

Employers resuming operations following work interruptions related to COVID-19 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.

WorkSafeBC will not be reviewing or approving the plans of individual employers, but during a WorkSafeBC inspection we will ask employers about the steps they have taken to protect their workers.

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.

Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider second, third, or fourth levels if the first level isn't practicable. You might need to use more than one level of protection to deal with a risk — for example, physical distancing and masks.

First level protection (elimination): Use policies and procedures to limit the number of people in your workplace at any one time. Implement protocols to keep workers at least 2 metres (6 feet) from co-workers, customers, and others.

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 cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.

Fourth level protection (PPE): If the first three levels of protection aren't enough to control the risks, have workers and customers use personal protective equipment (PPE) such as masks. PPE should not be used as the only control measure. It should only be used in combination with other measures.

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.

Measures in place

List your control measures for maintaining physical distance in your workplace, for example:

- Working offsite or remotely
- Changes to work schedules
- Changes to how tasks are done
- Occupancy limits for workers
- Limiting or prohibiting visitors
- Reducing the number of customers

If this information is in another document, identify that document here.

- Capacity of tasting room will be reduced in line with guidelines of the PHO and the space available to maintain 2m physical distance
- Staff working on administration, bookkeeping, sales, etc. can work remotely
- Meetings can be held virtually
- Post capacity for different areas – office, washrooms, tasting room, onsite store, kitchen
- Scheduling of tasting room staff would not exceed 2 people, and in most cases, there would be a single lounge server supported as needed by other staff present in the building such as owners, or other staff present in the building
- Zones will be delineated behind bar and protocols established for maintaining distance when more than one staff member is working

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).

Measures in place

Describe how barriers or partitions will be used in your workplace.

If this information is in another document, identify that document here.

- We have installed barriers between our points of sale and our customers.

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.

Measures in place

List the rules and guidelines that everyone in the workplace has to follow to reduce the risk of airborne transmission. This could include things like using one-way doors or walkways, using single-use (disposable) products, and wiping down equipment after use. Consider creating pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace.

If this information is in another document, identify that document here.

General/Site Management:

- If you take public transit, consider using a mask and have a change of clothes for your shift
- Handwashing is mandatory upon entering the building. Please wash your hands immediately upon entry with soap and hot water for a minimum of 20 seconds
- No external visitors should be on site in staff only areas
- Avoid touch based greetings such as high fives or handshakes
- Clean any touch points on common amenities and tools such as the staff fridge, coffee machine, or phone after every use

Personal Hygiene:

- You must wash your hands:
 - When you arrive at work
 - At the start of your shift
 - 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 touching shared tools and equipment (both with customers or other team members such as POS or credit card machines)
 - After touching or cleaning tables any surfaces that may be contaminated
 - After sneezing, coughing or nose blowing
 - After touching your face or hair
 - After touching personal phones
 - Before and after using masks or other PPE
 - Before leaving the worksite
- You must follow cough and sneeze etiquette including
 - Coughing or sneezing into your elbow or a tissue
 - And washing your hands or using sanitizer after doing so
- You must avoid touching your face without first cleaning their hands and then cleaning your hands again after
- Avoid communal food or sharing of meals while at work
- Take breaks outside when possible
- Do not bring personal items behind the bar including phones
- If using a mask, then they must be used correctly. That means they are not to be adjusted, pulled down, or touched at all during shift. If they are, then your hands will need to be washed and the mask will have to be replaced.

Physical Distancing:

- Team meetings will be conducted virtually when required or outdoors if not possible virtually
- Shift start times will be staggered when more than one staff is working in the tasting room
- Maintain respectful distance from coworkers and avoid additional points of physical contact between team members
- Stay behind barrier while interacting with customers

