

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

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

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 Lougheed – 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