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Employers must develop a COVID-19 Safety Plan. To develop your plan, follow the six-step process described at [COVID-19 and returning to safe operation](#).

This planning tool will guide you through the six-step process. Each step has checklists with items you need to address before resuming operations. You may use this document, or another document that meets your needs, to document your COVID-19 Safety Plan.

WorkSafeBC will not be reviewing or approving the plans of individual employers, but in accordance with the order of the [Provincial Health Officer](#), this plan must be posted at the worksite.

Step 1: Assess the risks at your workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Involve workers when assessing your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- We have identified the tools, machinery, and equipment that workers share while working.
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

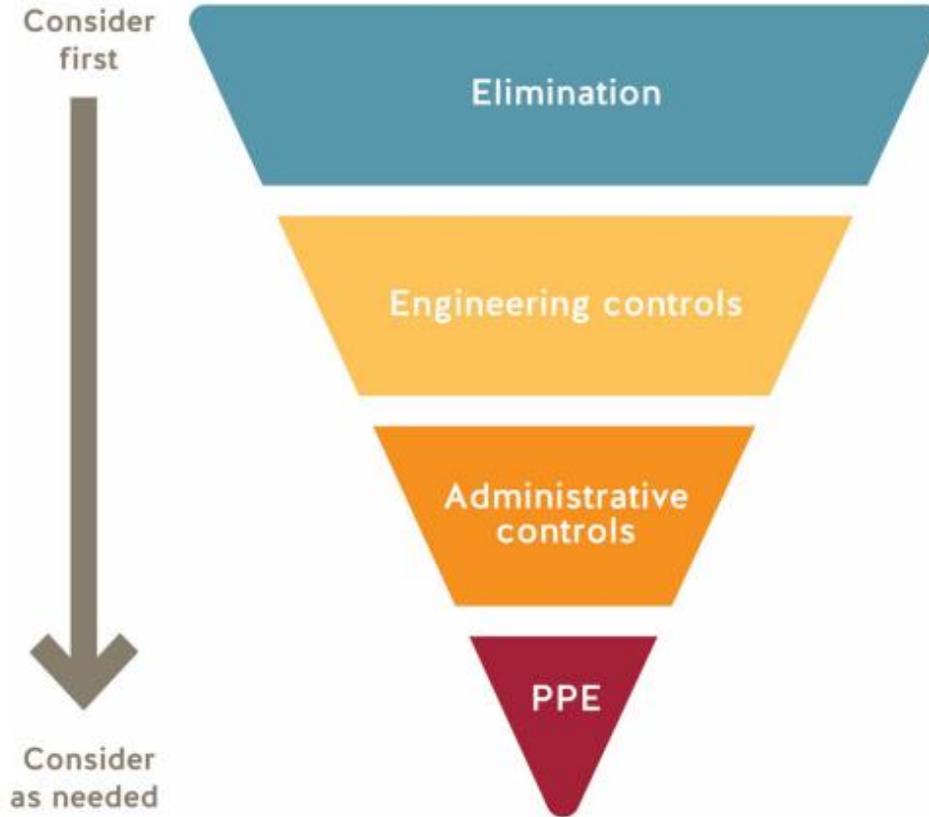
Step 2: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- Review [industry-specific protocols](#) on [worksafebc.com](#) to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.
- Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
- [Orders, guidance, and notices](#) issued by the provincial health officer and relevant to your industry.
- Your health and safety association or other professional and industry associations.

Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.

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First level protection (**elimination**) — Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

Second level protection (**engineering controls**) — If you can't always maintain physical distancing, install **barriers** such as plexiglass to separate people.

Third level protection (**administrative controls**) — Establish rules and guidelines, such as posted **occupancy limits** for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

Fourth level protection (**PPE**) — If the first three levels of protection aren't enough to control the risk, consider the use of non-medical masks. Be aware of the limitations of **non-medical masks** to protect the wearer from respiratory droplets. **Ensure workers are using masks appropriately.**

First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

- We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. [Public Health has developed [guidance for the retail food and grocery store sector](#) that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]
- In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- We have [established and posted occupancy limits](#) for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

Measures in place

During Stage 1, Music Rehearsals were moved online or to ZOOM, while some office work was done from home. **During Stage 2 & 3** of the reopening, the following precautions will be taken for when we meet in person.

