

<b>COVID-19 Facility Safety Plan</b>	<b>Nechako Valley Exhibition Society</b>
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**Purpose of COVID-19 safety plan**

This COVID-19 safety plan template has been created by **Nechako Valley Exhibition Society (NVES)** to outline the policies and procedures that have been put in place to protect NVES employees, guests and others entering the business from the potential transmission of COVID-19. This plan follows the WorkSafeBC six step process for developing a COVID-19 safety plan and aligns with current Provincial Health Officer (PHO) orders and WorkSafeBC requirements.

**Responsibilities**

NVES Board of Directors and management are responsible for the development of this plan including ensuring that adequate resources are made available to implement and sustain the plan.

All NVES employees and contractors will follow this safety plan as a condition of employment. All guests must follow this safety plan as a condition of visiting our property.

The Executive Director and NVES Board of Directors are responsible for implementing this safety plan throughout the workplace.

Employees are responsible for participating in the development, implementation and ongoing sustainment of the COVID-19 safety plan. If employees have any concerns regarding this plan they are to bring them to the attention of the Executive Director.

**STEP 1 – Identify the risks**

COVID-19 is an illness (disease) caused by a coronavirus. This particular coronavirus is a new virus that was first recognized in December 2019, originating in Wuhan, China. Coronaviruses are a large family of viruses, some of which infect animals and others that can infect humans. The World Health Organization declared COVID-19 a global pandemic on March 11, 2020.

Symptoms of the disease range from mild to severe and can be fatal. Symptoms can appear up to 14 days after initial exposure and include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

The virus that causes COVID-19 spreads from person to person in several ways, including through droplets when a person speaks, coughs or sneezes, or from touching a contaminated surface before touching the face. The risk of transmission increases the closer you come to other people, the more people you come into contact with and the length of time you spend with other people. This is why it is critical to control these interactions in the workplace, to help reduce the transmission of COVID-19.

The following areas have been identified as areas where employees and/or guests may gather:

- Lobby
- Mezzanine
- Washrooms
- Office
- Indoor Arena Floor
- Indoor Boarding Pens

The following tasks bring our employees close to one another or to guests:

- Staff and Board meetings
- Conducting business transactions in office
- Breaks from work and riding
- Discussing business with guests around the Grounds

The following tools, machinery and equipment have been identified as items that employees and/or guests share:

- Paper forms and pens
- Wheelbarrows
- Pitchforks
- Stall rakes and forks
- Tables and chairs
- Bobcat
- Tractor

The following items have been identified as high touch items:

- Doorknobs/push bars
- Light switches
- Bathroom faucets and toilet flush handles
- Wheelbarrows
- Pitchforks
- Stall rakes and forks
- Tables, chairs, and pens in Lobby
- Office door knobs and light switch
- Computer keyboard
- Office table and chairs
- Point of Sale key pad

