multiple times per day, with emphasis on high touch surfaces, such as:

- Light switches,
- Computer keyboards and mouse
- Faucets
- Elevator buttons
- Door handles
- Copiers /Printers
- Phones
- Counter tops /Desktops
- Equipment controls (i.e., Remote controls)
- Staircase handrails
- Armrests
- Keypads
- Kitchen appliances
- Resource equipment
- Filing cabinets
- Washrooms will be cleaned and disinfected daily, with more frequent cleaning of high-touch washroom surfaces (e.g. flush handles, faucets.) throughout the day.
- Kitchen / social rooms will be locked and off limits to students.

- Communally used objects (e.g. coffee-makers, shared utensils/plates, microwaves) will not be available at this time.

Responsibility: Cleaning contractors, allocated duties for staff during the day, all staff when needed.

Mental Health

Faculty, staff and students may be experiencing anxiety, depression or other mental health challenges arising from the COVID-19 pandemic.

- Resources are available to support the mental health and well being of students and staff including Here2Talk offering mental-health counselling available 24/7.
- The Province offers a range of virtual mental health programs and services to support mental health and wellness.

Step 3: Develop policies

Develop the necessary policies to manage your 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 workers 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 must **self-isolate for 14 days and monitor** for symptoms.
- Visitors are prohibited or limited in the workplace.
- First aid attendants have been provided **OFAA protocols** for use during the COVID-19 pandemic.
- We have a **working alone policy** in place (if needed).
- We have a **work from home policy** in place (if needed).
- Ensure workers 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. Ensure an appropriate **violence prevention program** is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the **BC COVID-19 Self-Assessment Tool**, or call 811 for further guidance related to testing and self-isolation.]
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

Polices /procedures contained in this document. Other polices such as violence prevention already part of College protocol.

Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices. [A customizable [occupancy limit poster](#) and [handwashing signage](#) are available on [worksafebc.com](#).]
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including [visitors](#) and [workers](#) with symptoms.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Polices /procedures contained in this document. Training plans are part of the procedures.

Step 5: Monitor your workplace and update your plans as necessary

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process.

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

Polices /procedures contained in this document.

The institution and management routinely reviews the workplace, new guidance from the government and updates plans as necessary.

The institution has a *Health and Safety Committee*, consisting of the Director, the on-site administrator and a faculty representative. They meet once a week and more often if required.

Step 6: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

- 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 reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- We have identified a safe process for clearing systems and lines of product that have been out of use.

The training package for all staff includes the Safety Plan, general College polices, and completing **two** relevant training courses:

Canadian Centre of Occupational Health and Safety

Course 1: Mandatory online training (all administration, Instructors and management):

“Pandemic Awareness“

Link here: https://www.ccohs.ca/products/courses/pandemic_aware/

Topics include:

- What is a pandemic?
- How viruses spread
- Being prepared
- What might happen
- What can we do?
- Staying healthy
- How to stop the spread of the virus

Upon completion of this course, learners will:

- Know the main characteristics of a pandemic
- Understand how viruses spread
- Understand the impact of a pandemic on the workplace, home and community
- Know ways to help stay healthy and reduce the spread of viruses
- Know how to be prepared at home and in community
- Be able to find reliable information during a pandemic

Course 2: Mandatory online training (all administration and management):

“Pandemic Planning: Reopening for Business” Link here:
<https://www.ccohs.ca/products/courses/pandemic-reopening/>

Topics include:

- Corona virus and how it spreads
- Duties and responsibilities
- Methods of control, including cleaning and disinfecting
- Managing the workplace
- Understanding mental health

Upon completion of this course learners will:

- Understand how corona virus spreads and the symptoms of COVID-19
- Know employer and worker duties in a COVID-19 return to business plan
- Be able to describe the role of hazard identification and risk control
- Know what measures are used to control the virus, including how to safely clean and disinfect surfaces
- Understand how to safely manage the workplace and prepare workers for a return

- Understand the impacts on mental health

Additional training is being planned.