

COVID-19 EXPOSURE CONTROL PLAN



Prepared by:



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COVID-19 EXPOSURE CONTROL PLAN

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1 INTRODUCTION

1.1 POLICY

Emil Anderson Group has identified the potential risk of transmission of the COVID-19 virus at its work sites and offices which poses a threat to the health and wellness of its employees and subcontractors. As such, the company is committed to preventing worker exposures and potential spread of the virus and will ensure that appropriate control measures are in place to mitigate the risk.

Through the implementation of this *COVID-19 Exposure Control Plan (ECP)* the company will ensure:

- Compliance with all applicable legislative and regulatory requirements including recommendations/orders from the Provincial Health Officer and BC Centres for Disease Control;
- Communication of COVID-19 health hazards/risks to employees and subcontractors;
- Implementation of control measures to minimize the risk of potential exposures and transmission;
- Proper management and screening of worker and subcontractor health; and
- Provision of all required training/instruction and equipment/materials.

All Emil Anderson Group employees and subcontractors are responsible for their personal health and safety as well as the health and safety of those around them and are required to comply with the policies and procedures outlined herein.

2 ROLES/RESPONSIBILITIES

Each group or individual listed below is required to execute all assigned responsibilities, per the company's **OHS Program** as well as the COVID-19 related responsibilities outlined below.

2.1 EMPLOYER

- Ensure all resources and materials required to implement and maintain this plan are readily available where and when they are required;
- Ensure that workers are able to maintain social distancing (minimum 2 metres apart) whenever possible, while completing their work safely;
- Select, implement and document the appropriate site-specific control measures;
- Ensure that supervisors and workers are educated and trained to an acceptable level of competency regarding the risks of COVID-19 and controls that must be utilized;
- Ensure that workers are provided with and properly use all required/appropriate personal protective equipment (PPE);
- Maintain records of safety inspections and worker training; and
- Ensure that a copy of this ECP is available to all workers.

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2.2 SUPERVISORS/FOREMEN

- Ensure that workers are adequately instructed on the specific COVID-19 controls implemented at their site (including locations of hand-washing stations, disinfecting/cleaning supplies, etc.);
- Ensure all workers complete the daily health screening checklist prior to work each day and do not permit any potentially ill or exposed workers to access the site;
- Ensure workers use proper respirators (where required) and that they have been fit tested;
- Ensure social distancing of minimum 2 metres is maintained whenever possible; and
- Direct work in a manner that eliminates or minimizes the risk of worker exposures.

2.3 SAFETY DEPARTMENT

- Implement/manage this ECP, and all associated documents.
- Provide all required training materials;
- Assist in the selection of controls to eliminate or minimize the risk of worker exposures;
- Conduct a periodic review of this Plan's effectiveness, including a review of available control technologies to ensure all available appropriate controls are selected and used when practical; and
- Ensure all related safety documents and records are properly filed/maintained.

2.4 EMPLOYEES

- Maintain social distance of at minimum 2 metres;
- Know the hazards of the work site;
- Follow established work procedures as directed by the employer or supervisor;
- Use any required PPE as instructed;
- Report any unsafe conditions or acts to the supervisor; and
- Follow the company's reporting requirements for symptoms or potential exposures.

2.5 SUBCONTRACTORS

- Follow all requirements outlined in this ECP.

2.6 VISITORS

- Report to designated Company contact upon arrival at the site or office;
- Maintain social distance of at minimum 2 metres; and
- Utilized all required COVID-19 controls as directed by the site contact.

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3 RISK ASSESSMENT

3.1 ROUTES OF TRANSMISSION

The three primary routes of transmission of COVID-19 which must be controlled, are:

- Inhalation of airborne droplets;
- Close contact with infected individuals; and
- Contact with contaminated surfaces.

3.1.1 AIRBORNE DROPLETS

Droplets are generated when a person coughs or sneezes. If a person is infected with or is carrying the COVID-19 virus, the droplets they generate may also carry the virus. If a healthy worker inhales the infected droplets, he/she may contract the virus. Droplets generated via coughing or sneezing remain airborne for only a short period of time and generally fall to the ground within one-to-two metres of the person. Therefore, maintaining social distancing of 2 metres from other workers at all times will reduce the risk of droplet inhalation.

