

# LOWER NORTH THOMPSON COMMUNITY FOREST SOCIETY COVID-19 EXPOSURE CONTROL PLAN

Occupational Health and Safety Regulation - Section 6.34 requires an employer to develop and implement an exposure control plan if a worker has or may have occupational exposure to a biological agent. Occupational Health and Safety Regulation section 5.54 and Guideline 6.34-6 also apply to this document

## Policy & Scope:

The Lower North Thompson Community Forest Society (LNTCFS) 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.

## 1. Responsibilities:

### LNTCFS Worksite/Office:

- Ensure that there are no more than 50 people in the same space in any circumstances.
- Ensure workers are always able to maintain physical distancing (2 meters / 6 feet apart) while completing their work safely.
- Reduce in-person meetings and other gatherings and hold shop meetings in open spaces or outside.
- All common areas 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
- 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 LNTCFS 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 at Active Worksites:

- Ensure workers are adequately instructed on mitigation controls for the exposure hazards at the worksite.
- Ensure physical distancing (2 meters/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.

#### LNTCFS Employees, Contractors and Visitors:

- Maintain social distancing (2 meters/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.
- Use any required PPE as instructed.
- 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.

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

<b>RISK ASSESSMENT FOR COVID-19</b>	<b>LOW RISK</b> Workers who typically have no contact with people infected with COVID-19	<b>MODERATE RISK</b> Workers who may be exposed to people from time to time in relatively large, well-ventilated workplaces.	<b>HIGH RISK</b> Workers who may have contact with infected patients, or with infected people small, poorly ventilated workplaces.
<b>HAND HYGIENE</b>	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)
<b>DISPOSABLE GLOVES</b>	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)
<b>APRONS, GOWNS OR SIMILAR BODY PROTECTION</b>	Not Required	Not Required	Yes – in some cases (i.e. when working directly with COVID-19 patients)
<b>EYE PROTECTION – GOGGLES OR FACE SHIELD</b>	Not Required	Not Required	Yes – in some cases (i.e. when working directly with COVID-19 patients)
<b>AIRWAY PROTECTION – RESPIRATORS</b>	Not Required	Not Required (unless likely to be exposed to coughing and sneezing)	Yes – minimum N95 respirator or equivalent

Based on adherence to the Exposure Control Plan risk of exposure to LNTCFS staff is low to moderate.

### Site Risk Assessment by Location:

Area Assessed	Main Office and Washroom
External Exposure Potential	Visitors, delivery drivers, contractors
Internal Exposure Potential	Staff members
Risk of Exposure	<i>Low to Moderate</i>
Recommendations	<ul style="list-style-type: none"> <li>• Physical distancing (2 meters/6 feet)</li> <li>• Sanitize high touch areas (after external person has left)</li> <li>• Limit access to the office (workers, contractors, visitors)</li> <li>• Have staff members sanitize work station areas and common touch areas more frequently (recommended start and end of day and when used ie. Coffee maker, printer, door handles etc.)</li> </ul>

Area Assessed	Work Vehicle(s)
External Exposure Potential	Passengers, Gas Stations
Internal Exposure Potential	Owner/Operator
Risk of Exposure	<i>Low to Moderate</i>
Recommendations	<ul style="list-style-type: none"> <li>• Sanitize high touch areas (door handles, steering wheel, dash controls, etc.) more frequently if more than 1 person in the vehicle (recommended start and end of day)</li> <li>• Have one designated driver to minimize the amount of people touching driving controls</li> <li>• Limit the number of people in each vehicle to maximize social distancing (if unable to maintain minimum distance use PPE appropriately)</li> </ul>

Area Assessed	Field Locations (Layout/Silviculture/Logging)
External Exposure Potential	Recreationalist, Government Representatives, Mechanic Repair Crew, Industry Representatives
Internal Exposure Potential	Staff members/workers
Risk of Exposure	<i>Low to Moderate</i>
Recommendations	<ul style="list-style-type: none"> <li>• Sanitize high touch/common areas (door handles, safety equipment, shared equipment etc.) more frequently (recommended at start and end of day)</li> <li>• Avoid sharing equipment when possible, designate one person to handle each piece of equipment as necessary</li> <li>• Maintain social distancing 2 meters/6 feet (if unable to maintain minimum distance use PPE appropriately)</li> </ul>

