



WESTERN PROPELLER

# COVID-19 Safety Plan

COVID-19 Safety Plan for Western Propeller  
Revised on February 08, 2021 by Jamie Hughes

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## **Statement of Purpose**

Western Propeller is committed to providing a safe and healthy workplace for all staff, customers and service providers that enter our facilities. A combination of measures will be used to reduce the risk of COVID-19 transmission in our workplace, in accordance with the guidelines set out by WorkSafeBC. Our Safety Plan will protect not only our own Staff Members, but also others who enter our premises. All Western Propeller Staff Members must follow the procedures outlined in this plan to prevent or reduce exposure to COVID-19.

## **Development of the Safety Plan**

Western Propeller's Safety Plan has been developed in consultation with all Staff Members, and is based on guidance published by the Provincial Health Officer ("PHO"), the BC Centre for Disease Control ("BCCDC") and WorkSafeBC's COVID-19 Safety Plan (COVID-19 and returning to safe operation - Phases 2 & 3).

This is a living document and will be reviewed and revised as needed. If you have any questions, or suggestions on how we can improve our processes please contact either Jan Tanner-Dundas or Jamie Hughes.

## **Health Hazards of COVID-19**

### **What is COVID-19?**

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19.

While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.

### **Symptoms**

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold.

They 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 and loss of appetite.

Other symptoms have been reported such as skin rash and gastrointestinal symptoms.

## Transmission

Three primary routes of transmission are considered likely with COVID-19, all of which need to be controlled. These include contact, droplet, and droplet transmission in the air after a cough or sneeze.

Contact transmission, both direct and indirect

Direct contact involves skin-to-skin contact, for example: shaking hands, hugging, helping with personal hygiene, etc.

Indirect contact involves a worker touching a contaminated intermediate object such as a table, doorknob, telephone, or computer keyboard, and then touching the eyes, nose, or mouth.

Contact transmission is important to consider because COVID-19 viruses may persist for minutes on hands and potentially hours on surfaces.

Droplet transmission

Large droplets may be generated when an infected person coughs or sneezes. Droplets travel a short distance (one to two metres) through the air and can be deposited on inanimate surfaces or in the eyes, nose, or mouth of other persons in close proximity.

Airborne transmission

Airborne (inhalable) particles can be generated from coughs and sneezes.

Coughs and sneezes produce both large droplets and smaller airborne particles. The smaller particles remain suspended in air for longer periods and can be inhaled. The large droplets can also evaporate quickly to form additional inhalable particles. As the distance from the person coughing or sneezing increases, the risk of infection from airborne exposure is reduced; but it can still be a concern in smaller, enclosed areas, especially where there is limited ventilation. As the number of infected people in a room increases, the risk of infection can increase.

## **Reducing the Risk of COVID-19 Transmission: Hierarchy of Controls**

To reduce the risk of the COVID-19 spreading through droplets in the air, it is necessary to implement protocols to protect against the identified risks. Different protocols offer different levels of protection. Wherever possible, the protocol that offers the highest level of protection should be used. Second, third, or fourth level protocols are considered if the first level isn't practicable. In some cases more than one level of protection may be needed to deal with a risk – for example, physical distancing and masks. WorkSafeBC has described the following examples of the “hierarchy of controls”:

### **First level protection (elimination)**

Elimination involves removing the risk of exposure entirely from the workplace. For example, policies and procedures can be implemented to limit the number of people in the workplace at any one time and to keep workers at least 2 metres (6 feet) from co-workers, clients and others.

### **Second level protection (engineering controls)**

Engineering controls involve making physical changes in the workplace. For example, if you can't always maintain physical distancing, barriers such as plexiglass can be installed to separate people.

### **Third level protection (administrative controls)**

Administrative controls involve altering work practices to minimize the risk of exposure. For example, rules and guidelines may be established 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 risks, workers and clients may use personal protective equipment (PPE) such as masks. PPE should not be used as the only control measure. It should only be used in combination with other measures.

## **Responsibilities of Workplace Parties**

### **Employer responsibilities**

Western Propeller will:

- Ensure that the materials (for example, masks, alcohol-based hand rubs, and washing facilities) and other resources (for example, worker training materials) required to implement and maintain the plan are readily available where and when they are required.
- Select, implement, and document the appropriate site-specific control measures.
- Ensure that Staff Members are educated and trained to an acceptable level of competency.
- Ensure that Staff Members use appropriate personal protective equipment (PPE) – for example, masks if required.
- Conduct a periodic review of the plan's effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.
- Ensure that a copy of this Safety Plan is available to Staff Members.