3.1.2 CLOSE CONTACT

Individuals infected with or carrying the COVID-19 virus may transfer droplets containing the virus to their skin or clothing when coughing or sneezing. These droplets may be transferred to healthy workers who come into close contact with these individuals (e.g. via shaking hands). If the worker then touches his/her face with contaminated hands, he/she may also become infected with the virus. Maintaining social distancing of 2 metres from other workers at all times will reduce the risk of transmission.

3.1.3 SURFACE CONTACT

If an individual who is infected with or carrying the COVID-19 virus coughs/sneezes in proximity to or touches shared surfaces with contaminated hands, droplets containing the virus may be deposited. A healthy worker who then touches the surface (e.g. table, doorknob, steering wheel, tool, etc.) and subsequently touches his/her eyes, nose or mouth, may become infected with the virus.

In addition, the virus may be spread across multiple surfaces by touching a contaminated surface and subsequently touching other surfaces. COVID-19 can persist on surfaces for several days; therefore, frequent disinfection/cleaning of surfaces and proper hand-hygiene is required.

3.2 RISK LEVEL DETERMINATION

The following risk assessment table adapted from WSBC Regulation Guideline G6.34-6 has been used as a guideline to classify the level of risk of worker exposure to COVID-19 at the workplace.

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As workers are on a construction site or in an office setting with little to no contact with the public and with the implementation of social distancing and other controls, the company has determined the risk of exposure as **LOW**.

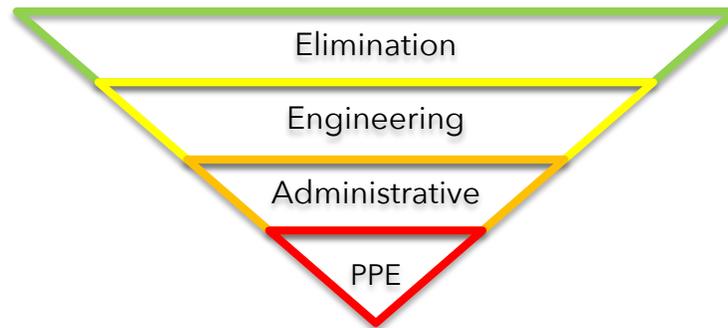
	LOW RISK	MODERATE RISK	HIGH RISK
	(Workers who typically have no contact with people infected with COVID-19)	(Workers who may be exposed to infected people from time-to-time in relatively large, well-ventilated workspaces)	(Workers who may have contact with infected patients, or with infected people in small, poorly-ventilated workspaces)
HAND HYGIENE	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
DISPOSABLE GLOVES	Not required	Not required (unless handling contaminated objects on a regular basis)	Yes, in some cases (e.g. when working directly with COVID-19 patients)
APRONS, GOWNS OR SIMILAR BODY PROTECTION	Not required	Not required	Yes, in some cases (e.g. when working directly with COVID-19 patients)
EYE PROTECTION - GOGGLES OR FACE SHIELD	Not required	Not required	Yes, in some cases (e.g. when working directly with COVID-19 patients)
AIRWAY PROTECTION - RESPIRATORS	Not required	Not required (unless likely to be exposed to coughing and sneezing)	Yes (N95 respirator, medical mask, surgical mask or reasonable equivalent mask that covers the mouth and nose.)

4 CONTROLLING EXPOSURE

4.1 HIERARCHY OF CONTROLS

Emil Anderson Group will follow “Hierarchy of Controls” principles when selecting and implementing controls.

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The Company will first attempt to eliminate the hazard whenever practical/possible. If it is not possible to completely eliminate the hazard, engineering controls will be implemented in conjunction with administrative and personal protective equipment (PPE) controls.