Bar/Tasting Room

- Avoid touch based greetings such as high fives or handshakes with customers
- Ensure that patrons are able to maintain a distance of two metres from one another, unless they are in the same party, and from staff; Tasting room staff is responsible for reminding guests about keeping the appropriate distance including:
 - Staying 2m apart from people that are not in your party
 - Maintaining distance in higher traffic areas such as the entrance, entry to the lounge, and while ordering at the bar
 - Not sitting in groups large than 6 people
 - Asking guests to wait outside if they are waiting for a table
- Door handles should be sanitized every 30 minutes
- Counter tops, cash drawer touch points when accepting cash, and credit card machines should be sanitized between patrons
- When staff switch positions, any shared equipment should be sanitized. This should especially include all repeated contact surfaces such as POS machines.
- Staff should always grab to-go beer for customers
- Customers should pack their own reusable bags and not place them on countertops
- Remind guests when they order to please bus their own glasses and dishes and put them in the bins to the left of the bar
- Between customers, the following needs to be properly sanitized:
 - Tables
 - Chairs/benches/stools
 - Menus
 - Coat hooks, if applicable
- Clean touch points behind the bar such as taps, dishwasher handles and buttons, bar fridge handle. faucets, soap dispensers, etc. every 60 minutes.
- When garbage and recycling bins are emptied, they should be sanitized before they are put back in place. Staff conducting this task must wash their hands afterwards.
- When glass and dish bins are emptied, they should be sanitized before they are put back into place. Staff conducting this task must wash their hands afterwards.
- If customers ask to take their leftovers, provide box for guests to pack up their own food

Kitchen:

- Handwashing is mandatory upon entering the kitchen
- Employees should wear an apron while preparing food – we will have an apron for each employee labeled and hanging in the kitchen
- Access to the kitchen is limited to people working in kitchen – no delivery people, other staff, etc.
- Unbox items before bringing them into the kitchen
- Post all documents listing requirements for high and low temp ware washing, chemical amount testing, fridge and freezer temperatures to reinforce current standards.
- Items used during the preparation of food such as countertops, the meat slicer, and utensils should be cleaned after every use.
- Best practices would also include changing kitchen utensils regularly throughout service or during prep time.
- Recommended kitchen and prep areas are wiped down in 30-minute intervals with approved sanitizer. This should especially include all repeated contact surfaces such as fridge and door handles, drawers and faucet handles.
- Kitchen should be deep cleaned and sanitized after each service and/or nightly. Focus on all contact surfaces, high use areas and equipment, recommended sanitizers, etc.

Washroom:

- Cleaning checklist for bathroom cleaning should be completed every 30 minutes and signed off on.

Office:

- No more than one person should be present in the office at a given time
- If working in the office, cleaning checklist should be completed before leaving.

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 and other PPE. We understand that PPE should only be used in combination with other control measures.
- We have trained workers to use PPE properly, following manufacturers' instructions for use and disposal.

Measures in place

Who will use PPE such as masks?

What work tasks will require the use of masks?

If this information is in another document, identify that document here.

- Mask usage will not be required
- Masks will be available for staff who require them for specific situations health reasons Information will be shared on correct mask usage

Reduce the risk of surface transmission through 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

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, and machines). If this information is in another document, identify that document here.

General:

- Effective cleaning and disinfection involves a two-stage process.
 1. Cleaning - To disinfect a surface effectively, you must clean it first to remove surface dirt and debris. Any residue left on work surfaces and equipment may deactivate the disinfectant. Use soap or detergent as a cleaning agent.
 2. Disinfection - After cleaning, apply a disinfectant to the surface. You need to leave the disinfectant on for a specified contact time to neutralize any remaining organisms. Look for recommended contact times on product instructions.
- You must wash your hands:
 - When you arrive at work
 - At the start of your shift
 - 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 touching shared tools and equipment (both with customers or other team members such as POS or credit card machines)
 - After touching or cleaning tables any surfaces that may be contaminated
 - After sneezing, coughing or nose blowing
 - After touching your face or hair
 - After touching personal phones
 - Before and after using masks or other PPE
 - Before leaving the worksite
- Cleaning Checklists exist for all areas including the bar/tasting room, washrooms, kitchen office products to be used, how often they should be cleaned and spaces for staff to initial that the tasks have been completed.
- A document detailing the various cleaning products, uses, and health and safety has been created

Handwashing Stations:

- Signage on correct handwashing will be posted at every sink.
 - Hand sanitizer station near front entrance
 - Two sinks behind the bar
 - Three bathroom sinks
 - Handwash sink in the kitchen
 - Sink in the brewhouse

Bar

- Counter tops, cash drawer touch points, and credit card machines should be sanitized between every customer.

Tasting Room

- Customers should bus their own glassware and dishes and use the provided bins, however if they do not, then staff should bus tables, clean then sanitize the area prior to new guests seating themselves, and promptly wash your hands before doing anything else.
- Between customers, the following needs to be properly sanitized using Proquat:
 - Tables
 - Chairs/benches/stools
 - Menus
 - Coat hooks

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 or who has had contact with a confirmed COVID-19 case 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).
- 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

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.

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).

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.