

HUPACASATH FIRST NATION COVID-19 WORKPLACE SAFETY PLAN

COVID-19 WORKPLACE HEALTH AND SAFETY PLAN HUPACASATH ADMINISTRIVE AND UPNIT WORKPLACES		
EFFECTIVE DATE: June 1, 2020	REVIEWED WITH WORKER AND MANAGEMENT COVID-19 HEALTH AND SAFETY COMMITTEE ON: June 1, 2020	PAGES: 11 and 7 pages of appendices

PURPOSE

The health and safety and well being of all workers and others is a priority for the Hupacasath First Nation. Given that COVID-19 is likely to remain a risk for some time, this plan sets out a comprehensive approach to ensuring the health and safety of all workers and others in Hupacasath workplaces in compliance with COVID-19 health and safety requirements.

Along with the with the Hupacasath COVID-19 Policy, this plan addresses workplace obligations and measures in place to prevent the spread of COVID-19.

WORKPLACE RISKS

A 'risk' is the chance of injury or occupational disease occurring. A Risk Assessment is the process of analyzing:

- The chance of the occupational disease occurring.
- Identifying who is at risk of exposure.
- The degree of risk due to work performed and the workplace location.

Signs and Symptoms

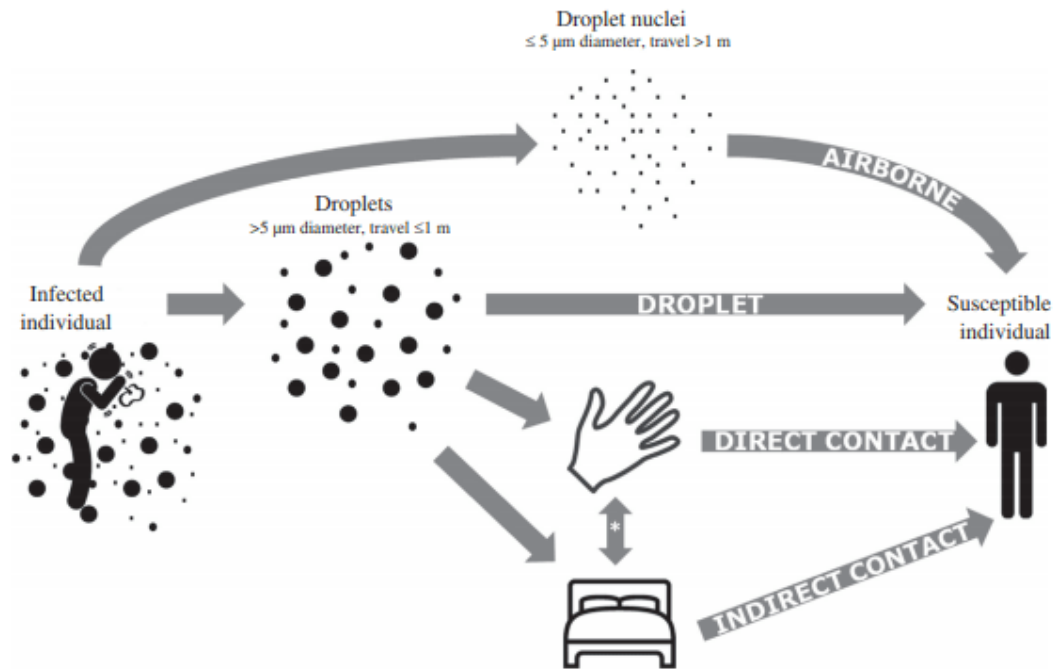
COVID-19 is a new strain of Coronavirus that is easily spread between humans.

The symptoms of COVID-19 are similar to other respiratory illnesses such as the flu and common cold and include:

- Cough
- Sneezing
- Fever
- Muscle aches
- Sore throat
- Difficulty breathing

Symptoms may appear 2-14 days after exposure. These symptoms are usually mild and begin gradually.

There are two primary ways of transmitting COVID-19, each of which need to be controlled. Routes of transmission are through contact and droplet transmission.