4.2 IMPLEMENTED CONTROLS

4.2.1 Elimination

The company has eliminated various scenarios which involved close contact between workers, to eliminate the potential for transmission of COVID-19, including:

- Requiring workers whose jobs can be completed remotely to work from home;
- Prohibiting any workers who may be infected with COVID-19 from working, including:
 - Workers who have symptoms of COVID-19;
 - Workers who have travelled outside of Canada within the past 14 days;
 - Workers who have been exposed to someone with COVID-19;
 - Workers who share a home with someone who has symptoms of COVID-19; and
 - Workers who share a home with someone who has been exposed to COVID-19.
- Eliminating the sharing of offices;
- Eliminating in-person meetings and replacing with telephone or video conferencing;
- Eliminating shared food; and
- Closing lunch-rooms/break-rooms/lunch trailers.

4.2.2 Engineering

Engineering controls are not currently implemented as the risk of exposure can be controlled using administrative and PPE controls.

4.2.3 Administrative

The company has implemented the following administrative controls:

- Hand-Hygiene:
 - Provision of hand-hygiene stations/supplies (e.g. disinfectant wipes, hand sanitizer liquid, water/soap) throughout sites and offices;
 - Posting of signage illustrating proper hand washing methods;

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- Posting of signage indicating locations of hand washing stations; and
- Instructing workers (via this program) to wash hands:
 - Before leaving a work area;
 - After handling/touching materials that may be contaminated (e.g. tools, materials, desks, kitchen/bathroom surfaces, vehicle/equipment cabs, etc.);
 - After cleaning/disinfecting; and
 - Before eating, drinking and smoking.

- Cough/Sneeze Etiquette Instruction:
 - Instructing workers (via this program) on proper cough/sneeze etiquette, per the following:
 - Turn head away from others when coughing or sneezing;
 - Cover mouth/nose with a sleeve or tissue when coughing or sneezing;
 - Dispose of tissues in waste containers;
 - Wash hands; and
 - Avoid touching face.

- Health Screening:
 - Maintaining a daily log and health screening checklist of employees present at each site/office (**APPENDIX 1**).
 - Supervisors are responsible for reviewing the screening checklists upon completion/at the start of the work shift, and prohibiting any potentially ill or exposed workers from accessing the site.

- Social Distancing:
 - Maintaining minimum 2 metres between workers at all times;
 - Conducting in-person meetings in open, well-ventilated spaces that allow 2 metre distancing;
 - Where practicable, planning transportation to eliminate the need for more than one individual in a vehicle at the same time. Where necessary to have more than one individual in a vehicle at the same time, occupants shall be seated to maximize physical distance between any two occupants, no more than two occupants per a row, and all occupants shall wear face masks that cover the mouth and nose at all times while in the vehicle.
 - Communicating via radio or cell phone to limit face-to-face interactions;

- Enhanced Cleaning:
 - Frequent cleaning (at minimum daily) with disinfectant, of the following:
 - Shared spaces (e.g. offices, kitchens, washrooms (including portables), conference/meeting rooms, reception areas, etc.);
 - Frequently touched surfaces (e.g. door handles, light switches, desks, chair armrests, computers, phones, countertops, cupboard door knobs, tap handles, fridge handles, microwaves, etc.);
 - Cleaning surfaces of equipment/vehicle cabs with disinfectant prior to entering and upon exiting, including:

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- Door handles
- Armrests;
- Seatbelt buckles;
- Steering wheels;
- Controls;
- Dashboards;
- Radios;
- Etc.
- Cleaning of shared tools/materials with disinfectant after use; and
- Cleaning with disinfectant of frequently touched surfaces in motel/hotel rooms (out of town workers), including:
 - Door handles;
 - Light switches;
 - Countertops;
 - Sinks/faucets;
 - Desktops;
 - Television remotes;
 - Etc.

In situations where it is not possible to maintain a social distance of 2 metres between workers, you must control the potential exposure to COVID-19 by doing the following:

First consider:

- Can the task be delayed?
- Can the task be safely done in another way? or
- Can the number of workers involved be reduced?

