

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

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

Personal Protective Equipment Required: N/A, task specific



☐ Hardhat



☐ Hard-toe



☐ Hearing
Protection



☐ Eye
Protection



☐ Respiratory
Protection



☐ Hi-Vis



☐ Gloves

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.

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:

- Fever
- Chills
- New or worsening cough
- Shortness of breath
- New muscle aches or headache

Author: Magnus Haglund

Date: 5/25/2020

Version: 1.0

SAFE OPERATING PROCEDURE**SOP No: NSGEN-17 Northspan Shop – Workplace COVID-19 Safety Plan**

- Sore throat

Employees should not attend the workplace if they experience any of the above symptoms. Nor should they attend work if they have been in close contact with someone who has COVID-19 or any of the above symptoms or have been directed by Public Health authorities to self-isolate. Stay at home, call work to let people know you will not be at work.

Anyone who has arrived from outside Canada or who has had contact with a confirmed COVID-19 case is required to self-isolate for 14 days and monitor for symptoms.

All employees shall complete a self-assessment form (on SiteDocs) daily prior to attending work to verify that they are symptom free.

Working remotely when possible

Employees are encouraged to 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. "Unnecessary" visits should be avoided. Prior to entering the shop visitors should be assessed using the evaluation form on SiteDocs. Whenever possible, meet with guests outside on the patio.

Preventing the spread of COVID-19 in our 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

Maintaining a physical distance of at least 2m between persons is an effective way to reduce the risk of spreading COVID-19.

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All employees and guests must make sure to keep this distance to other persons. 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, non-medical 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. Textile face coverings, such as bandanas, can also be used.

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
- 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.

SAFE OPERATING PROCEDURE

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Sanitizing of common areas

A sanitizing protocol is being implemented throughout the Northspan shop for common areas such as washrooms, common tables, light switches, door handles/knobs, etc. Areas to be sanitized every workday using alcohol-based spray sanitizer have been identified and are listed in an attachment to this document. Laminated posters, marked with a bright orange rectangle, describing which objects/areas need to be sanitized have been posted in each room at the shop. The identified areas will be sanitized at the end of the workday by an assigned sanitizer(s) for that day. The sanitizing efforts must be recorded using the “Northspan 265 Loughheed – Common Areas Sanitizing” form.

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. It is important that these vehicles are sanitized between each different user. Once an employee is done using a common vehicle, it is the employee’s responsibility to sanitize the vehicle to make it safe for use by another user. Spray bottles with sanitizer will be made available in the shop as well as in the #13 pickup truck. Areas in a vehicle that have been touched must be sanitized following each use, including steering wheel, gear shifter, direction indicator lever, windshield wiper lever, window buttons, etc.

Common equipment include tools, which are used by more than one person. Examples can range from stationary tools (drill presses, etc.) to tools in the tool drawers in the shop. After using a piece of common equipment, the user should sanitize the equipment such that it is safe for the next user.

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. If this is not possible, 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.

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 upon the re-opening of the Northspan shop on June 1, 2020.

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

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This plan has no expiry date 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.

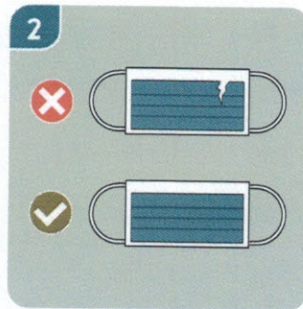
//attachments

- 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
- Sanitizing protocol: Common areas to be sanitized every workday
- Task Hazard Analysis: Re-opening Northspan shop after COVID-19 shutdown

Help prevent the spread of COVID-19: How to use a mask



1
Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



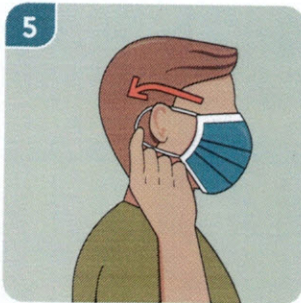
2
Inspect the mask to ensure it's not damaged.



