



COVID-19 Safety Plan

April 12, 2020

Purpose

During the COVID-19 pandemic, the Greater Victoria Harbour Authority (GVHA) will take direction from the Provincial and Regional Health Officers who, under Provincial legislation, are delegated the responsibility and authority to protect public health.

The GVHA is committed to providing a safe and healthy workplace for employees. This document assists Managers and Supervisors in:

- Mitigating the spread of COVID-19 among employees (and their families and friends).
- Assisting employees (and their families) in managing personal/family illness.
- To minimize an employee's exposure to COVID-19, a combination of measures will be utilized, including the most effective control technologies available. Work procedures will protect employees, and the public who enter GVHA properties and facilities. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to COVID-19.
- This plan will serve as the GVHA Exposure Control Plan for COVID-19.

Regulatory Requirements

Every employer is required to have a COVID-19 Safety Plan that assesses the risk of exposure at their workplace and implements measures to keep them safe. A COVID-19 Safety Plan is meant to be a "living" document, used as a source of information for answering COVID 19 related questions and to help ensure exposure control activities are in place.

Under Federal jurisdiction, the GVHA must follow rules and regulations set out by the Canada Labour Code. As a company operating in British Columbia, the GVHA must also follow rules and regulations set out by WorksafeBC.

With respect to possible exposure to COVID at the workplace, the risks and controls have been identified and established by the Provincial Health Officer (PHO) and the BC CDC. The orders and directions of the PHO, which are set out in guidance to employers & businesses provided by the BC Centre of Disease Control, constitute a minimum standard.

Coronavirus and COVID-19

- Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease, or COVID-19.
- COVID-19 is the infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019.
- The COVID-19 virus is rapidly spreading in other nations throughout the world, including Canada, with new cases occurring regularly.

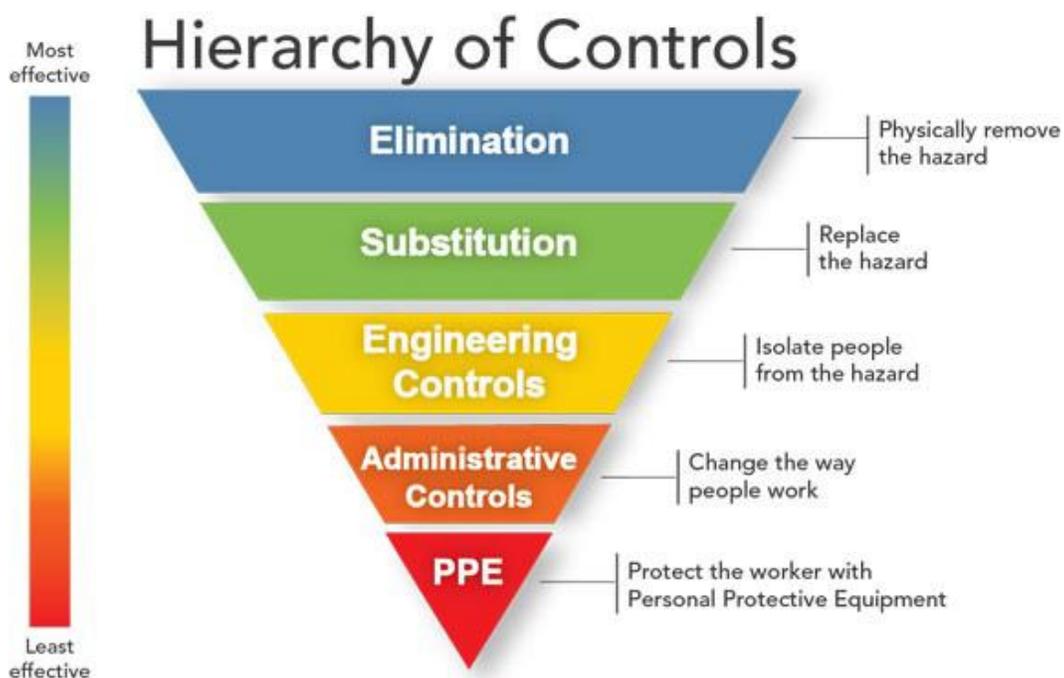
Controls

The OHS Regulation requires the GVHA to implement infectious disease controls utilizing the Hierarchy of Controls Method.

Selecting an appropriate control is not always easy. It often involves doing a risk assessment to evaluate and prioritize the hazards and risks. In addition, both "normal" and any potential or unusual situations such as a COVID-19 Pandemic must be studied. Each hazard control program should be specially designed to suit the needs of the individual workplace. Hence, no two programs will be exactly alike.

Choosing a control method may involve:

- Evaluating and selecting temporary and permanent controls.
- Implementing temporary measures until permanent (engineering) controls such as plexi-glass can be put in place.
- Implementing permanent controls when reasonably practicable.



