

Risk Assessment & Infection Prevention Control Protocol & Policy (COVID-19):

Company: BC Vegetable Marketing Commission & BC Greenhouse Growers' Association	Prepared by: Heather Little
Date: May 19, 2020; Revised August 11, 2020 & November 24, 2020	HAZARD: <u>COVID-19</u>
Type of operation: Office	

TASK & LOCATION	EXPOSURE SOURCE	PERSONS AT RISK	LEVEL OF RISK	INFECTION PREVENTION AND CONTROL PROTOCOL
Moving within communal building/office space	Other occupants	Staff	Low	<ul style="list-style-type: none"> Ensure 2m of separation between all individuals while moving throughout the communal building/office space. Masks are mandatory in all communal office and building spaces. (Revised Nov 24, 2020) Masks must be worn by all parties present when more than one person is in a private office space. (Revised Nov 24, 2020)
Entering and/or departing building/office space	Doorknobs or handles, railings	Staff	Low	<ul style="list-style-type: none"> Refrain from running hand along railing while ascending/descending stairs. (Revised Aug 11, 2020) Wash or sanitize hands upon arrival to office and immediately before departure
	Other building occupants	Staff	Low	<ul style="list-style-type: none"> Allow 2m between all people while approaching entrance and through hallways.
	Elevator	Staff	Low	<ul style="list-style-type: none"> Only enter an empty elevator, one-person occupancy limit.
	Building facilities	Staff	Low	<ul style="list-style-type: none"> Allow 2m between all people while making your way to the facilities. Wash or sanitize hands before leaving the office and immediately upon returning.

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Work Activities	Frequently touched surfaces in personal office	Staff	Low	<ul style="list-style-type: none"> Ensure that personal office equipment is not shared with others. Clean and disinfect telephones, keyboards, light switches, door handles, and other frequently touched surfaces upon arrival and prior to departure at the end of shift. (Revised Aug 11, 2020)
	Printer/copier	Staff	Low	<ul style="list-style-type: none"> One person will be permitted at the printer/copier at a time. Everyone will wait in their own office space until the printer/copier is unoccupied. The user will sanitize any touchpoints on the printer/copier immediately after using.
	Resources from communal office space	Staff	Low	<ul style="list-style-type: none"> Any resources from the communal office space should be sanitized immediately after use. (Revised Aug 11, 2020) The last staff member to leave each day is responsible for cleaning and disinfecting the communal high touchpoints; this requirement is explained further under the heading 'Measures Introduced to Mitigate Risk – Cleaning Protocol' (Revised Aug 11, 2020, Nov 24, 2020)
	Boardroom	Staff	Low	<ul style="list-style-type: none"> Social distancing will be maintained within the Boardroom, and the table and chairs will be disinfected before and after each use. An occupancy limit of 7 will be enforced. (Revised Nov 24, 2020)
Accessing kitchen contents	Other Staff	Staff	Low	<ul style="list-style-type: none"> One person will be permitted in the kitchen area at a time. Everyone will ensure they observe kitchen occupancy prior to entering and wait in their own office space until the kitchen is unoccupied.
	Frequently touched surfaces	Staff	Low	<ul style="list-style-type: none"> Each person will clean and sanitize the surfaces they contact immediately prior to leaving the kitchen area (water cooler, refrigerator handle, coffee pot, taps, cupboard door handles, etc.) (Revised Aug 11, 2020)