3
Turn the mask so the coloured side is facing outward.



4
Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose



5
Put the loops around each of your ears, or tie the top and bottom straps.



6
Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7
Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



8
Don't touch the mask while you're wearing it. If you do, wash your hands.



9
Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

Removing the mask



1
Wash your hands with soap and water or use an alcohol-based hand sanitizer.



2
Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



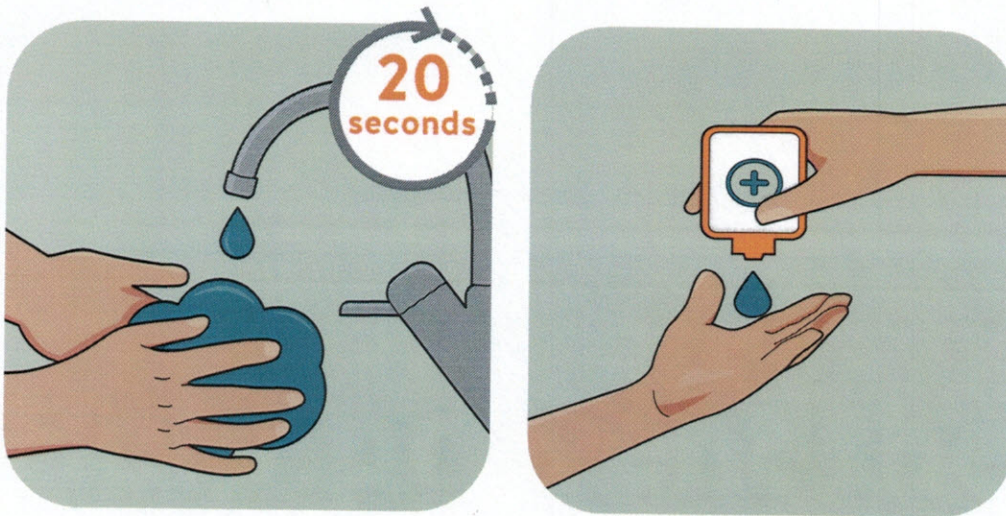
3
Dispose of the mask safely.



4
Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."

Help prevent the spread of COVID-19



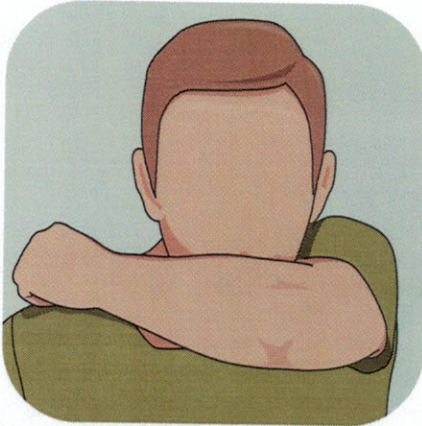
Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment

Help prevent the spread of COVID-19

Cover coughs and sneezes

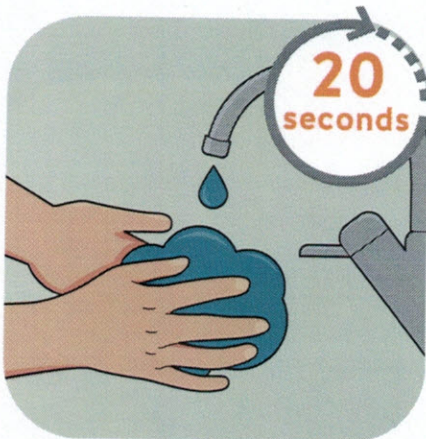


Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Or

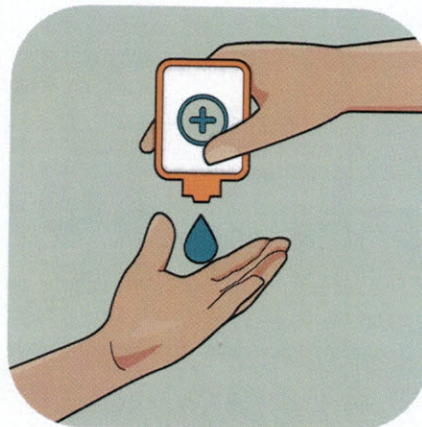


Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



Wash your hands with soap and water for at least 20 seconds.

Or



Clean hands with alcohol-based hand sanitizer.



