

COVID-19 EXPOSURE CONTROL PLAN

Strategic Fire Control Ltd.

Office

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Policy & Scope

Strategic Fire Control's policy is to ensure that all employees, contractors and visitors at a worksite are protected from occupational exposure to biological agents in a manner that complies with the BC Workers Compensation Act and Occupational Health and Safety Regulation, as well as human rights legislation.

The purpose of the exposure control plan is to eliminate or minimize potential exposures to biological agents (i.e. COVID-19), as well as to reduce the risk of infection should exposure occur. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to biological agents.

COVID-19 Policies:

- Any workers or others showing symptoms of COVID-19 are prohibited from the workplace. This includes:
 - 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, 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 limited on our worksites to the posted numbers, and for essential purposes only. Visitors must also not be showing symptoms of COVID-19 as per policy above.
- Occupational First Aid Attendants must be provided with OFAA protocols for use during the COVID-19 pandemic.
- Violence Prevention:
 - All workers must be educated on the expectations of policies and procedures/behaviours expected upon entering our worksite, including restrictions as noted above prior to being allowed on the worksite.
 - Any staff feeling threatened due to a risk of violence that may arise as people adapt to restrictions and modifications in the workplace should immediately contact a supervisor, the Safety Representative or call 911 for assistance from the police.
- Any workers who may start to feel ill while at work are required to:
 - Report to First Aid, even with mild symptoms.
 - Wash or sanitize their hands, be provided with and wear a paper/cloth mask, and isolated from other workers.
 - These workers should be transported straight home, with windows open and vehicle defrost put on high with recirculation turned off, and referred to call 8-1-1 for further guidance related to testing and self-isolation.
 - If the worker is severely ill (i.e. difficulty breathing, chest pain, etc.) then call 9-1-1 for an ambulance.
 - Immediately Clean and Disinfect the vehicle and any surfaces that the ill worker has come in contact with.
 - Inform all other workers in contact with that individual that they should self-monitor for developing symptoms of COVID-19.

1. Responsibilities

Strategic Fire Control Ltd. will:

- Ensure that there are no more than 50 people in the same space in any circumstances.
- Ensure workers are able to maintain physical distancing (2 metres / 6 feet apart) while completing their work safely whenever possible.
- Reduce in-person meetings and other gatherings and hold shop meetings in open spaces or outside.
- Increase the number of handwashing stations and post signage that identifies their location. Handwashing stations must be added if none currently exist.
- Maintain a list of employees who are currently working on each project and update this list daily.
- All common areas, tools or equipment and surfaces should be cleaned at the end of each day. Examples include washrooms, shared offices, common tables, desks, light switches and door handles.
- Anyone with COVID-19-like symptoms, such as sore throat, fever, sneezing or coughing, must self-isolate at home for a minimum of 10 days from onset of symptoms, until their symptoms have completely resolved; or as directed by 8-1-1 services or a medical Doctor.
- Ensure materials (*i.e. gloves, alcohol-based hand rubs and washing facilities*) and other resources (*i.e. worker training materials*) required to implement the plan are readily available.
- Develop, implement and document the appropriate site specific control measures.
- Ensure supervisors, workers, contractors and visitors are educated and trained to an acceptable level of competency.
- Ensure workers follow all site-specific housekeeping and sanitizing procedures.
- Ensure workers use appropriate and/or required personal protective equipment (PPE) when required or when physical distancing cannot be maintained.
- Conduct a periodic review of the plan's effectiveness including a review of the available control technologies and industry-shared practices to ensure effective use.
- Maintain all training, competency assessments, work activity monitoring and inspection records.
- Ensure the most recent copy of the exposure control plan is available to employees, contractors and visitors.

Supervisors will:

- Ensure workers are adequately instructed on mitigation controls for the exposure hazards at the worksite.
- Ensure physical distancing (2 metres/6 feet) is maintained.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Monitor all work activity, document the observations and immediately correct non-conformance. All non-conformance events will be documented.