* Transmission routes involving a combination of hand & surface = indirect contact.

Transmission can be indirect or direct. Direct contact involves skin-to-skin contact. Indirect contact involves a worker touching a contaminated intermediate object such as a table, doorknob, telephone, or computer keyboard.

Droplet Transmission

Droplets may be generated when an infected person coughs or sneezes. Droplets can travel a short distance through the air and can be deposited on surfaces or in the eyes, nose, or mouth.

Airborne Transmission

Small droplets may travel more than 1 meter from sneezing or coughing.

Those infected may be most contagious when they are symptomatic. However, current data indicates that transmission is likely possible before people show symptoms (asymptomatic).

Risk Assessment Table

Low Risk

Workers who typically have no contact with people infected with pandemic influenza

Moderate Risk

Workers who may be exposed to infected people from time to time in relatively large, well ventilated workspaces

High Risk

Workers who may have contact with infected patients or with infected people in small, poorly ventilated workspaces

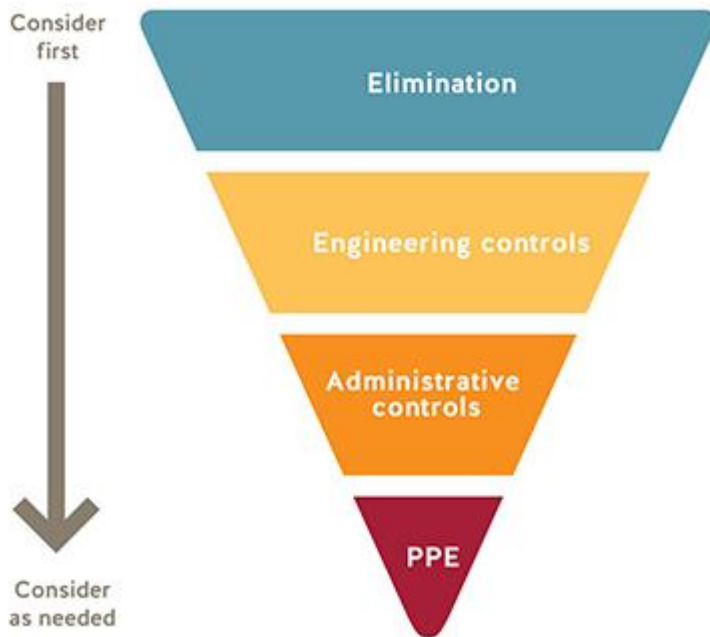
	<u>Low Risk</u>	<u>Moderate Risk</u>	<u>High Risk</u>
<i>Hand Hygiene</i>	Required- washing with soap and water	Required- washing with soap and water	Required- washing with soap and water
<i>Physical Distancing</i>	Required	Required	Required
<i>Social Etiquette</i>	Required	Required	Required
<i>Travel Restrictions</i>	Required	Required	Required
<i>Self-Monitor</i>	Required	Required	Required
<i>Cleaning Measures</i>	Required	Required	Required
<i>Pre-screen Clients</i>	Not required	Required	Required
<i>Disposable Gloves</i>	Not required	Not required	Required
<i>Masks</i>	Not required	Not required	Required

The degree of contact and risk varies depending on the nature of the work being performed and the workplace where it is being performed.

CONTROLLING WORKPLACE RISKS

The following represents a level of controls for preventing COVID-19 risks:

that offer the highest level of protection and add additional protocols as required.



First level of protection (elimination): limiting the number of people in the workplace where possible by establishing occupancy limits, rescheduling work tasks, implementing work-from-home arrangements, or other similar means. Rearrange workspaces 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 works or others can't always maintain physical distancing, install [barriers](#) to separate people. Examples include barriers such as plexiglass and shields, and where possible, use of alternative workplace business delivery methods such as telephone, video conference and Zoom.

Third level protection (administrative controls): Establish rules and guidelines, such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.

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 limitation of non-medical masks to protect the wearer from respiratory droplets. Ensure workers are [using masks appropriately](#).