FOM Music Society's (FOM) control measures for maintaining physical distance in the EMP Theatre, includes:

For the COVID-19 Stage 2 and 3 opening, FOM will ensure physical distancing of 2 meters as follows:

- OFFICE:** Seating and cabinets will be adjusted to promote physical distancing
- MUSIC REHEARSALS:** The instructor and up to 3 others will be on the stage and other musicians will spread out in the theatre seating area.
- STAGE:** The spacious stage will have traffic flow controlled and equipment set apart to promote physical distancing.
- SEATING IN THEATRE:** Seating will be blocked off, traffic flow controlled and appropriate signage installed to ensure physical distancing. One door will be to enter and two doors to exit the theatre. The two aisles will be "One Way" only.
- LOBBY:** Entrance will be controlled, so that people will be let into the lobby once others have made their way to their seats or onto the stage, and there is room in the lobby.
- VISITORS:** Will only be allowed, if they fit within the reduced occupancy limits set for each space.
- CONCERTS:** Other than Open Mic, Concerts will be small outdoor events at Mental Health Housing Sites or other such sites, where the audience can enjoy the music from their windows or balconies or there is staff to ensure physical distancing, while the musicians perform, 2 meters apart from outside.
- FOM's work and volunteer schedule will be limited so that physical distancing can be maintained.
- FOM's tasks will be done in a way that limits equipment being used and assigns responsibility for additional cleaning of equipment
- Occupancy limits will be posted for each space, and will apply in total, to workers, volunteers, visitors and musicians. These limits are:

Equipment Room	Limit Occupancy to 1 person from the stage
Break Room	Limit Occupancy to 1 person from the stage
Office	Limit Occupancy to 2 people plus 1 other person from the stage
Stage	Limit Occupancy to 4 (which includes anyone in the Equipment Room, Break Room or a 3 rd person in the office)
Theatre Seating area	Limit Occupancy to 12 – 16 people (not including stage area)

Second level protection (engineering): Barriers and partitions

- We have installed **barriers** where workers can't keep physically distant from co-workers, customers, or others.
- We have included barrier cleaning in our cleaning protocols.
- We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

Measures in place

There will be limited use of barriers to further separate people who are already 2 meters apart.

OFFICE: The filing cabinets will be moved from along the wall, to the middle of the office, where they will provide a physical barrier between workers moving around the office.

STAGE: Plexiglass barriers, mounted on adjustable stands, will be repurposed from their use as sound barriers, to physical barriers between musicians on the stage or in the office as needed. Cleaning of these barriers will be done by the employee using them, at the beginning and end of their shift.

Third level protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how workers should conduct themselves.
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Measures in place

1. A large whiteboard sign posted the main entrance, with instructions will display the rules for use of Eric Martin Theatre, to prevent the spread of Covid-19. This includes assessment per latest CDCBC and WORKSAFEBC recommendations by a trained person, with an approved Criminal Record Check. Anyone answering yes to any assessment question, will be denied access to the workspace.
2. There will be a combination of signs, directional floor markers, and assigned seating, to ensure that the 2-meter physical distance is maintained by everyone accessing the theatre, stage, office or breakroom. The signage, seating and floor markers will be as follows:
 - Hand washing signs and instructions posted on all bathrooms. A sign indicating that it is mandatory for everyone to wash or sanitize their hands before entering the Theater.
 - Occupancy Limit signs will be posted on each door as follows: Theatre seating area 12-16 (depending whether people are from the same household), Stage 4, Office 2 plus one other from the stage, Equipment Room-1 and Break Room 1 person from the stage. The total new occupancy limit is 22, which is 21% of the current fire limit.
 - Floor markers and signs to direct the flow of traffic through the theatre in one direction, to avoid people passing within 2 M. Floor markers indicate where people will stop and wait their turn (ie: to enter the office, only 3 people at a time)
 - Clearly marked one-way entrance and exit doors to the theatre.
 - Clearly marked assigned seating in the theatre, that is pre-determined and staggered with a minimum 2 meters of distance between each designated seat.
 - Signage in the office, reminding people keep two meters away from the desks (to protect the office workers).
 - Signage that will indicate that people should get in touch with us by email or phone, if they have any concerns or suggestions about health and safety.
4. We will have clearly visible and accessible sanitization stations (with hand sanitizer and paper towel) with signage and instructions, as well as visible and accessible containers of disinfectant Lysol wipes for wiping down anything that is shared use, like door handles, office equipment, keyboards, breakroom appliances, light switches, musical instruments, armrests.
5. Direct communication with employees, volunteers, contractors, members and participants to discuss and educate on safety protocols. An Event Hostess will communicate the new rules, prompt others to follow the instructions, point to the hand sanitizer station or lobby washroom (for hand hygiene prior to entry) and direct people as they arrive.
6. Our new health and safety protocols will also be communicated to our membership in the next bi-monthly Newsletter (July-August), so that our members and participants know exactly what to expect and what protocols they are to follow upon returning to in-person groups and events.
7. The workplace Health and Safety Policy document, outlines protocols for employees, volunteers and contractors, to read, and agree to, before returning to work in-person. Each employee, volunteer and contractor will be given a copy of the policy and we will ask them to sign a page that indicates they understand and agree to abide by the policy. Our policy has been developed in collaboration with employees and contractors to ensure that needs and concerns are adequately addressed. The document will be updated and revised as new information, concerns or recommendations arise. We will encourage ongoing open communication among all staff, to ensure safety concerns are addressed and acted on.
8. The office is arranged to better maintain physical distancing, to protect employees. There are only 2 employees in the office, the 3rd person entering to use the photocopier, or access the filing cabinet one at a time. The filing cabinet and copy machine, are spaced at least 2 meters away from the two office workers. Specific signage supports distancing.