Employees, Contractors and Visitors will:

- Maintain social/physical distancing (2 metres/6 feet) at all times.
- Know the exposure hazards of the workplace.
- Follow established work procedures as directed by the employer or supervisor.
- Ask for assistance whenever they are unsure of a safe practice.
- Maintain good hygiene practices such as frequent handwashing, sneezing or coughing into sleeve, etc.
- Use any required PPE as instructed.
- Ensure that no hand shaking, high fives, fist bumps, etc. happen.
- Know how and when to report any possible COVID-19 exposures (at work or at home) to your supervisor. *Note: possible exposures occurring off-site need to be reported before coming to the worksite.*
- Report any unsafe conditions or acts to the supervisor.

Occupational First Aid Attendants will:

- Follow updated guidelines for Occupational First Aid Attendants as published by WorkSafe BC.
- Report any possible exposure to COVID-19 while performing First Aid to Crew Leader or Supervisor as soon as possible.
- Report to Supervisor when you believe that a worker may have COVID-19 symptoms, to try and ensure that the worker will get guidance on recommended next steps to stay healthy and keep the rest of the workers healthy as well.

Risk Identification & Assessment

2. Site Risk Assessment(s)

SITE RISK ASSESSMENT FOR COVID-19 RISK OF WORKPLACE EXPOSURE	
SITE	Strategic Fire Control Ltd. Office, Cranbrook, BC
DATE OF ASSESSMENT	2020/05/25
ASSESSMENT TEAM	<u>Mike Efray</u> : for the employer <u>Mark Prevost</u> : for the Worker Representative <u>Meg Wickes</u> : Qualified Person <u>Frank Prevost</u> : Qualified Person <u>Brendan Garman</u> : Qualified Person <u>Ronald Joseph</u> : Qualified Person
OBJECTIVE	To determine all jobs, tasks and procedures for which potential occupational exposure to COVID-19 is anticipated and to evaluate the likelihood that such exposure would occur.
OUTCOME	Create a Workplace Exposure Control Plan to mitigate risk of exposure to workers onsite.
REVIEW OF WORKPLACE EXPOSURE CONTROL PLAN	Monthly – Performed by Mike Efray – Director; or Meg Wickes – Administrator; or Mark Prevost – Safety Rep.

Guideline for Risk Assessment for COVID-19 (Adapted from OHSRG 6.34-6)

RISK ASSESSMENT FOR COVID-19	LOW RISK Workers who typically have no contact with people infected with COVID-19	MODERATE RISK Workers who may be exposed to people from time to time in relatively large, well-ventilated workplaces.	HIGH RISK Workers who may have contact with infected patients, or with infected people small, poorly ventilated workplaces.
HAND HYGIENE	Yes – washing with soap and water, using an alcohol-based rub or using disinfecting hand wipes)	Yes – washing with soap and water, using an alcohol-based rub or using disinfecting hand wipes)	Yes – washing with soap and water, using an alcohol-based rub or using disinfecting hand wipes)
DISPOSABLE GLOVES	Not Required	Not Required (unless handling contaminated objects on a regular basis)	Yes – in some cases (i.e. when working directly with COVID-19 patients)
APRONS, GOWNS OR SIMILAR BODY PROTECTION	Not Required	Not Required	Yes – in some cases (i.e. when working directly with COVID-19 patients)
EYE PROTECTION – GOGGLES OR FACE SHIELD	Not Required	Not Required	Yes – in some cases (i.e. when working directly with COVID-19 patients)
AIRWAY PROTECTION – RESPIRATORS	Not Required	Not Required (unless likely to be exposed to coughing and sneezing)	Yes – minimum N95 respirator or equivalent

Qualified Person

Section 6.34(b) of the *Regulation* requires that the risk assessment be conducted by a qualified person to determine the potential for occupational exposure by any route of transmission. Under [section 1.1](#) of the *Regulation* "qualified" means being knowledgeable of the work, the hazards involved, and the means to control the hazards, by means of education, training, experience, or a combination.

The potential for occupational exposure must be evaluated without regard to the availability or use of personal protective clothing and equipment. That is, the risk to an unprotected worker must be assessed.