Area Assessed	Millsite
External Exposure Potential	Customers, Visitors, Mechanics, Contractors
Internal Exposure Potential	Staff members/workers
Risk of Exposure	Low to Moderate
Recommendations	<ul style="list-style-type: none"> <li>• Sanitize high touch/common areas (door handles, safety equipment, shared equipment etc.) more frequently (recommended at start and end of day)</li> <li>• Avoid sharing equipment when possible, designate one person to handle each piece of equipment as necessary</li> <li>• Maintain social distancing 2 meters/6 feet (if unable to maintain minimum distance use PPE appropriately)</li> </ul>

Job Classification Risk Assessment			
Job Classification	Potential Exposures	Contact/Frequency	Risk of Exposure
Manager	Contractors Visitors Workers (Staff)	Low (practicing social distancing, e-mail, phone calls, text messaging)	Low to Moderate
Book keeper	Contractors Visitors Workers (Staff)	Low (practicing social distancing, e-mail, phone calls, text messaging)	Low to Moderate
Millsite Workers	Contractors Visitors Workers (Staff)	Low (practicing social distancing, e-mail, phone calls, text messaging)	Low to Moderate
Field Workers	Contractors Visitors Workers (Staff)	Low (practicing social distancing, e-mail, phone calls, text messaging)	Low

Guidance information for this plan was gathered from multiple sources and websites. This includes:

-BC Forest Safety Council (COVID-19 Exposure Control Plan Sample Template):

<http://www.bcforestsafe.org/node/3460>

-BC Forest Safety Council – COVID-19 Enhanced Surface Cleaning and Disinfecting

<http://www.bcforestsafe.org/files/BCFSCSurfaceCleaningAndDisinfecting.pdf>

-Government of Canada Health Services website (Coronavirus disease (COVID-19): Prevention and risks

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html?topic=tilelink#p>

The information on COVID-19 is constantly being updated as more information is being gathered.

Additional websites to visit with updated information include:

HealthLinkBC : <https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19>

Government of Canada: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html?topic=tilelink#p>

## Site Exposure Control Plan

Activity/Area/Job Group	Safe Practice
PPE – Personal Protective Equipment	-Current Safe Work Practices/Job safety Analysis will define minimum PPE required for job or task
Site Visits and Visitors	-All visitor access to the operations (Office /Field) will be limited to critical tasks or inspections only.
Office/ Washroom facilities	-All common areas of the operation will be sanitized following a schedule located in Appendix A (Work Area Sanitization Checklist).
Personal Hygiene	<p>Proper Hygiene can help reduce the risk of infection or spreading infection to others, therefore:</p> <ul style="list-style-type: none"> <li>-Each person is encouraged to wash their hands with disinfecting soap and hot water and/or use alcohol-based hand sanitizer.</li> <li>-All employees are encouraged to wash their hands with disinfecting soap and water for at least 20 seconds, or using effective alcohol-based hand sanitizer.</li> <li>-When coughing or sneezing all employees must: <ul style="list-style-type: none"> <li>*cough or sneeze into a tissue or the bend in their arm</li> <li>*dispose of any used tissue as soon as possible in an appropriate waste basket and wash hands immediately afterwards</li> </ul> </li> <li>-All employees are encouraged to avoid touching their eyes, nose or mouth</li> <li>-All employees are encouraged to not share equipment, and to sanitize common used surfaces (i.e. coffee maker, microwave, printer etc) Sanitizer wipes will be available in an easily accessible place.</li> </ul>
Field worksites	Workers will maintain social distancing of 2 meters/6 feet. If workers are unable to maintain social distancing appropriate PPE will be used and cleaned/disposed of properly.
Physical Distancing (At work and home)	<p>It is imperative that everyone practice the social distancing recommendations of the provincial and federal governments including:</p> <ul style="list-style-type: none"> <li>-avoiding non-essential gatherings</li> <li>-avoiding touch-based greetings (handshakes, hugs etc)</li> <li>-avoid crowded places such as conferences, festivals, concerts</li> <li>-limiting contact with high-risk people like seniors and those with compromised immune systems</li> </ul>

	-maintain social distancing of at least 2 meters/6 feet from others
Working Remotely	-Management will direct all employees who have the ability to work from home to do so until further notice -Worksite access will be scheduled to support the workflow and minimize the number of individuals in the workplace
Records	-Records will be maintained for all worksite cleaning, sanitizing activities, inspections, employee training -Checklist for common work areas that are to be cleaned and sanitized are located in Appendix A (Work Area Sanitization Checklist)
Training and Monitoring	-All employees will be trained in required policies and procedures. Records will be maintained in the Safety Binder -Contractor supervisors will monitor all work activities to ensure compliance and social distancing and sanitizing activities are taking place. Records of documented observations and employee contact for COVID-19 mitigation and control will be located in the Safety Binder -Additional employees may be used to help sanitize, clean and monitor