### **Supervisor responsibilities**

Our supervisors will:

- Ensure that Staff Members are adequately instructed on the controls for the hazards at the location.
- Ensure that Staff Members use personal protective equipment as required.
- Direct work in a manner that eliminates or minimizes the risk to Staff Members.

### **Staff Member responsibilities**

Staff Members will:

- Know the hazards of the workplace.
- Follow established work procedures as directed by the employer or supervisor.
- Use any required PPE as instructed.
- Report any unsafe conditions or acts to their supervisor.
- Know how and when to report exposure incidents.

## Western Propeller Safety Protocols

The following Western Propeller safety protocols are organized into:

- A. general safety protocols
- B. Western Propeller activity-related safety protocols that are specific to our workplace and are intended to ensure the safety of all Staff Members by minimizing the risk of COVID-19 transmission as they carry out their routine daily activities.

## General Safety Protocols

### Hand washing

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose, and mouth – or to other surfaces that are touched.

Wash your hands immediately:

- Before leaving a work area, and entering a different area
- After handling materials that may be contaminated
- Before and after eating, drinking, smoking, handling contact lenses, or applying makeup

:



Use soap and warm running water. (It doesn't have to be hot to do the job.) If water is unavailable, use a waterless hand cleanser that has at least 60% alcohol. Follow the manufacturer's instructions on how to use the cleanser.

Alcohol-based hand cleanser dispensers and wipes are located at various locations throughout our facility.

## **Cough/sneeze etiquette**

Staff Members are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes.

Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions, and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

## **Physical distancing**

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other.

Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak.

To appropriately meet social distance requirements, Staff Members should keep a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible.

Other physical distancing measures that should also be followed include:

- Avoiding crowded places and cancelling gatherings where social distancing is not possible (e.g., in-person meetings, assemblies and sports events)
- Avoiding common greetings, such as handshakes, hugs and high fives
- Limiting contact with people at higher risk (e.g. older adults and those in poor health)
- No sharing of foods or drinks

Additional physical distancing protocols are outlined below under the heading "Western Propeller Specific Safety Protocols".

## **Use of cloth masks**

A mask is a protective barrier that is worn on the face, covers at least the nose and mouth, and is used to contain large droplets generated during coughing and sneezing by the person using the mask. Masks help minimize the spread of potentially infected material from the wearer to other people.

Staff Members may choose to wear their own cloth masks if they wish but disposable masks will be made available through our facility. It is important that mask wearing is used in conjunction with social distancing, frequent hand hygiene, avoiding touching one's face and cough etiquette.

## **What to do if you have COVID-19 symptoms**

### **a. Developing Symptoms**

If a Staff Member develops symptoms of COVID-19 recognized by the BC Centre of Disease Control while at work, they must immediately don a mask, notify their Supervisor and return home.

If a Staff Member develops symptoms after having been at work, they must immediately notify their Supervisor and remain at home.

Should either one of the above situations occur, The Operations Manager will interview the Staff Member to determine what interactions, if any, they may have had with others in the workplace, where in the workplace they had been working and what workplace items, tools or equipment they used or had contact with when at work (e.g. door handles, photocopiers, computers, office phones, etc.).

The Staff Member will be advised that those employees will be told they may have been exposed, but the name of the Staff Member will not be disclosed unless absolutely necessary. If applicable, the Operations Manager will notify those other employees identified by the reporting Staff Member that they may have had an exposure to COVID-19 and that they should contact 8-1-1 for medical advice.

The reporting Staff Member will be advised when these conversations have taken place and will be told what information was provided.

Disclosures should be minimized to information necessary to address risk.

Western Propeller will ensure that the reporting employee's workspace, other places in the workplace they may have attended, and any other workplace items, tools or equipment they used or had contact with when at work are promptly cleaned and disinfected.

### **b. Contacting Public Health for Testing**

Testing is recommended for anyone with cold, influenza or COVID-like symptoms, even mild symptoms. Testing is not required if you do not have symptoms. You no longer need a referral from a health care provider and you do not need to call 8-1-1 if you have symptoms and would like to be tested for COVID-19.

Anyone with symptoms, even mild symptoms, can get tested for COVID-19. While anyone can get tested, some symptoms could be signs of other conditions or medical issues and you may need to seek medical care. If you are unsure if you need medical care or to get tested, contact your healthcare provider, call 8-1-1 or use the [BC COVID-19 Self-Assessment Tool](#). You can be tested by a physician, nurse practitioner or get tested at a local collection centre.