PART 1: SITE RISK ASSESSMENT BY LOCATION

AREA ASSESSED	Main Office
External Exposure Potential	Visitors, delivery drivers, students
Internal Exposure Potential	Administration staff, cleaning staff, workers
Risk of Exposure	Low
Recommendations	<ul style="list-style-type: none"> • Physical distancing (2 metres/6 feet) • Leave the area during delivery/cleaning • Sanitize high touch areas (after external person has left) • Limit access to the office (workers, contractors, visitors) • Cleaning staff to elevate sanitization frequency of high touch areas Administration staff to sanitize personal work area at the start and end of each day • Leave the front door open on high traffic days (i.e. prior to a course, prior to a deployment) to reduce common touch points • Require all staff and students hand wash/sanitize upon arrival
AREA ASSESSED	Classroom
External Exposure Potential	Students
Internal Exposure Potential	Administration staff, instructor, supervisor, workers
Risk of Exposure	Low
Recommendations	<ul style="list-style-type: none"> • Physical distancing (2 metres/6 feet) • Leave the area during cleaning • Sanitize high touch areas (after external person has left) • Cleaning staff to elevate sanitization frequency of high touch areas after meetings and every course daily • Remove carpet for future First Aid Training – ease of disinfection after courses • Limit a maximum of 14 people at a time in room • Traffic flow patterns for entry and exit to classroom promote physical distancing
AREA ASSESSED	Lunchroom
External Exposure Potential	Students
Internal Exposure Potential	Administrator, supervisor, instructor, workers

Risk of Exposure	Low
Recommendations	<ul style="list-style-type: none"> • Physical distancing (2 metres/6 feet) • Leave the area during cleaning • Sanitize high touch areas (after external person has left) • Remove communal coffee maker, water cooler and fridge • Remove tables and chairs to prevent close quarter meal gatherings • Set up hand washing station for use • Limit of maximum 3 people at a time in room
AREA ASSESSED	Washrooms
External Exposure Potential	Visitors, students
Internal Exposure Potential	All staff
Risk of Exposure	Low
Recommendations	<ul style="list-style-type: none"> • Leave the area during cleaning • Sanitize high touch areas • Cleaning staff to elevate sanitization frequency of high touch areas after every course daily • Limit of 1 person at a time in washrooms • Remove signage for male/female and have unisex washrooms • Leave the main floor outer doors open at all times to reduce touch points
AREA ASSESSED	Sea Can
External Exposure Potential	BC Wildfire Service Inspection Staff
Internal Exposure Potential	Supervisors, Crew Leaders, Workers
Risk of Exposure	Low
Recommendations	<ul style="list-style-type: none"> • Leave the area during cleaning • Sanitize high touch areas • Limit of 1 person at a time in sea can • Look into added ventilation for enclosed space • Wear leather gloves while handling tools • Ensure sanitization of outer padlock
AREA ASSESSED	Storage Under Patio

External Exposure Potential	BC Wildfire Service Inspection Staff
Internal Exposure Potential	Supervisor, Crew Leaders, Workers
Risk of Exposure	Low
Recommendations	<ul style="list-style-type: none"> • Leave the area during cleaning • Sanitize high touch areas • Limit of 1 person at a time in room • Wear leather gloves while handling tools • Ensure sanitization of outer padlocks as well
AREA ASSESSED	Basement
External Exposure Potential	None
Internal Exposure Potential	Administrator, Supervisor, Crew Leaders, Workers
Risk of Exposure	Low
Recommendations	<ul style="list-style-type: none"> • Physical distancing (2 metres/6 feet) • Leave the area during cleaning • Sanitize high touch areas • Limit of maximum 6 people at a time in main room • Limit of maximum 1 person in washroom and storage room area • Limit of maximum 3 people in utility areas • Limit of maximum 1 person in laundry room area
AREA ASSESSED	Upstairs
External Exposure Potential	BC Wildfire Service Inspection staff
Internal Exposure Potential	Administrator, Supervisor, Crew Leaders
Risk of Exposure	Low
Recommendations	<ul style="list-style-type: none"> • Physical distancing (2 metres/6 feet) • Leave the area during cleaning • Sanitize high touch areas • Limit of maximum 4 people at a time in main room • Limit of maximum 1 person in washroom • Limit of maximum 2 people in storage room areas • Prop open main floor door while accessing upstairs using door wedge
AREA ASSESSED	Parking Lot
External Exposure Potential	Visitors, Students, WorkSafe BC, BC Wildfire Service

