

## COVID-19 Safety Plan

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Version 2.0



The purpose of this policy is to prepare Cropac Equipment Inc. (Cropac) for operating safely during the current COVID-19 pandemic (and any future pandemics) by:

- Implementing measures to minimize the risk of infection to workers and others present at Cropac facilities;
- Establishing procedures for rapid response if individuals develop symptoms of illness while working or visiting Cropac facilities;
- Maintaining high levels of sanitation and personal hygiene at the facilities at all times; and
- Ensuring compliance with all applicable WorkSafeBC regulations and Federal and Provincial public health agency guidelines.

### ROLES AND RESPONSIBILITIES

As employer, Cropac is responsible for the overall implementation of the Plan, including by:

- Providing leadership and resources for the Plan to be implemented effectively;
- Regularly reviewing this Plan by the Health and Safety Advisor;
- Monitoring the pandemic situation as it evolves to ensure that the Plan remains timely and in compliance with most recent guidelines;
- Ensuring that workers receive the most current information about the pandemic and implementation of the Plan; and
- Revisiting the Plan as changes are announced and after the pandemic to ensure it can be adapted to future public health emergencies.

Supervisors/managers are responsible for:

- Ensuring the required COVID-19 hazard assessment is carried out;
- Delivering COVID-19 safety training and verifying that workers understand and are capable of following the Plan while on the job;
- Ensuring workers properly use, inspect, clean and store required PPE;
- Enforcing the requirements of the Plan; and
- Communicating with workers in self-isolation.

Workers are responsible for:

- **Not coming to work if they feel ill;**
- Completing the daily screening prior to the start of their shift;
- Complying with Cropac's infection controls and social distancing rules;
- Properly using the required PPE;

- Reporting any violations of this Plan to this supervisor/manager.

#### HAZARD ASSESSMENTS

To determine the COVID-19 risk factors, each department will complete a hazard assessment. This will include a written inventory of COVID-19 hazards and the types of controls necessary to eliminate or minimize the hazard. All hazard assessments will be reviewed regularly and revised to ensure they remain current and compliant with OHS regulations and guideline requirements.

Where reasonably practicable, Cropac will take measures to completely eliminate the hazard such as letting susceptible workers work from home. Where elimination is not practicable, Cropac will implement engineering controls to minimize COVID-19 hazards such as videoconferencing or emails instead of face to face meetings. Administrative controls will include social distancing, cleaning and disinfection and safety training. PPE controls are the least effective method of control but if a hazard cannot be eliminated or engineering away, Cropac will ensure that all persons exposed to COVID-19 hazards have and properly use appropriate PPE while present at the site.

#### SOCIAL DISTANCING

Cropac will implement appropriate and reasonably practicable measures to ensure that persons at the workplace remain at least 6 feet/2 meters apart. These measures may include:

- Review floor plans to determine how to maintain distance between work stations and separate workers from customers and clients using barriers;
- Posting signs warning occupants to maintain social distancing;
- Limiting the number of persons allowed to enter the site at any one time;
- If possible, assign lunchroom, washroom, enter/exit door to each department;
- Substituting face to face meetings for virtual meetings/emails whenever possible;
- Or limiting meeting size and holding them in the biggest space available;
- Allowing employees not needed at the work site to work from home.

#### TRAVEL

Travel into and out of BC should be limited to **essential travel only**. Those who live outside these areas should not visit unless it is urgently required or essential.

If travel to a worksite is required in the same vehicle, the workers must wear a mask for the whole time they are in the vehicle together.

#### SELF-ISOLATION

Workers who test positive for, exhibit symptoms of or are at high risk of infection due to travel or direct and recent contact with a person that has COVID-19 must not be allowed to enter or remain in the workplace. They must go into and remain in self-isolation in accordance with current guidelines.

Workers must immediately notify their supervisor/manager, explain the situation and identify all

coworkers and others with whom they had close contact at the facility in the past 48 hours. The supervisor/manager will immediately contact individuals identified as having had close contact with the worker and require them to self-isolate. The supervisor/manager is not to reveal the name of the worker who has tested positive.

Workers in self-isolation should remain in regular contact with their supervisors and provide notification of their expected return to work date as soon as possible.

#### SANITATION

Cropac will implement appropriate sanitary, cleaning and disinfection measures to minimize the risk of COVID-19 infection, including, at a minimum:

- Frequent and regular cleaning and disinfection of surfaces, equipment, door knobs, sinks, handles, keyboards, light switches and other high frequency touch points;
- Keeping washrooms accessible, clean and amply supplied with soap, water and paper towels;
- Require workers/customers to wash their hands frequently while they are present at and before leaving the facility;
- Posting signs demonstrating proper hand washing techniques in wash areas;
- Requiring all workers to use “respiratory etiquette” and properly cover their mouth when they cough and sneeze;
- Providing hand sanitizer throughout the building;
- Banning workers from sharing tools.

#### PERSONAL PROTECTIVE EQUIPMENT (PPE)

Cropac will furnish all required PPE (non-medical face masks and protective gloves) to workers at no cost to them and ensure that the PPE:

- Is properly used, stored and maintained in accordance with manufacturer’s instructions;
- Properly fits the workers;
- Is safely discarded if it’s disposable or cleaned if it is designed for reuse;
- Is not shared with any other person.

Masks must be worn in indoor public spaces by both workers and customers. Masks must be worn in public work spaces including kitchen, lunchroom, customer counter, hallways and conference rooms or when meeting with customers or vendors. A customer or vendor can be refused entry or service if they do not wear a mask. Cropac will enforce the wearing of masks with both employees and customers. If shop personnel are unable to maintain a 2 meters/6 feet separation, they must wear a mask when working together.

#### SAFETY INFORMATION AND TRAINING

All workers will receive COVID-19 safety information in the following areas:

- How to reduce the risk of infection;
- The measures taken by Cropac to minimize infection risks;
- What to do and who to call (HealthLink BC @ 811) if they believe they've been exposed;
- External agencies available to assist with any mental health issues.

#### POSTING

Cropac will post a copy of this Plan throughout their facilities in one or more conspicuous location where all workers will be able to see it.