Visit the [BC Centre for Disease Control page](#) for more information about testing for COVID-19.

## c. Self-Isolation at Home

If the Staff Member is tested, they must self-isolate at home until the results of the test are known. If the test results come back negative, the Staff Member must seek medical advice on when they may return to the workplace.

If a test is either not available or not recommended, the Staff Member must self-isolate at home for a minimum of 10 days from the onset of symptoms, and until their symptoms are completely resolved (i.e. it may be longer than the minimum 10 days).

Self-isolating individuals should call public health (8-1-1) or their personal physician for medical advice and for advice on when they are fit to safely return to work.

Staff Members who live in the same household as a person with confirmed or clinical COVID-19 symptoms who is self-isolating must self-isolate and not return to work until cleared to do so by the public health officials (8-1-1).

If you have been exposed to the virus, you will be contacted by your regional health authority's public health team through a process called contact tracing. This means you are a contact of a confirmed case. If you do not have symptoms, you will be asked to self-isolate so that if you develop COVID-19, you won't spread it to others in the community. Learn about contact tracing and what's involved on our [Contact tracing page](#).

See the self-isolation dos and don'ts information sheet:

- Stay at home.
- Do not go to work, school, or public areas, do not use public transport or taxis.
- Wash your hands or use alcohol-based hand sanitizer often.
- Ask friends or relatives if you require help with buying groceries, other shopping or picking up medication. Alternatively, you can order groceries and medication by phone or online.
- Do not have visitors in your home except if they are providing care or delivering goods and supplies, and in that case, maintain a distance of 2 metres.
- Clean and disinfect high-touch surfaces.

Staff Members returning to British Columbia from outside Canada must self-isolate and monitor for symptoms for 14 days after their return. Returning travellers that develop symptoms should get tested for COVID-19. You will also be required to self-isolate for at least 14 days from your arrival in Canada or 10 days after onset of symptoms, whichever is longer.

Staff Members who are self-isolating should stay in regular contact with the Operations Manager regarding the ongoing status of their condition.

#### d. Sick Leave

Staff Members that are self-isolating due to COVID-19 should follow these guidelines for sick leave pay:

- When symptoms are present or when waiting for test results, stay at home
- When test results are returned negative and no symptoms are present, return to work
- When test results are returned positive, stay at home or follow the directions provided by your healthcare provider or public health officials
  - Staff Members who test positive for COVID-19 are eligible for the Canada Recovery Sickness Benefit (CRSB)

#### e. Returning to Work After Self-Isolation

Staff Members who are self-isolating are not to return to work until:

- They are cleared to do so by public health officials (8-1-1)
- They have notified the Operations Manager that they have received the required clearance
- Western Propeller has approved their return to work

### **Mental well-being during COVID-19**

Some Staff Members may be affected by the anxiety and uncertainty created by the COVID-19 outbreak. It's important to remember that mental health is just as important as physical health, and to take measures to support mental well-being.

The BCCDC and WorkSafeBC have posted links to resources that can assist with maintaining mental health in the workplace during this time.

The links can be found here:

- [BC Centre for Disease Control: Mental well-being during COVID-19](#)
- [WorkSafe BC: Protecting mental health](#)

## **Western Propeller Specific Safety Protocols**

### **Workplace risk assessment**

- Risk areas
  - Lunch room
  - Toilets
  - Shop floor
  - Main entrance
  - NDT booths
  - Composite room
  - Paint room
  
- Tasks and processes with high risk
  - Loading / unloading propellers from truck or crate
  - Tasks that require 1 on 1 instruction
  - Blade grinding when someone is using media blaster
  
- Shared tools, machinery and equipment
  - Punch in computers
  - Drill press
  - Lathe
  - Cold roller
  - Specialized hand tools
  - Paint room equipment
  
- Shared surfaces
  - Entrance door
  - All bathrooms
  - Lunch room tables, surfaces, and appliances
  - Water coolers
  - Punch in computers
  - Delivery truck

## **Limits on Number of Staff Members in the Office**

Western Propeller will limit the number of people who are present in the office at any given time in accordance with public health guidance. Any decisions concerning who will attend the office will be made on a case by case basis.

