

COVID-19 Operating Plan:

Approved:

Subject: COVID-19 Work Requiring Less than 2 Meters Between Workers

Purpose:

To mitigate the risk of employee transfer of the COVID-19 virus between workers. This SOP is to be used in conjunction with established Safe Work Procedures and Standard Operating Procedures. Where Safe Work Procedures & Standard Operating Procedures do not exist, a Safe Work Plan must be developed (see below).

Definitions:

COVID-19: the condition that develops from the novel coronavirus

Instructions:

One recommendation from Provincial and Federal Health Authorities to reduce the risk of spreading the coronavirus is to maintain 2 meters distance between workers.

In static work situations (e.g. control rooms, lunchrooms, offices, etc.) this is accomplished by limiting access to the work environment to essential personnel only, and by limiting the amount of people who can enter a work area at given time.

In dynamic work situations (e.g. breakdown maintenance, emergency response, etc.) it is often not possible to maintain a 2-meter distance from a co-worker. In this situation employees must advise their Supervisor immediately of the problem. The Supervisor will alternatives, including postponing the job, reconfiguring the workplace, using alternate methods (equipment, barriers, etc.) and staggered work schedules.

In the event timely action is required for the safety of mill employees, protection of the environment or critical equipment to maintain mill operations, or the above considered alternatives cannot resolve the problem, then the Supervisor will utilize the COVID-19 ECP and conduct a Task Risk Analysis, and develop a Safe Work Plan (refer to appendix? in the COVID-19 ECP) with the workers involved.

In the event workers must work in close proximity to each other (less than 2 meters), the Safe Work Plan must include the use of

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Lower and Moderate Risk Activities

i.e. pump replacement, machine break etc.

- Medical mask (surgical/procedural)
- Safety glasses

High Risk Activities

i.e. Supervisor indirect contact with symptomatic employee, isolating, escort from site.

- Face Shield
- Nitrile Gloves
- N95 or Half Mask Respirator (P-100) filters.

Very High-Risk Activities

i.e. First Aid Attendant – symptomatic employee requiring lifesaving interventions

- Face Shield
- Nitrile Gloves
- N95 or Half Mask Respirator (P-100 Filters)
- Disposable Isolation Gown

If the above noted PPE is used, workers will be advised:

- Always wash hands after handling PPE, disposing of gloves/disposable work items, and returning equipment Areas of operation where higher frequencies or routine tasks requiring workers to work within 2 meters distance of one another should put in place lined waste bins for disposal of gloves and other disposable work items.
- Employees working remotely in the mill should dispose of gloves and other disposables work items by placing them in a bag, sealing it and then placing in disposal bin.
- Disinfect any shared tools/equipment after use.

Risk Assessment








The company-wide- COVID-19 Risk Assessment places our location and industry as low to moderate risk. Prior to starting a task ensure that a Task Risk Analysis & Safe Work Plan has been developed.

Forms

See next page.

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COVID-19: Task Risk Analysis

		<h2>COVID-19: SAFE WORK PLAN</h2>			
SWP-		Area:			
SWP TITLE					
APPROVED BY:		<Person who authorizes procedures – generally person most commonly supervising the task. Position:			
CONDUCTED BY:					
TASK DESCRIPTION:		<The purpose of this procedure is to describe the process for personnel to safely and efficiently complete a task>			
1. PLAN					
GENERAL TASK INFORMATION:					
RELEVANT PROCEDURES required to complete the task:		<ul style="list-style-type: none"> <Reference those procedures/permits/forms/ISA/FHA's that need to be completed to do this task> 			
PPE MATRIX					
EXPOSURE RISK LEVEL	Task	Route	Control		
LOWER RISK	General Workplace	Contact	Physical Distancing Hand Hygiene Respiratory Etiquette Safety glasses		
MODERATE RISK	Tasks Requiring Less Than 2 Meters Between Workers	Droplets	Medical Mask (Surgical/Procedural) Safety Glasses		
		Aerosol			
HIGH RISK	Indirect contact with known symptomatic employee	Shared Equipment/Tools	Nitrile Gloves		
		Contact	Face Shield Nitrile Gloves N95 or Half Mask Respirator Disposable Coveralls (Optional)		
		Droplet			
VERY HIGH RISK	First Aid – symptomatic employee requiring lifesaving interventions	Aerosol	Face Shield Nitrile Gloves N95 or Half Mask Respirator Disposable Gowns		
		Contact			
PERSONNEL PROTECTIVE EQUIPMENT REQUIRED					
FACE SHIELD	NITRILE GLOVES	MEDICAL MASKS (Surgical/Procedural)	HALF MASK (w/ HEPA Filter)	N95 DISPOSIBLE FILTERING RESPIRATOR	DISPOSABLE COVERALLS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					
OTHER ADDITIONAL PPE REQUIRED		<ul style="list-style-type: none"> <Add as needed> 			
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Instructions for donning and doffing of Disposable Masks



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



How to Wear a Face Mask

1



Wash your hands with soap and water for 20-30 seconds or perform hand hygiene with alcohol-based hand rub before touching the face mask.

2



Check the new mask to make sure it's not damaged.

3



Ensure colour side of the mask faces outwards.

4



Locate the metallic strip. Place it over and mold it to the nose bridge.

5



Place an ear loop around each ear or tie the top and bottom straps.

6



Cover mouth and nose fully, making sure there are no gaps. Pull the bottom of the mask to fully open and fit under your chin.

7



Press the metallic strip again to fit the shape of the nose. Perform hand hygiene.

8



Do not touch the mask while using it, if you do, perform hand hygiene.

9



Replace the mask if it gets wet or dirty and wash your hands again after putting it on. Do not reuse the mask.

Removing the Mask

1



Perform hand hygiene.

2



Do not touch the front of your mask. Lean forward, gently remove the mask from behind by holding both ear loops or ties.

3



Discard the mask in a waste container.

4



Perform hand hygiene.




If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

Non-medical inquiries (ex. travel, physical distancing): **1-888-COVID19 (1888-268-4319)** or text 604-630-0300



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