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				<ul style="list-style-type: none"> Each person will wash and dry their dishes. No dishes, cutlery etc., will be left in the sink or the drying tray. Dishes should be returned to your personal office space. (Revised Aug 11, 2020)
Meeting with co-staff	Other Staff	Staff	Low	<ul style="list-style-type: none"> Meetings with co-workers physically in the office will be held with 2m separation between individuals – any other meetings will be via telephone or videoconference
Visitors arriving in office	Visitors	Staff	Low	<ul style="list-style-type: none"> Signage will be posted outside the front door restricting entry. Anyone with cough, sneeze or COVID-19 related symptoms will be asked to return at a later date when their symptoms have resolved. Delivery personnel/couriers will perform the service they are contracted for and leave upon completion. (Revised Aug 11, 2020) Interaction with visitors to the office will be conducted with 2m separation at all times. Any areas touched by the visitors will be disinfected upon their departure. (Revised Aug 11, 2020) Visitors invited to the office for meetings or other events will be asked to wear a mask and wash or sanitize their hands upon arrival and immediately before departure. (Revised Nov 24, 2020)
General interaction	Staff	Staff	Low	<ul style="list-style-type: none"> An office occupancy limit of 13 will be enforced. (Revised Nov 24, 2020) Staff will evaluate their personal health every morning and are instructed to stay home if exhibiting any symptoms of COVID-19 such as cough, fever, sneezing. Each individual can choose if they will work from home or if they will declare a sick day.
<p>NOTES: Employees will complete the Daily COVID-19 self-assessment each morning. Employees who upon completion of the self-assessment, determine they may have signs or symptoms of COVID-19 will refrain from attending the office and immediately report to their supervisor by text or phone. Employees who complete the assessment and have no symptoms will proceed to the office as usual and initial the COVID-19 Self-Assessment Sign-in sheet. The self-assessment has been circulated to all employees and can also be found at https://bc.thrive.health/ (Revised Nov 24, 2020)</p>				

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COVID -19 Transmission Risk Reduction Policy

Using the Risk Matrix found in the BC COVID-19 Go-Forward Management Strategy, the BCVMC and BCGGA office space was identified as Low risk. The following policy and mitigation measures have been developed for the office following the COVID-19 And Returning to Safe Operation guidelines found on the WorkSafe BC website to reduce the risk of COVID-19 transmission amongst staff and maintain the low level of risk.

1. Any staff member with symptoms of COVID-19, including fever, chills, cough, shortness of breath, sore throat and painful swallowing, must isolate at home for a minimum of 10 days before returning to the office.
2. Any staff member who is under the direction of the provincial health officer (PHO) to self-isolate must follow those directions before returning to the office.
3. Any staff member who lives in the same household as a person who has been instructed by a PHO to self-isolate or quarantine must not return to the office and should inform their supervisor so a work from home plan can be developed.
4. Any Staff member who has arrived from outside of Canada or who is a contact of a confirmed COVID-19 case is to self-isolate for 14 days to monitor for symptoms.
5. Visitors to the office will be limited to reducing the possibility of COVID-19 introduction and maintaining a low-risk rating—occupancy limit of 13.
6. Any staff member who may begin to feel ill while at work must inform their supervisor by email before closing their office door and leaving for home. Once home, they should contact Public Health (8-1-1) or use the self-assessment tool found at BC Thrive Health for further instructions. Once the staff member has left the premises, thorough cleaning of the common space will take place.
7. If a staff member becomes severely ill while at the office (e.g. difficulty breathing, chest pain), 9-1-1 will be called. (Revised Aug 11, 2020)

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Measures Introduced to Mitigate Risk

Cleaning and Hygiene

Hand Washing Standards

Every staff member will wash their hands or use the alcohol-based hand sanitizer provided upon arrival to the office, before and after every break, before and after handling communal tools such as; kitchen appliances or the printer/copier, and upon leaving the office each day. A handwashing protocol will be posted next to the designated wash sink. (Revised Nov 24, 2020)

Cleaning Protocol

The last non-management staff member to leave each day will clean and disinfect all common surfaces, first with soap and water and then with an approved disinfectant from the Disinfectants for Use Against SARS-CoV-2 (COVID-19) list located on the Health Canada website. The common surfaces include doorknobs, light switches, kitchen appliances, kitchen cabinets and counters, the water cooler, and common stationary tools such as the printer and staplers/hole punches. (Revised Aug 11, 2020) Every afternoon, the kitchen and reception area's high touchpoints will receive an additional round of disinfection. (Revised Nov 24, 2020) Once the cleaning and disinfection of the communal spaces have been completed, the staff member responsible must initial the Cleaning Sign-off sheet. Each staff member is responsible for cleaning and sanitizing their work stations. (Revised Nov 24, 2020)

Date