Internal Exposure Potential	All Staff
Risk of Exposure	Low
Recommendations	<ul style="list-style-type: none"> Physical distancing (2 metres/6 feet) Policy for staff to reduce congregating by limiting access to 15 minutes early arrival maximum for shift work
AREA ASSESSED	Vehicles
External Exposure Potential	Repair people
Internal Exposure Potential	All staff
Risk of Exposure	Low to Moderate
Recommendations	<ul style="list-style-type: none"> Clean and Sanitize high touch areas after each use (inside and outside of truck) Reduce staff numbers in vehicles where possible Hand washing required prior to entering vehicle If more than 1 person per vehicle, then cloth masks required due to inability to physically distance Create checklist for sanitization of high touch areas for cleaning Include plastic clipboard and pen in sanitization routine Travel with windows open when possible to encourage air flow in vehicle
AREA ASSESSED	Supervisor's Office
External Exposure Potential	
Internal Exposure Potential	Supervisor, Administrator, Workers
Risk of Exposure	Low
Recommendations	<ul style="list-style-type: none"> Physical distancing (2 metres/6 feet) Leave the area during cleaning Sanitize high touch areas Limit a maximum of 3 people at a time in room Traffic flow patterns for entry and exit to room to promote physical distancing
AREA ASSESSED	Support Staff Office/Computer Training Room
External Exposure Potential	Students
Internal Exposure Potential	Supervisor, Administrator, Workers

Risk of Exposure	Low
Recommendations	<ul style="list-style-type: none">• Physical distancing (2 metres/6 feet)• Leave the area during cleaning• Sanitize high touch areas• Limit a maximum of 3 people at a time in room• Traffic flow patterns for entry and exit to room to promote physical distancing

PART 2: JOB CLASSIFICATION RISK ASSESSMENT

Job Classification	Potential Exposures	Contact/Frequency	Risk of Exposure
Administration	Administrator Supervisor Instructor(s) Workers Visitors	(A) Low (phone and computer communication, paperwork handling, in person communication, financial transactions) (S) Low (phone and computer communication, paperwork handling, in person communication) (I) Low (paperwork handling, in person communication) (W) Low (paperwork handling, in person communication) (V) Low (paperwork handling, Deliveries, in person communication, financial transactions)	Low
Course Delivery	Administrator Supervisor Instructor(s) Students	(A) Low (paperwork handling, in person communication, financial transactions) (S) Low (paperwork handling, in person communication) (I) Moderate (paperwork handling, in person communication, Demonstrating use of tools) (S) Moderate (paperwork handling, in person communication, Practicing use of tools)	Low to Moderate
Meetings	Supervisor Workers	(S) Low (paperwork handling, in person communication) (W) Low (paperwork handling, in person communication)	Low
Preparing for Work	Supervisor Workers	(S) Low (paperwork & tool handling, vehicle loading, in person communication) (W) Low (vehicle and equipment inspection, vehicle loading, in person communication)	Low
Demob after Work	Supervisor Workers	(S) Low (paperwork & tool handling; and vehicle unloading, in person communication) (W) Moderate (paperwork & tool handling; vehicle unloading, in	Low to Moderate

		person communication, cleaning work areas)	
First Aid	All External All Internal Staff OFA Attendants	(Injured Individual) Low to Moderate (depending upon severity of injury) (Staff) Low (in person communication, phone communication) (OFAA) Low to Moderate (in person communication, in person contact in emergency)	Low Frequency /Moderate Risk