265 Loughheed Road COVID-19 Sanitizing Plan

KITCHEN

The following to be sanitized daily:

- Table
- Top of chair backs
- Conference phone
- Fridge door handle
- Kitchen cabinet door handles
- Coffee maker
- Microwave
- Faucet
- Range buttons/dials
- Nespresso pod drawer
- Door knobs
- Light switch
- Thermostat
- +any additional areas, which may require sanitizing



265 Loughheed Road COVID-19 Sanitizing Plan

UPSTAIRS LANDING AND MAIN STAIRS

The following to be sanitized daily:

- Water cooler
- Printer
- Door knobs
- Light switch
- Stair railings/hand rails
- +any additional areas, which may require sanitizing



265 Loughheed Road COVID-19 Sanitizing Plan

ACCOUNTING OFFICE

The following to be sanitized daily:

- Door knobs
- Light switch
- Printer
- Filing cabinet drawer handles
- Desks will be sanitized by their respective occupants
- +any additional areas, which may require sanitizing



265 Loughheed Road COVID-19 Sanitizing Plan

UPSTAIRS WASHROOM

The following to be sanitized daily:

- Light switch
- Door knobs
- Toilet paper holder
- Toilet flush handle
- Toilet lids (use separate paper towel)
- Soap dispenser
- Faucet
- +any additional areas, which may require sanitizing



265 Loughheed Road COVID-19 Sanitizing Plan

ATRIUM

The following to be sanitized daily:

- Water cooler
- Chair handles
- Door knobs/handles
- Mailboxes
- Light switches/Thermostat/Fan control panel
- TV remote
- Coffee maker
- Coffee cabinet countertop and door handle
- Pool table top
- +any additional areas, which may require sanitizing



265 Loughheed Road COVID-19 Sanitizing Plan

KEN'S AND KEENAN'S OFFICE

The following to be sanitized daily:

- Light switch
- Door knobs
- Chair handles
- Printer
- Printer cabinet drawer handles
- Desks to be sanitized by respective occupants
- +any additional areas, which may require sanitizing



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PARTS ROOM

The following to be sanitized daily:

- Microwave oven
- Fridge door handle
- Door knobs
- Light switches
- Scales control panel
- Garage door handle
- +any additional areas, which may require sanitizing



265 Loughheed Road COVID-19 Sanitizing Plan

SIDE DOOR ENTRANCE

The following to be sanitized daily:

- Alarm control panel
- Door knobs
- Light switch
- Back stairs railing
- +any additional areas, which may require sanitizing



265 Loughheed Road COVID-19 Sanitizing Plan

SHOP

The following to be sanitized daily:

- All door knobs
- Light switches
- Thermostat
- Shop faucet
- Shop soap dispenser
- Tool drawer handles
- Bay door control panel
- Compressor switch
- +any additional areas, which may require sanitizing



265 Loughheed Road COVID-19 Sanitizing Plan

DOWNSTAIRS WASHROOM

The following to be sanitized daily:

- All door knobs
- Light switch
- Faucet
- Soap dispenser
- Toilet lids (Use separate paper towel)
- +any additional areas, which may require sanitizing



265 Loughheed Road COVID-19 Sanitizing Plan

SHED

The following to be sanitized daily:

- Door knobs
- Light switch
- Phone
- Bay door control panels
- +any additional areas, which may require sanitizing



265 Loughheed Road COVID-19 Sanitizing Plan

PATIO

The following to be sanitized daily:

- Chair handles
- Tabletops
- +any additional areas, which may require sanitizing



TASK HAZARD ANALYSIS

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THA Title: 265 Lougheed Rd Northspan Shop – COVID-19 Safety Plan

Task Description: Re-opening of Northspan shop after COVID-19 shutdown

Task Description

Likelihood	Consequence				
	(1) Insignificant	(2) Minor	(3) Moderate	(4) Major	(5) Catastrophic
Always (A)	H (11)	H (13)	E (19)	E (22)	E (25)
Likely (B)	M (6)	H (12)	H (15)	E (21)	E (24)
Possible (C)	L (3)	M (7)	H (14)	E (20)	E (23)
Unlikely (D)	L (2)	L (5)	M (9)	H (16)	H (18)
Rare (E)	L (1)	L (4)	M (8)	M (10)	H (17)

Notes

1. A unique THA shall be performed for each task.
2. Plans and Procedures as well as Standards, Codes and Material Data Safety Sheets (MSDS) may all provide information and guidance.