Considerations for continued remote work include:

- Ability to perform productive work remotely
- Ability to ensure safe workspace at home
- High risk health condition
- Living with a person who is in a high risk category if living arrangements do not allow isolation from that person in the home
- Unable to drive

All decisions concerning remote work will be made on a case by case basis taking individual circumstances into account.

## **Occupancy Limits**

The following common areas have occupancy limits imposed:

- Facility = 20 persons
- Lunch room = 3 persons
- Office common area = 3 persons
- Stores = 2 persons
- NDT booth = 2 persons providing respirators are worn
- Composite room = 2 persons
- Paint room = 2 persons
- Blasting and cleaning rooms = 2 persons

Occupancy limits have been clearly posted in these areas.

## Access Restrictions

The following areas shall be accessed by designated Staff Members only:

- Upstairs printer, washroom, water cooler and phones
  - Andrea, Jan, Chad, Rob, Brian, Jamie & Jonathan
- Downstairs printers
  - Juliano
- Downstairs water and washroom
  - Paul, Tyler, Matt, Joey, Keenan & Juliano
- Back computer
  - Matt, Joey & Keenan
- Front Computer
  - Paul & Tyler
- NDT Computer
  - NDT Techs only

Access restrictions have been clearly posted in these areas.

## Workplace access for Staff Members

Prior to commuting to the workplace, Staff Members must complete the following mental checklist:

- Am I experiencing the following symptoms?:
  - 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
  - I have not returned from travel outside Canada within the last fourteen days.
  - I have not been directed to quarantine or self-isolate by a public health official.

If you answer yes to any of the above questions, use the BC COVID-19 Self Assessment tools available at the following link:

- <https://bc.thrive.health/>

All Staff Members must strictly adhere to the following procedure upon entering the facility at the beginning of their work day:

- Wear a mask, sanitize hands, have body temperature measured using contactless infrared thermometer, and demonstrate a body temperature of **less than 38°C**
- Complete the written **health check declaration form** and submit it to a Supervisor

Should a Staff Member exhibit any signs of COVID-19, or demonstrate a body temperature higher than 38°C, a Supervisor must be notified immediately and appropriate actions taken (refer to "What to do if you have COVID-19 symptoms, section a. Developing Symptoms" in this manual)

## **Mandatory masks in workplaces: November 19 PHO order**

All Staff Members must wear a mask in shared work areas and any area where physical distancing cannot be maintained and where workers are not separated by a barrier.

Those who cannot wear a mask or who cannot put on or remove a mask on their own are exempt from this requirement.

Disposable masks are available for employees, and have been placed around our facility. If masks are not available, contact a Supervisor.

## **Shared Equipment**

Non-essential equipment and supplies (such as pens, staplers, hole punches) will be removed from communal spaces.

Shared equipment such as copiers, microwaves, water coolers and workstations must be disinfected after each use.

Hands must be washed or sanitized after using shared items.

## **Cleaning**

There will be increased cleaning of washrooms and high touch surfaces throughout the business day. Cleaning supplies and wipes will be provided at all shared equipment. Signs will be posted to remind everyone of procedures for using and cleaning equipment.

## Procedure for Visitor attendance

Visitors will arrive at the safe delivery area, will be asked to wear a mask, to use the available hand sanitizer and to confirm they are symptom free. The Staff Member welcoming the visitor will take a temperature reading using the contactless infrared thermometer. Upon acknowledgement of the visitor being symptom free, contact information and temperature reading will be recorded using the COVID-19 Visitor Screening Form.

Should a visitor have COVID-19 symptoms or self-identify as being positive for COVID-19, alternate arrangements will be made by the Staff Member hosting the visitor or guest and the client or visitor will be asked to leave our facility.

Alcohol based hand rub, masks and tissues will be available at reception so that clients or visitors who self-identify can perform hand hygiene and don a mask prior to entering.

Should a visitor refuse to comply with our procedures, they will be denied access to our facility.

## Procedure for accepting deliveries within the "safe zone"

Western Propeller has designated a safe zone for delivery drivers to enter our facility and drop off packages without having to go through the check in procedure. Delivery drivers entering this area must still wear a mask and practice social distancing.

This area is clearly marked and labeled, and Staff Members have been trained in this procedure.

## Procedure for accepting deliveries outside of the "safe zone"

Western Propeller will contact suppliers to make arrangements for contactless deliveries and pick-ups, and to limit visits from Sales Persons where practical.