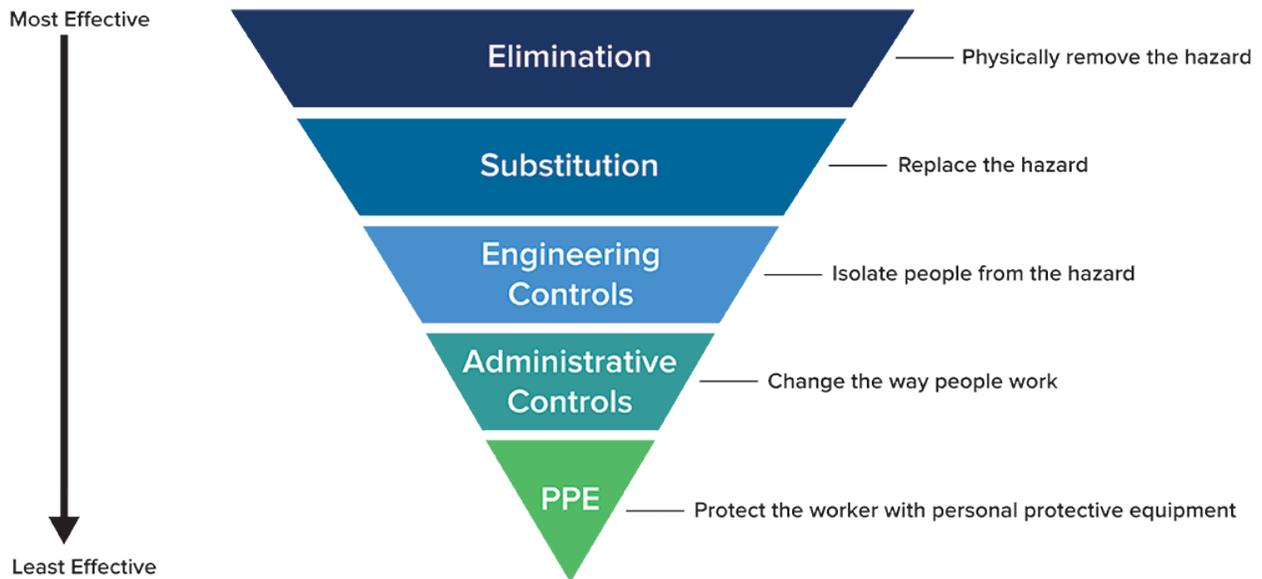
## **STEP 2 – Control the risks**

The overarching aim is to reduce the risk of the virus spreading through droplets in the air and from touching a contaminated surface and then touching the face. Therefore, any controls that are adopted within the workplace should always reflect that. Different controls will offer varying levels of protection and

the preferred option is always the control that offers the highest level of protection. This approach to controlling risks is referred to as the “hierarchy of controls”. This process involves assessing the risk (likelihood of harm or injury) associated with different hazards (something with the potential to cause harm or injury).

In some cases, it may be necessary to combine different levels of protection in order to control one particular risk. An example of this, in relation to managing the risk of COVID-19 transmission, is to install barriers to separate people (engineering control) and to wear a mask (personal protective equipment).

## Types of risk controls



**Elimination or Substitution** are the highest, most effective levels of control and involve removing the risk of exposure to a given hazard entirely, or substituting a hazard for something that is less harmful.

Occupancy limits in place:

Office: 2 Customers & 1 Staff OR 3 Staff

Lobby: 6

Men’s Washroom: 3

Women’s Washroom: 3

Mezzanine: 50

Indoor Arena: 50

Business conducted between Staff and Guests either in the office or on the Grounds is subject to physical distancing and mask-wearing within indoor areas.

We have implemented the following controls to limit the number of people in our workplace and to ensure physical distancing.

Administrative work done from home when necessary.

Occupancy limits and signage in the following areas:

- Lobby
- Mezzanine
- Washrooms
- Office
- Indoor Arena Floor
- Indoor Boarding Pens

**Engineering controls** include placing physical barriers between people when physical distancing cannot be maintained.

We have installed barriers in the following areas:

Physical distancing can be maintained on all areas of the Grounds. Due to expansive space in areas where congregation is more likely, physical barriers are unnecessary.

**Administrative controls** include the rules, training, guidelines and signage you have put in place to educate people on how to control the spread of COVID-19 in the workplace.

We have put the following administrative controls in place:

- Daily Health Checks are self-performed by staff
- If employees feel unwell, they are not permitted to attend the workplace and may work from home if possible
- Cleaning protocols have been enhanced and are outlined on a checklist performed by the Grounds Manager daily
- Information posters regarding Symptoms, Policies, Capacity Limits, and Handwashing are posted in visible locations throughout the Grounds
- OFAA Protocols During the COVID-19 Pandemic are posted and adhered to in the First Aid Station/Office

**Personal Protective Equipment (PPE):** This is the least effective option in terms of protection and should be considered if the higher levels of protection don't allow you to adequately control the risk. PPE should be used in addition to other control measures and not in isolation.

There is an order requiring workers to wear masks in the workplace, in certain situations, including elevators, lobbies, hallways, stairwells, bathrooms, break rooms, kitchens, cafeterias, fitness facilities; and when a workplace vehicle is being used to transport more than one worker for work-related purposes.

We have put the following PPE controls in place:

- Masks are mandatory for everyone in: Lobby, Office, Washrooms, Mezzanine, Bleachers, Arena floor when not on horseback or exercising a horse from the ground.
- Masks are required for all workers when working in common areas in buildings and when travelling in work vehicles for work-related activities, unless they are travelling alone in the vehicle or if a barrier is installed that prevents the spread of droplets between workers in the vehicle.

### **STEP 3 – Develop Policies and Procedures**

Clear policies and procedures help to ensure that the identified controls are being followed within the workplace and establish the minimum requirements. They may include arrangements for who can and cannot be at the workplace, how to deal with illness in the workplace, cleaning and personal hygiene protocols, first aid provision and managing violence in the workplace.

#### **Cleaning and Disinfection**

The cleaning and disinfection of surfaces, especially high-contact surfaces, forms an important part of safe work practices for controlling COVID-19 in the workplace. Cleaning and disinfection are often referred to as a “two-stage” process. Cleaning removes visible surface dirt and debris, whereas disinfection destroys bacteria and viruses.

Grounds Manager is responsible for cleaning and disinfection of facilities 5 days per week.

A daily cleaning protocol checklist is to be kept and filled out in the office.