First Level Protection (Elimination): Eliminate tasks or situations where potential for transmission could be high

- We cancelled all staff social events
- All events have been cancelled on our properties from November 19 until further notice
- All unassigned seating has been removed

Second Level Protection (Substitution): Replace equipment or tasks with less hazardous ones

- In-person meetings have been replaced where possible with MS Teams online meetings
- To reduce the number of people at the worksite, we have provided work from home arrangements and rescheduling work tasks

Third Level Protection (Engineering): Barriers and Partitions

- We have installed barriers where workers cannot keep physically distant from co-workers, customers, or others (desk dividers and front counter sneeze shield)
- We have implemented measures to keep workers and others at least 2 meters apart wherever possible (boundary areas with tape and desk dividers)

Fourth Level Protection (Administrative): Rules and Guidelines

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

- Corporate office staff sign in using a shared digital calendar
- [As of December 2020, staff must sign-off/confirm they completed a health check](#)
- Wash or sanitize hands upon entry and frequently thereafter
- Keep a box of disposable gloves in every vehicle
- Wipe your company vehicle with provided cleaner upon entry
- Wear a mask when two or more people are in a vehicle
- Occupancy limits have been posted on all workspaces, lunchrooms, and meeting rooms

Public and Guests: Rules and Guidelines

- The offices are closed to the public unless by appointment only
- Guests to wait in lobby until GVHA host escorts them in
- [As of December 2020, guests to complete health check form prior to entering the office](#)
- Guests asked to sanitize their hands
- Disposable masks are available if needed
- GVHA to escort guest to the exit

Kitchen/Lunchroom and Breaks: Rules and Guidelines

- Arrive less than 10 minutes before your shift start time and do not congregate in the lunchroom
- Wash your hands before using the lunchroom
- Bring your own dishes when possible
- Limit your time within the kitchen area
- Keep/store your dishes/cups at your desk
- Limit the use of Microwave, utensils, surfaces etc.
- Disinfect the areas, surfaces, appliances, etc. that you have used

- When you are finished wash your hands again before leaving the room
- Stagger lunch and break times
- Lunch or breaks are to be taken at your desk or offsite where possible

Fifth Level Protection (PPE): Using Masks

- Based on guidance received from the PHO on November 19, 2020, masks are now mandatory in all common areas of the office and shop.
- Masks are mandatory in all public spaces and when two or more people are in the same vehicle
- Two washable masks are provided to all staff members
- Disposable masks are also available to staff at each location
- Packs of 50 disposable masks have been made available to purchase as well. Contact your OHS Committee member if you are interested
- Respirators, face shields and gloves will be worn by all workers performing vessel black water pump out

Cleaning Protocols: Reduce the risk of surface transmission through effective cleaning and hygiene practices.

- Wash or sanitize your hands upon arrival
- Disinfect your work area as needed
- If you must meet in a meeting room or common area, disinfect the used surfaces after the meeting
- Wipe and sanitize/disinfect all common areas and surfaces after use
- Staff are encouraged to wash their hands frequently throughout the day
- Do not share food or drink

Illness:

- If you are ill, you must stay home and self-isolate
- If you develop symptoms of COVID-19 while at work, you must leave the workplace and follow the below procedure: Isolate yourself from others as quickly as possible
- Immediately call your health care professional, a local public health authority, or 8-1-1
- Describe your symptoms and travel history and follow advice on what you should do
- Your health care professional may ask you to self-isolate. People asked to self-isolate should stay home and be prepared to limit contact with others for 14 days.
- Employees shall only return to the workplace once they have recovered and no longer show symptoms.
- Employees shall report any symptoms of COVID-19 to their Manager or Supervisor.

Practice Self-care

Build self-care into your day. All the things you do to take care of yourself will help manage your stress. By taking good care of yourself, you will be better prepared to take care of others. Some self-care ideas:

- Set and maintain a routine
- Exercise regularly
- Aim to get seven to eight hours of sleep each night
- Take deep breaths and stretch
- Listen to music, read a book or reliable news sources

- Enjoy outdoor activities while following social distancing
- Acknowledge and appreciate what others are doing to help you and our community
- Practice regular hand washing to minimize your risks

WorkSafeBC Requirements:

Right to Know:

Workers have the right to know about the health and safety hazards to which they may be exposed. In the context of COVID-19, employers must inform workers of any reasonably anticipated contact, mechanisms of transmission, work activities that may lead to exposure, and controls to eliminate or mitigate exposure. They must also provide training and education on the workplace's exposure control plan.

Right to Refuse Unsafe Work:

Workers must not go to work if they are experiencing COVID-19-like symptoms, if they have recently travelled internationally, or if a member of their household has been exposed to COVID-19. Workers must also continue to refuse conditions that pose an undue hazard to themselves or any other person. Every refusal of unsafe work is assessed on a case-by-case basis. A worker's age and health, the diagnosis of a coworker, the lack of training or measures to prevent COVID-19 transmission may all be relevant factors in determining the danger posed by the work.

OH&S Committee

If you have identified any hazards or safety issues or recommend any protocols not listed in the GVHA Covid-19 Safety Plan, please reach out to any member of the GVHA OH&S Committee.