ANALYSIS OF RISKS AND CONTROLS IN PLACE TO ADDRESS RISKS in the HUPACASATH ADMINISTRATIVE AND UPNIT WORKPLACES

1. Controlling and Monitoring Who is in Workplaces

Risk:

The risk of exposure to COVID-19 increases with the increase of people from outside the regular workforce i.e. the general community, as well as the number of people accessing the workplaces. Current Health and Safety protocols limit the maximum occupancy limit at 50 people for “one-time or episodic events”.

The following areas in these workplaces have been identified as high risk:

- The main entrances to the buildings
- Gathering areas such as water coolers and coffee areas
- Photocopier area

Controls:

The following controls will be put in place to limit and monitor who is in workplaces:

- The Hupacasath Administrative Office and the UPNIT will remain closed to the general public until at least July 2020. Admittance to both workplaces will be limited to essential workers and services.
- All non-regular workers and others will be required to check-in at reception at the reception and complete a Screening Checklist (as attached to the Safety Plan appendices) before entering these workplaces.
- All workers and others entering these workplaces may be subject to a temperature check in order to be admitted.
- The main entrance doors of both workplaces will be remained locked.

2. Physical Distancing Barriers and Controls within the Workplace

Where it is not possible to eliminate interactions and therefore risk, physically distancing measures such as barriers will be put in place.

Risk:

Close proximity of individuals in workplaces increases the chance of contamination and spread of COVID-19.

The following areas have been identified as area of high risk for physical contact: :

- The Administrative office board room
- Photocopy area
- Water dispenser
- Staff fridge
- Break areas
- Entrance and exit doors.

Controls:

The following controls will be put in place to facilitate physical distancing:

- Physical distancing signs will be displayed in various areas to remind workers and others of the physical distance requirements.
- Hand sanitizer stations will be set up in the following areas:
 - Entrance doors, back doors, and side entrances.
 - Nurses station
 - Kitchen
 - By the photocopy machine.
 - In the board room.
 - Wipes will be provided for each individual office.

- The following structural changes will be implemented:
 - Plexiglass barriers will be installed in Margaret's office on her desk.
 - Plexiglass barriers will be installed in Graham's office.
 - Paulette will be provided with the opportunity to switch to a larger office to facilitate safe distancing.

- All non-essential gatherings of groups will be discouraged, particularly in areas of high traffic such as by the entry areas to workplaces and smoking/break areas.

- The following changes will be made in how work-place tasks and activities are carried out to allow for safe-distancing:
 - The coffee machine at front entrance will be removed. Workers and others are encouraged to bring their own coffee and tea.

- Group meetings will be limited to those deemed essential for work purposes. Such meetings will be held in spaces allowing for social distancing. Where practicable, alternative participation options such as by conference call and Zoom will be available to workers.
- The Hupacasath Administrative Board room: a maximum of 6 people will be allowed at one time.
- Safe distancing space reminders will taped to the board room.
- Where possible, workers with health vulnerabilities will be accommodated with further flexible work options.

3. Workplace Cleaning and Hygiene Practices

Risk:

COVID-19 can spread through contact with contaminated surfaces. There is currently little hard data on the stability of COVID-19 on surfaces. Available data suggests that the stability of the virus on surfaces depends on several factors including relative temperature, humidity, and surface type.

Since COVID-19 spreads when contact is made with a contaminated surface, followed by touching one's eyes, nose or mouth, it is critical that high touch surfaces in the workplace be disinfected, and proper hygiene, including frequent washing of hands occurs.