If none of the above are feasible the following additional protocols shall be applied:

- Workers who are at a higher risk of complications due to COVID-19 shall not be assigned to perform tasks where social distancing cannot be maintained, including:
 - Workers over the age of 60;
 - Workers with chronic health conditions including diabetes, heart or lung disease; and
 - Workers who are immunocompromised.
- Any worker who must complete a task within 2 metres of another worker must wear a N95 respirator, medical mask, surgical mask or reasonable equivalent mask that covers the mouth and nose, and safety glasses;

In addition, Emil Anderson Group has implemented a *COVID-19 Supervisor Checklist (APPENDIX 2)* for use by supervisors/managers at company project sites to verify that all required controls have been implemented.

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A *COVID-19 Office Safety Plan* has also been developed (APPENDIX 3) which outlines the controls required in order to re-open offices to Emil Anderson employees.

4.2.4 Personal Protective Equipment

The company has implemented the use of respirators (N95 respirator, medical mask, surgical mask or reasonable equivalent mask that covers the mouth and nose) for workers who occupy vehicle cabs at the same time and for workers in other situations where 2 metre social distancing cannot be achieved.

The company will ensure that any workers who are required to wear respiratory protection are clean shaven where the respirator seals with the face, have been fit tested and trained in the use of their respirator.

Refer to the company's *Respiratory Protection Program* for further information regarding the selection, use, inspection, care and maintenance requirements for respiratory protection equipment.

4.3 TRAINING/INSTRUCTION

The company will ensure that all workers and subcontractors are instructed in the required control measures outlined above.

5 TRAINING

5.1 OVERVIEW

Emil Anderson Group will ensure that all personnel receive training in the following:

- The risk of exposure to COVID-19;
- Signs/symptoms of the disease;
- Safe work practices to be followed (e.g. proper hand-washing, social distancing, cough/sneeze etiquette);
- Location of washing facilities; and
- Exposure and/or symptom reporting requirements.

Workers will be required to review this ECP and sign-off to acknowledge their review, understanding and commitment to follow the requirements outlined herein.

6 HEALTH MONITORING

6.1 HEALTH RISKS

6.1.1 Exposure Routes

Exposure to COVID-19 can occur via:

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- Inhalation of airborne droplets generated by coughing/sneezing;
- Close contact with other people (e.g. shaking hands, hugging); and/or
- Touching contaminated surfaces and then touching the face, mouth or food.

6.1.2 Health Effects

COVID-19 is a global pandemic and public health emergency. It is a virus that can cause severe respiratory illness that can lead to hospitalization and death. Most individuals do not have any immunity to the virus. Individuals with pre-existing health issues such as heart disease, diabetes and lung disease and those with compromised immune systems are at a highest risk of hospitalization and death.

6.1.3 Symptoms of Exposure

Symptoms of COVID-19 include:

- Fever;
- New onset or worsening of existing cough;
- New onset or worsening of sneezing/runny nose;
- New onset or worsening of muscle aches
- New onset or worsening of headache;
- Sore throat or painful swallowing;
- Difficulty breathing;
- Loss of sense of smell;
- Severe fatigue;
- Loss of appetite.

6.2 REPORTING REQUIREMENTS

All workers and subcontractors who become symptomatic while at home are not permitted to report to work and must follow the recommendations of a health care practitioner and/or the BCCDC. Any worker or subcontractor who becomes symptomatic while at work must immediately report their symptoms to a supervisor and return home.

Workers will only be permitted to return to work once they have recovered from their illness and have been approved by a medical professional and/or meet the requirements of the BCCDC for discontinuing isolation.

7 DOCUMENT/RECORD MAINTENANCE

Paper copies of COVID-19-related safety documentation will be submitted to the company's safety department for proper filing. Electronic copies of documents and records will be kept on the company's document management system, that will be accessible from any facility or project site. The safety department is responsible for maintaining the database.

The following documents and records will be maintained:

- COVID-19 Exposure Control Plan;
- COVID-19 Checklists;
- COVID-19 Daily Health Assessment Tool;

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- COVID-19 Office Safety Plans; and
- Worker instruction/training records.

8 PLAN REVIEW

8.1 ANNUAL

Emil Anderson Group will ensure that a review of this Plan and all associated safety documents is conducted at minimum annually. Reviews will be led by the safety department. Participation/input may be requested from management, employees and JOHSC members.