PART 3: SITE EXPOSURE CONTROL PLAN

ACTIVITY/AREA/JOB GROUP	SAFE PRACTICE
PPE - PERSONAL PROTECTIVE EQUIPMENT	<ul style="list-style-type: none"> All PPE will be provided by the supervisor. Current Safe Work Practices/Job Safety Analysis will define the minimum PPE required for your job or task
SITE VISITS AND VISITORS	<ul style="list-style-type: none"> All visitor access to the operation will be limited to course delivery, critical tasks, job applications or deliveries only.
SITE HOUSEKEEPING	<ul style="list-style-type: none"> All common areas of the operation will be sanitized following the schedule located in Administration Office.
PERSONAL HYGIENE:	<p>Proper hygiene can help reduce the risk of infection or spreading infection to others, therefore immediately:</p> <ul style="list-style-type: none"> Each person entering the workplace is required to wash their hands with disinfecting soap and warm water and/or use the alcohol-based hand sanitizer provided. All employees are encouraged to wash their hands often with soap and water for at least 20 seconds, especially after using the washroom or if using effective alcohol-based hand sanitizer, rub until dry. When coughing or sneezing all employees must: <ul style="list-style-type: none"> ✓ cough or sneeze into a tissue or the bend of their arm ✓ dispose of any used tissues as soon as possible in a lined waste basket and wash hands immediately afterwards All employees must avoid touching their eyes, nose, or mouth All employees must not share eating utensils, drinks, towels or smoking materials. All employees will sanitize the table area in front of them prior to and after eating. Cleaning supplies will be provided. Storage of food and/or drink in common-use refrigerators or other locations is prohibited. Common coffee machines, drinking water dispensers and food will not be supplied.

<p>WORKSTATION HYGIENE</p>	<ul style="list-style-type: none"> • All workstation touch areas (phones, computer stations, tables, tools) will be cleaned prior to starting work and after work finishes. • Employees will limit entering into work offices unless their job requires them too. • High touch areas will be sanitized by trained employees at the start and end end of each shift.
<p>PHYSICAL DISTANCING: (At Work and At Home)</p>	<p>It is imperative that everyone practice the social/physical distancing recommendations of the provincial and federal governments including:</p> <ul style="list-style-type: none"> • keeping a distance of at least 2 metres/6 feet from others • avoiding touch-based greetings such as handshakes • avoiding non-essential gatherings • avoiding crowded places such as concerts, arenas, conferences and festivals • limiting contact with high-risk people like seniors and those in poor health
<p>SHIFT START AND END TIMES</p>	<ul style="list-style-type: none"> • All employees are directed to arrive at work and enter the worksite no more than 15 minutes prior to the start of their shift and to ensure social/physical distancing from others to help limit contact with one another. • Employees will not congregate in the parking lot before or after work.
<p>RECORDS</p>	<ul style="list-style-type: none"> • Records will be maintained for all worksite cleaning, sanitizing activities, inspections, employee training and competency assessments. • Checklist for the various work areas are located in Administration Office
<p>TRAINING & MONITORING</p>	<ul style="list-style-type: none"> • All employees will be trained in required policies and procedures. Records will be maintained in meeting minutes. • Supervisors will monitor all work activity to ensure compliance with social/physical distancing and sanitizing activities. Records of documented observations and

	<p>employee contact for COVID-19 mitigation and control will be located in Administration Office</p> <ul style="list-style-type: none"> • Additional employees may be used to help sanitize, clean and monitor distancing.
FIRST AID	<ul style="list-style-type: none"> • OFA Attendants to follow original Exposure Control Plan, and updated protocols as published by WorkSafe BC (including but not limited to extra PPE as required)

Appendix

- Work Station Hygiene Best Practice
- Covid-19 Enhanced Surface Cleaning and Disinfection
- BC CDC Cleaning and Disinfectants for Public Settings
- What If Protocol
- Symptoms of COVID-19
- Self-Monitoring, Self-Isolation Poster
- COVID-19 – Protect You and Your Family
- Help Prevent the Spread of Covid: How to use a mask
- WorkSafe BC OFAA Guidelines