The following surfaces have been identified as high touch areas in workplaces and therefore high-risk surfaces:

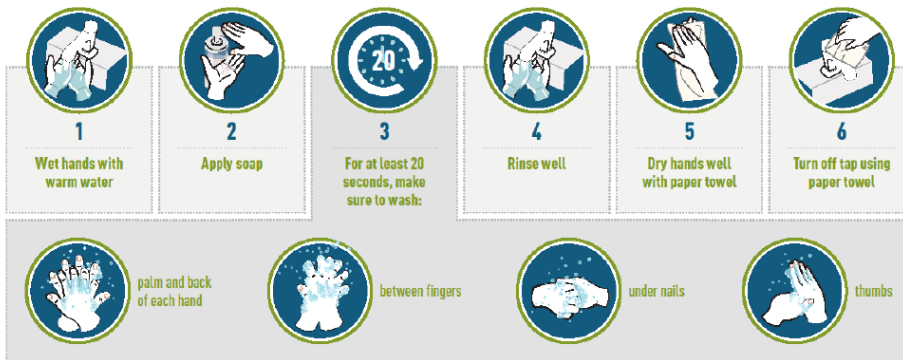
- Board room table and doors
- Photocopy and other office machines and equipment
- Water dispenser
- Staff fridge
- Break areas
- Entrance and exit doors.

Controls:

The following controls have been put in place in workplaces to minimize the identified risks to high touch surfaces:

- posting of signage reminding workers and others to wash their hands following recommended practices as illustrated below, including in the following areas:
 - Main entrances and exits to buildings.
 - Photocopy machine
 - Workplace washrooms
 - Water machine

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- Placing disinfecting stations and wipes in each of the areas identified above.
- Keeping doors open where possible, in order to minimize contact with handles.
- Providing personal protective equipment for workers and others that are unable to safe distance and/or disinfect shared tools. See the Personal Protective Equipment (PPE) and COVID-19 health and safety selecting and using masks information sheets attached in the Workplace Safety plan appendices.
- Removing unnecessary tools and equipment from the workplace where people may congregate such as the coffee pot in the front of the Hupacasath Administrative building.
- Familiarizing workers and others with cleaning protocols and the location of equipment and supplies for disinfecting and sanitizing frequently used workplace surfaces, equipment, and tools.
- Ensuring that the workplaces are cleaned and sanitized based on recommended cleaning protocols and frequency guidelines as set out in the Workplace Safety Plan appendices.

- Providing workers who are involved in cleaning with in-depth training on the responsibilities and requirements for disinfecting workplaces, and have access to appropriate cleaning supplies and tools. Ensuring that cleaners are also aware of the potential dangers in mixing different types of cleaning solutions such as bleach and other disinfectants.

4. TRAINING AND COMPLIANCE

Risk:

Lack of awareness, or disregard for COVID-19 control measures in place increases potential risks for workplace outbreaks.

The following have been identified as potential risks in ensuring worker and other training and compliance:

- Workers coming into the Administrative building from multiple workplaces.
- Community members and others attending the workplaces from time to time to access services

Controls:

The following controls will be put in place to increase awareness and compliance:

- The COVID-19 policy and Safety Plan will be reviewed with all workers who enter the workplaces. Supervisors will also be trained in compliance measures.
- Workers and others in all Hupacasath workplaces will be involved in identifying areas of risk and putting in place measures in each workplace to address risks.
- The COVID-19 policy and Safety Plan will be posted in the workplaces and on the Hupacasath website.
- All workers and others entering workplaces will be monitored for compliance and in the event of a breach will be advised that they may be

subject to discipline, including being sent home without pay, or being asked to leave the workplace until compliant.

- All workplace supervisors will be responsible for monitoring any symptoms of illness displayed by workers and others in workplaces and ensuring that workers and others comply with Hupacasath COVID-19 Safety Plan measures.
- All workers and others will be responsible for self-screening, and if symptomatic, required to follow screening, isolation, and return to work protocols, as outlined in the diagram in the Workplace Safety Plan appendices.

APPENDCIES

1. Self-Screening Checklist (1p)
2. Personal Protective Equipment (PPE) (1p)
3. COVID-19 health and safety selecting and using masks (2p)
4. COVID-19 heath and safety cleaning and disinfecting (3p).
5. Decontamination Schedule (1p).
6. Employee Screening, Isolation and Returning to the Workplace Protocol (1p).