Fourth level protection: Using masks (optional measure in addition to other control measures)

- We have reviewed the information on [selecting and using masks](#) and [instructions on how to use a mask](#).
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained workers in the proper use of masks.

Measures in place**Who will use masks?**

Employees, contractors and volunteers must use masks, in situations where physical distancing cannot be maintained for over 10 minutes and close personal contact is required. Even with the preferred physical distancing, anyone wanting to wear a mask, will be encouraged to do so. Each person is encouraged to provide their own non-surgical masks, and a supply of disposable masks will be on hand for workers to use if needed.

What work tasks will require the use of masks?

The situations where we anticipate using masks are as follows: assisting with mobility of participants, preparing refreshments, serving refreshments, stuffing envelopes for mailouts etc... There will be other situations that arise that will require masks, and we will use them appropriately.

How have workers been informed of the correct use of masks?

- We have printed out the WorksafeBC signage about proper use of masks and instructions and will include this in our safety policy document. All employees will be required to carefully review these instructions upon returning to work in-person.
- We will have the WorksafeBC posters on the proper use of masks available in the office for anyone to read and review. We may also print them out and post them around the Eric Martin Theater and have copies on our brochure table for members and participants to read and review, or take home with them.

Implement effective cleaning and hygiene practices

- We have reviewed the information on [cleaning and disinfecting](#) surfaces.
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [[Handwashing](#) and [Cover coughs and sneezes](#) posters are available at worksafebc.com.]
- We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- Workers who are cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

Cleaning protocols**HANDWASHING POLICY:**

Everyone will be required to wash or sanitize their hands when they arrive and before they leave. There is a hand sanitizing station at the entrance to the lobby, as well as washrooms in the lobby. The two washrooms off the stage can also be used by the instructors, while they are working on the stage. Additional hand sanitizer will be available on the stage.

CLEANING AND DISINFECTING SURFACES:

- Each office worker will clean their own workspace and equipment before and after use.
- Shared touch surfaces will be wiped down regularly with sanitizer wipes, like door handles, light switches, copy machine buttons, and other shared office equipment etc...
- Each music instructor will be responsible to clean and disinfect equipment before and after use. Touch will be limited by having one person put out, adjust and return equipment as needed. Each musician will bring their own musical instrument. Rarely shared percussive instruments will be sanitized between use, by the instructor.
- The lobby attendant will clean touch points before and after each class. Doors to the theatre will be left open, to reduce the number of people touching them. Armrests will be cleaned before class and after being used.
- Protective gloves are available to protect workers using cleaning and disinfecting products.

Step 3: Develop policies

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- 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, and 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 prohibited or limited in the workplace.
- First aid attendants have been provided [OFAA protocols](#) for use during the COVID-19 pandemic.
- We have a [working alone policy](#) in place (if needed).
- We have a [work from home policy](#) in place (if needed).
- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate [violence prevention program](#) is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.]
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices. [A customizable [occupancy limit poster](#) and [handwashing signage](#) are available on [worksafebc.com](#).]
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including [visitors](#) and [workers](#) with symptoms.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitor your workplace and update your plans as necessary

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Workers know who to go to with health and safety concerns.
- When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

Step 6: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

- We have a training plan for new staff.
- We have a training plan for staff taking on new roles or responsibilities.
- We have a training plan around changes to our business, such as new equipment, processes, or products.
- We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- We have identified a safe process for clearing systems and lines of product that have been out of use.

Be advised that personal information must not be included in the COVID-19 Safety Plan

Personal information is any recorded information that uniquely identifies a person, such as name, address, telephone number, age, sex, race, religion, sexual orientation, disability, fingerprints, or blood type. It includes information about a person's health care, educational, financial, criminal or employment history. Visit <https://www.oipc.bc.ca/about/legislation/> for more information.



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SAVE FORM