Reviews will include:

- Contents/policies;
- Implemented control measures;
- New technologies/control considerations;
- Hazard/risk trends;
- Adequacy of employee instruction/training;
- Exposure/illness trends.

8.2 ADDITIONAL REVIEWS

The company will ensure that additional documentation reviews are conducted on an as needed basis, for the following reasons:

- Increase in exposure potentials;
- Concerns regarding control effectiveness;
- Implementation of new/additional controls;
- Health concerns symptoms and reports;
- Governmental enforcement orders;
- Changes to regulations, standards, criteria.

8.3 CORRECTIVE ACTIONS

Where gaps or deficiencies that could affect the health of workers or subcontractors are identified, Emil Anderson Group will ensure that prompt corrective action is taken and all associated documentation is updated/reviced.

Revisions to any safety policies, programs, plans, procedures, etc. will be recorded on the *Plan Revision Tracking Record* (page 4 of this Plan) and promptly communicated with all affected workers. Additional training will be provided, when required.

APPENDIX 1

COVID-19 Daily Health Screening Checklist

COVID-19 DAILY HEALTH SCREENING CHECKLIST

COMPANY NAME:		DATE:	
PROJECT NAME:			

To help prevent the spread of Covid-19, all Emil Anderson Group of Companies employees must review the following checklist daily with their supervisor and their supervisor will sign off below acknowledging the worker answer to all questions is **NO**. This practice is to limit workers exposure to exchanging writing tools and gathering closer than the recommend 2 metre distancing.

If the answer to any of these questions is **YES**, the employee **must notify their supervisor immediately**, and must return home, per the recommendations of the BC CDC.

#	SCREENING QUESTIONS	NO	YES
1.	Are you experiencing any of the following? <ul style="list-style-type: none"> • New onset/worsening of existing cough • New onset/worsening of sneezing/runny nose • Sore throat or painful swallowing • New onset/worsening of headache • New or worsening muscle aches • Fever • Difficulty breathing • Severe fatigue • Loss of sense of smell • Loss of appetite 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Have you travelled to any countries outside Canada (including the United States) within the last 14 days?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Did you provide care or have close contact with someone who has symptoms of COVID-19 within the last 14 days?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Did you provide care or have close contact with someone who is being tested for COVID-19 or who has been diagnosed with COVID-19 within the last 14 days?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#	NAME	#	NAME
1.		13.	
2.		14.	
3.		15.	
4.		16.	
5.		17.	
6.		18.	
7.		19.	
8.		20.	
9.		21.	
10.		22.	
11.		23.	
12.		24.	

APPENDIX 2

COVID-19 Supervisor Checklist

COVID-19 SUPERVISOR CHECKLIST

The purpose of this checklist and reporting procedure is to outline the steps that must be taken at all places of work by the senior Supervisor or Manager to prevent transmission of the COVID-19 virus.

