

COVID-19 SITE SAFETY PLAN

DETAILS

Facility	Lynn Valley Village, Community Room	Location	1277 Lynn Valley Rd, North Vancouver, BC
Date Completed	July 22 nd , 2020	Date Revised	December 23 rd , 2020
Completed By	Howard Kiang – Asst Mgr, Maint & Eng – H&S Co-Co-Chair Darcie Montgomery – FPS – H&S Co-Chair Chris Hartmann – HR Associate	Approved By	Approved by: Howard Kiang, Assist Mgr, Maint & Eng Approved on: December 23 rd , 2020

ASSESSMENT

TOPIC	DETAILS	CONTROLS/DESCRIPTION
Occupancy Limits	<ul style="list-style-type: none"> • Gathering areas identified • Occupancy limits posted • Workplace reconfiguration (if necessary) • Work process/workflow procedures are established (if necessary) 	<ul style="list-style-type: none"> • All programs and use of the community room will be by registration only for fixed times • No drop-in usage will be allowed • Participants will provide contact information for potential contact tracing • Maximum occupancy will be posted on all rooms in use where people gather • Staff will monitor all rooms for maximum capacity • Staff will encourage participants to leave through the correct exits once their programs are over • Signs will be posted on the room and hallway walls with reminder to physical distance • Doors to rooms will be kept open while programs are in progress to discourage touching handles (except for fire doors) • Instructors will have moveable dots to mark physical distance for programs when needed • Room will be set up with tables and chairs with minimum 2 metres spacing • Shared equipment will be minimized • See attached floor plans for occupancy and direction of travel in hallways • Signage will be posted for daily screening • Signage will encourage “Think>Look>Move”

		<p>OUTSIDE WAITING AREAS – East Doors</p> <ul style="list-style-type: none"> • Markings or space dots will be used as visual cues to indicate minimum 2 metres distance for participants/registrants from entrance door • Signage will be posted for daily screening • Doors will be propped open to eliminate high touch during sign in/sign out • Sanitization stations will be set up at entrances/exits <p>LYNN VALLEY COMMUNITY ROOM (Maximum occupancy = 6 persons for active uses) (Maximum occupancy = 12 persons for static uses)</p> <ul style="list-style-type: none"> • Only registered participants will be allowed to enter the LV Community Room • Program will be used for Dance, Martial Arts and Yoga classes • Doors will be propped open at the beginning and end of the program to discourage touching door handles • Only staff will use the sound equipment • There is one sink available in the room for hand washing • The kitchen area will be available for staff only to store their personal belongings or for handwashing
Handwashing Stations	<ul style="list-style-type: none"> • Number of handwashing/sanitization stations identified • Handwashing/hygiene signs posted 	<ul style="list-style-type: none"> • Signage will be posted with marked with handwashing/sanitization requirements • The entrances/exits to the building marked with handwashing/sanitization requirements • Sanitization stations at the entrance and exit • There is 1 sink station/location in the room for handwashing • Programmer will monitor hand sanitizer consumption rate
Cleaning Protocols	<ul style="list-style-type: none"> • High touch areas identified • Safe Work Procedures developed/posted • Cleaning frequencies identified • Cleaning agents available • Safety Data Sheets available 	<p>High touch areas:</p> <ul style="list-style-type: none"> • Entrance/exit doors and handles (hand sanitization stations are placed at each entrance/exit); cleaned twice daily • Signage added in halls and outside reminding people to wash hands frequently and maintain minimum 2 metres physical distance • All room door handles; cleaned twice daily • Staff are trained in cleaning and disinfecting protocols/procedures • Participants and staff are trained for no or low frequency touch of shared

		<p>equipment</p> <p>A written cleaning protocol has been developed and includes:</p> <ul style="list-style-type: none"> ○ High touch cleaning areas ○ Cleaning frequency ○ Cleaning agents ○ SDS reference if applicable <p>Staff members clean shared equipment before and after use; same for those using shared equipment kitchen equipment (e.g. fridge, microwave) in common work areas</p>
Barriers/Partitions	<ul style="list-style-type: none"> ● Areas that require barriers/partitions identified ● Cleaning protocols/schedule established for barriers 	No barriers/partitions are required at the workplace
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> ● Tasks requiring PPE identified ● Amount/type of PPE required ● Training for PPE use ● PPE signage 	<ul style="list-style-type: none"> ● Staff will serve participants during sign-in at a marked minimum 2 metres physical distance ● Gloves will be used to handle any paperwork that must be handled from the public ● Any pens handled by the public will be handed back to staff for sanitizing ● At any time, gloves and masks will be available to any member of staff if social/physical distancing cannot be maintained ● Masks and gloves will be available to Building Services staff ● Programmer will monitor levels of PPE stock and notify their supervisor for replenishment when supplies are running low
Training	<ul style="list-style-type: none"> ● Safe Work Procedures reviewed ● Safety Talks conducted ● COVID-19 information posted 	<ul style="list-style-type: none"> ● This plan will be posted on all bulletin boards and will be available on The Hub (intranet) ● Safety Talks will be held with <u>all</u> staff to familiarize them with this plan; Safety Talks will include instruction on proper donning and doffing of gloves and masks ● All staff will be provided with formal printed Safe Work Procedures which will include a link to this plan on The Hub ● All staff will be required to sign in that they have attended the Safety Talk and have been provided with the formal guidelines ● First Aid attendants will be familiarized with the additional Pandemic/COVID-19

		First Aid Procedures
Reporting	<ul style="list-style-type: none"> • Worker reporting/screening in place (symptoms, exposure etc.) 	<ul style="list-style-type: none"> • Staff members instructed not to attend work if they show any symptoms of COVID-19, cold, flu or seasonal respiratory allergies; if they are showing symptoms, they will be instructed to stay home and call 811 or their physician • Any staff members or member of the public showing symptoms at the workplace will be isolated in place and other people taken out of the immediate vicinity; the person showing symptoms will either be sent home with instructions to call 811 and to self-isolate as needed (if symptoms are mild) or transported to hospital; once they have left the building, the vicinity will be sanitized
Tools/Equipment/Machinery	<ul style="list-style-type: none"> • Removal of any unnecessary/extra shared equipment/tools, etc. • Cleaning protocol/schedule established 	<ul style="list-style-type: none"> • Cleaning of all high touch areas before and after program • A written cleaning protocol has been developed
Signage	<ul style="list-style-type: none"> • Main entrance signage (who is restricted from entering) • Internal signage (directions for participants/staff) 	<ul style="list-style-type: none"> • Signage in place at every in use entrance/exit to remind people not to enter if sick, to sanitize/wash hands on exit and entry, to maintain physical distance • Physical distancing and sanitization signage in place throughout the building especially in high occupancy areas (south entrance and waiting area outside) • Maximum occupancy signage on doors of rooms where people gather • Message on the public website and signage in the lobby to let the public know what measures have been taken for their safety
PPE and First Aid	<ul style="list-style-type: none"> • First Aid supplies/PPE available • First Aid procedures posted 	<ul style="list-style-type: none"> • Contact information will be gathered from participants in the event that contact tracing is required • Additional Pandemic/COVID-19 First Aid Procedures will be sent to First Aid Attendants and posted in First Aid Areas • Face shields or goggles, masks and gloves available for First Aid Attendants and Building Services staff • Masks, gloves, goggles, and disposable gowns will be used during first aid if minimum 2 metres distance cannot be maintained

COMMENTS

NVRC has a safety plan for the entire organization.