Should a delivery driver need to access our facility outside of the "safe zone", the following procedures must be adhered to:

- Driver must wear a mask at all times, sanitize hands and record contact information at the main entrance
- Prior to leaving the "safe zone", the Driver must have their temperature measured using a contactless infrared thermometer, and demonstrate a body temperature of **less than 38°C**
- The Driver must maintain the recommended safe physical distance from Staff Members at all times where practical
- Driver must stay within common areas at all times and not enter personal workspaces or Staff washrooms

If a Delivery Driver refuses to adhere to any of the above rules, or, demonstrates a temperature higher than 38°C, entry to our facility will be denied.

## **Procedure for Staff Members visiting other Workplaces**

If visiting other workplaces in the course of your duties:

- complete a symptom free confirmation
- wear a mask and gloves to be prepared to respect safety rules in that workplace
- drive alone
- limit personal belongings taken into another workplace
- sanitize hands on arrival
- limit the amount of time you spend there
- meet in an open space with good air ventilation
- visit only one location a day
- keep a record of workplaces you visited and who you came into contact with at that workplace.

## Appendices

### Appendix 1 - COVID-19 Visitor Screening Form

## COVID-19 Visitor Screening Form

Visitor's Name: \_\_\_\_\_

Visitor's Contact Info: \_\_\_\_\_

### Screening Questions

1. Do you, or anyone close to you, have a fever, have felt hot, or feverish at any time in the last two weeks?	YES / NO
2. Do you, or anyone close to you, have any of the following symptoms: a. Chills b. Cough or worsening of chronic cough c. Shortness of breath d. Sore throat e. Runny nose	YES / NO
3. Have you, or anyone close to you, experienced a recent loss of smell or taste?	YES / NO
4. Have you been in contact with any confirmed COVID-19 positive patients, or persons self-isolating because of a determined risk for COVID-19, in the last 14 days?	YES / NO
5. Have you, or anyone close to you, returned from travel outside of Canada in the last 14 days?	YES / NO

Visitor temperature reading at time of visit: \_\_\_\_\_

Date: \_\_\_\_\_

Technician Initials: \_\_\_\_\_

Visitor Signature: \_\_\_\_\_

## Appendix 2 - COVID-19 Temperature Check Instructions

# COVID-19 Temperature Check Instructions

### Non Contact Infrared Thermometer (NCIT)

Preparing the Person being Evaluated:

In preparation for taking a temperature measurement with an NCIT, the person using the NCIT should typically ensure that

- The test area of the forehead is clean, dry and not blocked during measurement.
- The person's body temperature or temperature at the forehead test area has not been increased or decreased by wearing excessive clothing or head covers (for example headbands, bandanas), or by using facial cleansing products (for example cosmetic wipes).

Using the NCIT:

As previously noted, the person using the device should strictly follow the manufacturer's guidelines and instructions for use for the specific NCIT being used. In particular, the following are typical instructions for NCIT usage.

- Hold the NCIT sensing area *perpendicular* to the forehead and instruct the person to remain stationary during measurement(s). (See Figure 1)
- The distance between the NCIT and forehead is specific to each NCIT. Consult the manufacturer's instructions for correct measurement distances.
- Do not touch the sensing area of the NCIT and keep the sensor clean and dry.

**Figure 1 - Correct Use – Forehead unobstructed, and NCIT perpendicular to forehead and used at distance identified in manufacturer's instructions (2-6")**



Age	Safe Temperature Range
0 - 2 years:	36.4°C - 38.0°C
3 - 10 years:	36.1°C - 37.8°C
11 - 65 years:	35.9°C - 37.6°C
65+ years:	35.8°C - 37.5°C

Should a visitor exhibit any signs of COVID-19, or demonstrate a body temperature higher than **38°C**, a Supervisor must be notified immediately and appropriate actions taken (refer to "What to do if you have COVID-19 symptoms, section a. Developing Symptoms" in this manual)

## Appendix 3 - COVID-19 Health Check Declaration

### COVID-19 Health Check Declaration

## Keep our workplace safe from COVID-19

Please do not enter this workplace if you:

- Have travelled outside of Canada within the last 14 days
- Have been identified by Public Health as a close contact of someone with COVID-19
- Have been told to isolate by Public Health
- Are 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

**If you are displaying symptoms consistent with COVID-19, refer to HealthLink BC at 811.**

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I \_\_\_\_\_ declare that I have reviewed the above list of entry requirements, and that none of the prohibited criteria apply to me.

Temperature reading: \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit completed forms to your supervisor at the beginning of your shift.