#	EMPLOYER/MANAGEMENT RESPONSIBILITIES	✓
1.	Maintain a daily log and health screening checklist of employees at each site.	<input type="checkbox"/>
2.	Conduct meetings via telephone or video conferencing, where possible.	<input type="checkbox"/>
3.	Hold in-person meetings in open, well ventilated spaces that allow 2-metre distancing.	<input type="checkbox"/>
4.	Eliminate sharing of offices.	<input type="checkbox"/>
5.	Provide cleaning supplies (e.g. disinfectant spray, paper towels, disinfecting wipes, hand sanitizer) inside shared equipment and vehicle cabs.	<input type="checkbox"/>
6.	Provide waste receptacles throughout site for disposal of cleaning materials.	<input type="checkbox"/>
7.	Provide hand-hygiene stations/supplies (e.g. wipes, sanitizer, washing stations) throughout site and post signage illustrating proper hand washing methods.	<input type="checkbox"/>
8.	Break rooms will be closed until further notice. No personnel to congregate in groups during break periods, unless maintaining the 2m distancing. Also applies to offices and truck cabs.	<input type="checkbox"/>
9.	Eliminate shared food (e.g. coffee, donuts, pizza, etc.).	<input type="checkbox"/>
#	WORKER RESPONSIBILITIES	✓
10.	Maintain minimum 2 metre distance from other workers.	<input type="checkbox"/>
11.	Avoid touching face/mouth and cover coughs/sneezes.	<input type="checkbox"/>
12.	Practice good hand hygiene - wash hands for minimum 20 seconds.	<input type="checkbox"/>
13.	<p>Conduct frequent cleaning/disinfecting (at minimum daily) of frequently touched surfaces and shared spaces (e.g. offices, kitchens, washrooms (including portables), conference/meeting rooms, reception areas, etc.):</p> <ul style="list-style-type: none"> • Door handles; • Light switches; • Desks; • Chair armrests; • Computers (keyboard and mouse); • Phones; • Countertops; • Cupboard door knobs; • Tap handles; • Fridge handles; • Microwaves; • Etc. 	<input type="checkbox"/>
14.	If occupying a vehicle with other workers, ensure seating maximizes physical distance, no more than two occupants per row, and all occupants wear face masks that cover the mouth and nose at all times while in the vehicle.	<input type="checkbox"/>
15.	<p>Clean equipment/vehicle cabs with disinfectant prior to entering and upon exiting cabs:</p> <ul style="list-style-type: none"> • Door handles; • Armrests; • Seatbelt buckles; • Steering wheels; • Controls; • Dashboard; • Radio; • Etc. 	<input type="checkbox"/>
16.	Clean shared tools/materials with disinfectant after use.	<input type="checkbox"/>
17.	Communicate via radio or cell phone to limit face-to-face interactions.	<input type="checkbox"/>

APPENDIX 3

COVID-19 Office Safety Plan

COVID-19 OFFICE SAFETY PLAN

1. PURPOSE

As BC moves into Phase 2 of the provincial restart during the COVID-19 pandemic, Emil Anderson will be re-opening its offices to workers. The company has developed this **COVID-19 Office Safety Plan** which outlines the control measures that must be in place at each office location to minimize the risk of disease transmission.

All office workers will be required to review and sign this plan to acknowledge their commitment to follow the requirements outlined herein. This plan will be distributed electronically (via SiteDocs) to all office workers for review prior to returning to the office and a copy will be posted in a conspicuous location at each office.

In addition, each office will be required to designate a Plan Administrator to administer this plan and ensure that resources are available when/where required (e.g. hand washing supplies, cleaning supplies, etc.), signage is posted, daily health screening checklists are completed, in/out logs are maintained, and that workers are adhering to the requirements outlined herein.

2. CONTROLS

Emil Anderson has implemented various control methods to minimize potential workplace exposures to the COVID-19 virus. Controls have been selected according to the hierarchy of controls.

2.1 ELIMINATION

- Various workers will continue to work from home to reduce occupancy of offices (staged return);
- Sharing of offices will not be permitted;
- In-person meetings will be eliminated and replaced with telephone or video conferencing, except where absolutely necessary and only if 2 metre physical distancing can be maintained;
- Shared food and drink that is not individually packaged for personal consumption will be eliminated from office break rooms;
- The sharing of kitchen flatware and utensils will be eliminated; workers will be required to bring their own dishes from home and to take them home at the end of the work shift;
- Workers will not be permitted to congregate during breaks unless maintaining 2-metre distancing and are encouraged to socialize (at appropriate distance) outdoors;
- The sharing of small office supplies will be eliminated wherever possible (e.g. pens, staplers, markers, etc.).

2.2 ADMINISTRATIVE

- Staged Return to Work:
 - Initial return to work will consist of senior management and employees requiring office access to perform their work (e.g. access to equipment, computers, programs, etc.);
 - Workers who are able to complete their functions remotely will continue to work from home; and
 - Select workers will rotate between working at home and in office to reduce exposure and occupancy.

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- Restricted Access:
 - Signs will be posted at each entrance advising all visitors that prior to proceeding past the immediate entry, they must complete a health screening questionnaire, and be orientated by an EAG employee on the COVID-19 protection measures in place.