Cleaning and disinfection may be completed by using soap and water, wipes, or an approved disinfectant product. Approved disinfectant products will be used to the correct dilution unless pre-mixed and ready to use. Disinfectants will be left on the surface for the required contact time. Fresh water will be used to rinse surfaces if indicated on the cleaning product.

#### **Hand washing**

Regular hand washing is an important step in controlling the spread of COVID-19 in the workplace. NVES employees and volunteers must wash their hands when they arrive at the workplace, before and after breaks, after coughing, sneezing or touching the face, after using the washroom and before leaving work. Soap and water are preferred but hand sanitizer with a 70% alcohol base can be used when soap and water is unavailable, or as an additional control.

#### **Daily Health Screening**

All NVES employees and volunteers must complete a daily health declaration before entering the workplace. This will be an individual responsibility. Employees and volunteers must review the below information every day, before entering the workplace. Worker and visitor entry check posters are displayed at the entrance to the Lobby and in the Office.

1. Have you travelled outside Canada within the last 14 days?
2. Have you been identified by Public Health as a close contact of someone with COVID-19?

3. Have you been told to isolate by Public Health?
4. Are you displaying any of the following new or worsening symptoms?
  - Fever or chills
  - Cough
  - Loss of sense of smell or taste
  - Difficulty breathing
  - Sore throat
  - Loss of appetite
  - Extreme fatigue or tiredness
  - Headache
  - Body aches
  - Nausea or vomiting
  - Diarrhea

Anyone answering yes to questions 1-3 must follow the advice of Public Health and not attend the workplace. Anyone displaying any of the symptoms listed above must not attend the workplace and should call HealthLinkBC at 811 for further direction from Public Health.

Any worker that receives a positive COVID-19 test result will not be allowed to return to the workplace until they have a negative COVID-19 test result or a note from the doctor stating they are no longer infectious.

If any worker becomes ill at the worksite, they are to don a mask and report to Executive Director/ Office. The employee will be isolated from the other employees on the worksite and arrangements will be made for them to go home.

### **First Aid**

All NVES first aid attendants must follow the WorkSafeBC Occupational First Aid Attendants (OFAA) guidelines when responding to a first aid emergency in the workplace.

### **Workplace Violence**

The potential for violence exists whenever there is direct interaction between workers and non-workers. Employers must provide a workplace as safe from the threat of violence as possible. If there is a risk of violence in a workplace, the employer must set up and instruct workers on procedures to eliminate or minimize the risks. Some of these tendencies may be more likely to manifest when individuals are dealing with elevated levels of stress and uncertainty, consistent with a pandemic situation.

Employees and volunteers of the NVES have the right to attend a workplace free from harassment or violence. Harassment or violence from public, member of the Society, other employee or volunteer will not be tolerated and may result in consequences including but not limited to, suspension from the facility, revocation of membership, permanent expulsion from the facility, and/or criminal complaint.

### **STEP 4 – Communication and Training**

Everyone within the workplace must understand how to keep themselves and others safe. Training should include the need to stay at home when sick, understanding occupancy limits, hand washing procedures and who is permitted to enter the workplace. Supervisors should be trained on how to monitor workers to ensure that policies and procedures are being adhered to.

Employees and volunteers must read the Facility and Worker/Volunteer Health and Safety Plan. Employees and Volunteers must sign “Acknowledgment of COVID-19 Safety Plan Receipt and Understanding” slip.

**STEP 5 – Updating the COVID-19 Safety Plan and Monitoring the Workplace**

Executive Director is responsible for:

Implementing this COVID-19 safety plan throughout the workplace.

Reviewing and updating this COVID-19 safety plan at regular intervals, when any new Health Orders are issued, or when WorkSafeBC protocols are amended.

Monitoring federal, provincial, and regional orders and guidance, and posting informational posters, public announcements, and communicating with the Board of Directors whenever new guidance is issued.

**STEP 6 – Ensuring Ongoing Training and Monitoring**

Training on this COVID-19 safety plan will be included in all new hire orientations, or when bringing back employees following a period of absence.

This safety plan will be reviewed and revised, as required, to reflect any:

- Changes to job scope which may affect the plan,
- New areas of concern or the identification of something that isn't working,
- Health and safety concerns raised through a worker representative or joint health and safety committee,
- Changes to Provincial Health Officer orders or other government and industry requirements that affect the plan.

**Acknowledgement of COVID-19 Safety Plan Receipt and Understanding: For Employees, Directors & Volunteers Only.**

Please read the COVID-19 safety plan and sign the acknowledgement below. This document will be filed in the Office.

I have received, read and understand the **NVES** COVID-19 safety plan. I will follow all aspects of the plan, including the daily health declaration. If I have any concerns regarding the plan or suggestions for improving it, I will raise them with the Executive Director.

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Position

\_\_\_\_\_

Date