



Lower Fraser Fisheries Alliance COVID-19 Safety Plan

November 23, 2020

In compliance with the Provincial Health Officer and Worksafe BC, the Lower Fraser Fisheries Alliance has developed a workplace safety plan using the Covid-19 Safety Plan template provide by Worksafe BC.

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.

Step 2: Implement protocols to reduce the risks

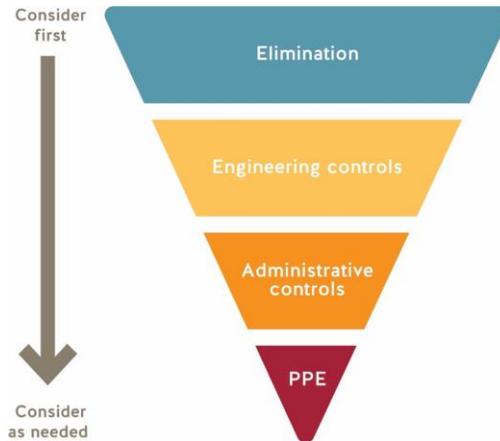
Different protocols offer different levels of protection. We have considered controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.

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 workspaces to ensure that workers are at least 2 m (6 ft.) from co-workers and members of the public.

Second level protection (engineering controls) — If you cannot 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: Personal Protective Equipment (PPE) — If the first three levels of protection are not 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

Control measures for maintaining physical distance in the LFFA workplace include:

- Working offsite or remotely
- Changes work schedules - use the LFFA Admin Calendar to book your office time.
- Changes to how tasks are done - one person per office while at the office, physically distance in the boardroom, one person at time in other common areas (kitchen, garage etc.)
- Occupancy limits for workers, limit of 6 staff members at the office at any time, use the LFFA Admin calendar to book your office time.
- Limiting or prohibiting visitors, visitors must follow the LFFA COVID-19 guidelines. Personal visitors are not permitted, professional, work related visitors should be limited as much as possible.

Second level protection (engineering): Barriers and partitions

Staff are encouraged to work one person at a time in their offices, with the doors closed.

Third level protection (administrative): Rules and guidelines

Measures in place: Workplace Guidelines for LFFA

- One person at a time in hallways, doorways and other smaller areas, always maintaining a 2-meter (6ft) distance between you and others
- Kitchenware items and cutlery have been removed from the kitchen.

- Staff to use single use, disposable products, or use their own personal kitchenware including coffee mugs etc. Any personal items must be taken home with you when you leave. Any personal items left at the office will be disposed of.
- Staff to use their own office supplies and equipment such as pens, staplers etc.
- Staff must use hand sanitizer and masks when entering the building and using common areas where contact with others is possible. You will not require a mask if you are working alone in your office.
- Staff to review and adhere to the "how to use mask correctly" document
- Anyone exhibiting COVID like symptoms are not permitted to enter the building
- Using the kitchen is discouraged, however if staff must use kitchen appliances and equipment, they must use disinfectant wipes to wipe down anything they use.
- Shared office equipment must be wiped down with disinfectant wipes after use.
- Staff must wash and sanitize their hands when coming into contact with publicly used items (doorknobs, photocopier, coffee machine etc.)
- A temperature gauge is available at the LFFA office
- **Cleaning protocols:** *SFN Custodial Services Contract, Cleaning services are currently 1 day/week. Cleaning routine is attached.*
- Ensure your work areas are wiped with disinfectant wipes along with areas you have been in contact with before leaving the office.
- Wipe down any kitchen equipment and products after each use.
- Wipe doorknobs, faucets and sitting areas you have come into contact with whenever possible.
- Practice good hygiene and handwashing with frequency.

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

Measures in place:

- Staff are required to use a mask when they enter the building
- Masks must be worn in common areas and when you are in close contact with others
- Staff must review the "how to use a mask" information document

Step 3: Develop 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 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 must self-isolate at home.

- Anyone who has been identified by Public Health as a close contact of someone with COVID-19
- 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.
- We have a *working alone policy* in place (if needed).
- We have a *work from home policy* in place (if needed).
- Our policy addresses workers who may start to feel ill at work. It includes the following:
 - 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.

Step 4: Develop communication plans and training

Communication

The LFFA Covid-19 Safety Plan and supporting documents have been:

- Distributed to all staff via email.
- Hard copies are posted on site
- Electronic copies are saved in an efile on the dropbox

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

Things may change as we continue to operate. If you identify a new area of concern, or if it seems like something isn't working, we can take steps to update our policies and procedures. Feedback is welcome and can be sent to

Rosalie.Hope@lffa.ca

Step 6: Assess and address risks from resuming operations

LFFA will continue to with a work from home policy until otherwise advised by the Provincial Health Officer.

Helpful links to COVID-19 information:

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

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>