- Health Screening:
 - A daily log and health screening checklist of employees, suppliers or guests accessing the office will be maintained, which will screen workers for the following:
 - Potential symptoms of COVID-19;
 - Recent travel outside of province or country; and
 - Potential exposure to a person with COVID-19 (known or probable case).
 - If a worker answers yes to any of the screening questions they will not be permitted to enter/work at the office and will be instructed to self-isolate and get assessed for COVID-19 per BCCDC guidelines.

- Physical Distancing:
 - Physical distancing of at least 2 metres will be maintained at all times in the following areas:
 - Parking lots;
 - Access door;
 - Reception area;
 - Hallways;
 - Offices (one worker per office);
 - Washrooms;
 - Kitchens;
 - Copy rooms;
 - Storage/supply rooms;
 - Meeting Rooms;
 - Etc.
 - Access to the following common office spaces will be restricted to one employee at a time:
 - Hallways (only one worker is permitted to pass through hallway at a time);
 - Copy rooms;
 - Storage/supply rooms;
 - Kitchens; and
 - Washrooms.
 - Maximum capacity for meetings rooms - that permits 2 metre distancing - will be posted on the door, extra chairs will be removed and appropriate spacing will be marked on the floor; and
 - Reminders to maintain physical distancing will be posted throughout offices.

- Enhanced Cleaning/Disinfecting:
 - Disinfecting products (e.g. cleaning spray and/or wipes), disposable paper towels and disposable gloves will be provided in each office and in common areas;
 - Workers are responsible for disinfecting their office at the start of each work shift, per the following:

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- Wipe down:
 - Light switches;
 - Desktop;
 - Phone;
 - Keyboard and mouse;
 - Pens/markers/staplers, etc.;
 - Armrests of chairs; and
 - Door knobs.
- Workers are responsible for disinfecting (wiping down) any items they touch in common spaces, prior to leaving that space, including:
 - Light switches;
 - Door knobs;
 - Sinks;
 - Countertops;
 - Etc.
- Disinfecting products must be used according to manufacturer instructions;
- Emil Anderson will provide waste bins (open top or foot operated) throughout office for disposal of cleaning materials;
- Signage indicating the cleaning requirements will be posted as reminders throughout the office; and
- A thorough office cleaning of all areas shall be completed at minimum once per week.
- Hand Hygiene:
 - Prior to and after touching any common surface, employees shall be required to wash or sanitize their hands;
 - Hand washing supplies (soap and disposable paper towels) will be maintained at sinks throughout the office and signage posted illustrating proper hand washing technique;
 - Workers will be instructed (via this plan) to increase the frequency of hand-washing:
 - Before and after touching common/shared surfaces/items (e.g. light switches, door knobs, countertops);
 - Prior to eating, drinking or smoking;
 - After cleaning/disinfecting; and
 - Before leaving the washroom.
- Cough/Sneeze Etiquette:
 - Workers will be instructed (via this plan) to conduct proper cough/sneeze etiquette, per the following:
 - Turn head away from others when coughing or sneezing;
 - Cover mouth/nose with a tissue or sleeve when coughing/sneezing;
 - Dispose of tissues in waste containers;
 - Wash hands; and
 - Avoid touching face.

COVID-19 OFFICE SAFETY PLAN

2.3 PERSONAL PROTECTIVE EQUIPMENT

- Emil Anderson does not require office workers to wear respiratory protection however, workers are permitted to wear personal masks at their discretion, as long as they are maintained in a clean/hygienic state.

3. CONTACT TRACING

In the event that a worker tests positive for COVID-19 (confirmed case), the office will be vacated/closed and Emil Anderson's contact tracing team (safety department) will be responsible for reviewing the worker sign-in/out log to identify potential office contacts.

Any workers who may have come in close contact with a confirmed case will be notified immediately and requested to work from home for 14 days to ensure they have not contracted COVID-19.

In addition, a professional disinfection of the office will be conducted by a qualified cleaning company prior to permitting re-occupancy.

4. COMMUNICATION

Emil Anderson will ensure that ongoing, prompt communication is maintained with all office workers regarding any changes to regulatory requirements and/or this plan and required control measures.