Requirements

Work Permits				Personal Protective Equipment (PPE)		
Confined Space <input type="checkbox"/>	Vessel Entry <input type="checkbox"/>	Excavation <input type="checkbox"/>	Hot Work <input type="checkbox"/>	Face shield <input type="checkbox"/>	Mono goggles <input type="checkbox"/>	Hearing Protection <input type="checkbox"/>
Electrical Isolation <input type="checkbox"/>	High Voltage <input type="checkbox"/>	Scaffolding <input type="checkbox"/>	Radiation <input type="checkbox"/>	Respirator <input type="checkbox"/>	Dust Masks <input type="checkbox"/>	Impervious Gloves <input type="checkbox"/>
Personnel Cage <input type="checkbox"/>	Safe Work <input type="checkbox"/>	Gas Test <input type="checkbox"/>	Isolation <input type="checkbox"/>	Safety Helmet <input type="checkbox"/>	Safety Harness <input type="checkbox"/>	Sun Protection <input type="checkbox"/>
Commissioning <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Life Vest <input type="checkbox"/>	Safety glasses <input type="checkbox"/>	Rubber boots Steel toes <input type="checkbox"/>



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Task Specific Resources

Barricading <input type="checkbox"/>	Signs <input type="checkbox"/>	Sentry & Sentry Board <input type="checkbox"/>	Fire Blankets <input type="checkbox"/>	Extinguishers <input type="checkbox"/>	Radio/Phones <input type="checkbox"/>
Drinking Water <input type="checkbox"/>	Running Water <input type="checkbox"/>	Life Ring <input type="checkbox"/>	Voltage Reducer <input type="checkbox"/>	Colorimeters <input type="checkbox"/>	Air mover (fan) <input type="checkbox"/>

Date of hazard assessment: May 21, 2020

Hazard Assessment Team:

Name:

Position:

Signature:

Magnus Haglund

General Manager

Kenneth Koebel

Operations Manager



TASK HAZARD ANALYSIS

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Step No.	Task Step	Task Step Hazard (s)	Risk Score	Task Step Hazard Control(s)	Res Risk
1	Re-opening of Northspan shop	Someone or something brings COVID-19 to the shop.	20 (Pos, Maj)	Introduce an occupancy limit of 10 for 265 Lougheed Rd. Display limit on signage at all entrances and on bulletin board.	
2				No employee to attend work if they show any symptoms of COVID-19. Signage at all entrances.	
3				Employees to complete self-assessment form on SiteDocs daily before attending work.	
4				Guests will be assessed using SiteDocs form before entering premises	
5				Unnecessary visits to be avoided. To the extent possible, meet with visitors outside, on the patio.	
6				Working remotely is encouraged when possible. Don't spend time at the shop for spending time at the shop's sake.	16 (Unl, Maj)
7		People are unaware of COVID-19 measures	20 (Pos, Maj)	All COVID-19 procedures and resources to be uploaded to SiteDocs for everyone to access and sign off on.	
8				Signage with information throughout premises.	16 (Unl, Maj)
9					
10					
11		COVID-19 spreading at the shop.	20 (Pos, Maj)	Maintain physical distancing of 2m. Use face mask if physical distancing is not possible. Signage.	
12				Introduce hand-washing protocols for when at work. Signage.	

Author:		To Be Reviewed:	
Approved by:		Print Date:	25/05/2020



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Step No.	Task Step	Task Step Hazard (s)	Risk Score	Task Step Hazard Control(s)	Res Risk
13				Hand-sanitizer available throughout shop.	
14				Anyone having symptoms must go home.	
15				Enhanced cleaning/sanitizing protocols. Daily sanitizing of high volume/touch areas	16 (Unl, Maj)
16					

Author:		To Be Reviewed:	
Approved by:		Print Date:	25/05/2020



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Approval and Change Page

Date	Step	Description - Change Including New Hazards and Controls	Change Made By	Employee Approved	Supervisor Approved	Team Review & Acceptance Confirmed By

Author:		To Be Reviewed:	
Approved by:		Print Date:	25/05/2020