# Slide 2 – Implementing Protocols to Reduce the Risks of Person-to-Person Transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks.

Different protocols offer different levels of protection.

Wherever possible, use the protocol that offers the highest level of protection.

Consider controls from additional levels if the first level isn’t feasible or does not completely control the risk.

You may need to incorporate controls from various levels to address the risk at your workplace.

There are 4 levels of protocols to reduce the risk of person-to-person transmission

Level 1 (called Elimination, limits people in the workplace and ensure physical distancing)

Level 2 (called Engineering Controls, relates to barriers and partitions)

Level 3 (called Administrative Controls, refers to rules and guidelines)

Level 4 (called PPE or personal protective equipment, addresses the use of masks)

Let’s start working through each of these protocols.

# Slide 3- First Level of Protection

The first level of protection is called “Elimination”. This level limits the number of people at the work place and ensures physical distancing whenever possible.

Use policies and procedure to limit the number of people in your workplace at any one time. This information comes from sources such as the provincial health authority and by the capacity limits of your building.

You may need to rearrange work spaces or reschedule work tasks to ensure that employees are at least 2 metres (6 feet) from co-workers or visitors.

An attachment entitled “Building/Room Occupancy Limits sign” will be available after the webinar.

# Slide 4- Level 1 Check list and control measures

Level 1 (Elimination) Check list and control measures

Have you established and posted an occupancy limit for the workplace.

NOTE- Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure that physical distancing is maintained.

In order to reduce the number of people at the worksite, have you considered work from home arrangements, virtual meetings, rescheduling work tasks and limiting the number of visitors in the workplace

Have you established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators

Have you implemented measures to keep visitors and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks

Control measures in place

(List the control measures for maintaining physical distance in the workplace)

Example measures include:

Identifying critical business functions (identify critical business functions and resources, identify essential services, identify essential services staffing). This was discussed during Part 1 of the webinar

Establish and post occupancy levels to limit the number of employees and visitors

Limit or prohibit visitors

Ensure employees and visitor undergo a self-assessment

Consider changes to work schedules or work options: regular hours of work, shifts, stagger start/end times, and allowing employees to work from home

Control entry/exit points, physical distancing of work stations, common areas, elevators

Changes to policies

Outline consequences for failure/refusal to comply with the Safety Plan

Identify and communicate changes to how or when tasks are done

If this information is in another document, identify that document here.

An attachment entitled “4 Level Protocol Plan – Level 1 checklist and control measures” will be available after the webinar

# Slide 5 – Second level of Protection

The second level of protection is called “Engineering”. This level refers to barriers and partitions.

If you can’t always maintain physical distancing, install barriers such as plexiglass to separate people

An attachment entitled “Designing Effective Barriers” will be available after the webinar.

# Slide 6 – Level 2 checklist

Level 2 Engineering - Check list and control measures

Have you installed barriers in situations where workers can’t keep physically distant from co-workers or visitors?

Have you included barrier cleaning in your cleaning protocols?

Have you installed barriers so they don’t introduce other risks to employees (e.g. ensure barriers installed inside a vehicle don’t affect the safe operation of the vehicle)?

Under control measures

Describe how barriers or partitions will be used in your workplace

If this information is in another document, identify that document here.

An attachment entitled “4 Level Protocol Plan – Level 2 checklist and control measures” will be available after the webinar

# Slide 7 – Third Level of Protection

The third level of protection is called “Administrative Controls”. At this level you should establish rules and guidelines, such as posted occupancy limits for shared spaces, designated delivery areas, and one-way walkways to keep people physically separated

# Slide 8 – Level 3 Checklist

Level 3 (Administrative Controls) Check list and control measures

Have you identified rules and guidelines for how employees should conduct themselves

Have you clearly communicated these rules and guidelines to employees through a combination of training and signage

Control measures in place

List the rules and guidelines that everyone in the workplace has to follow to reduce the risk of airborne transmission.

If this information is in another document, identify that document here.

An attachment entitled “4 Level Protocol Plan – Level 3 checklist and control measures” will be available after the webinar

# Slide 9 – Fourth Level of Protection

The fourth level of protection is called “PPE” or personal protective equipment.

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 employees are using masks properly

Attachments entitled “Selecting a Mask” and “How to Use a Mask” will be available after the webinar.

# Slide 10 – Level 4 checklist

Level 4 (PPE) Check list and control measures

Have you reviewed the information on selecting and using masks and instructions on how to use a mask

Do you understand the limitations of masks to protect the wearer from respiratory droplets. Do you understand that masks should only be considered when other control measures cannot be implemented

Have you trained employees in the proper use of masks

Control measures in place

Who will use masks?

What work tasks will require the use of masks?

How have employees been informed of the correct use of masks?

If this information is in another document, identify that document here.

An attachment entitled “4 Level Protocol Plan – Level 4 checklist and control measures” will be available after the webinar

# Slide 11- Step 3 Develop Policies

Step 3 of developing a COVID-19 Safety Plan is to develop policies

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how employees can be kept safe in adjusted working conditions.

Workplace policies should ensure that employees and visitors showing symptoms of COVID-19 are prohibited from the workplace.

This includes anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache

This includes anyone directed by Public Health to self-isolate

Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms

This also includes prohibiting or limiting visitors in the workplace

Policies must also provide first aid attendants with Occupational First Aid Attendant protocols for use during the COVID-19 pandemic

If needed, a working alone policy should be in place

If needed, a work from home policy should be in place

You must ensure that employees have the training and strategies required to address the risk of violence that may arise as members of the public adapt to restrictions or modifications to the workplace

You must also ensure that an appropriate violence prevention program is in place

If an employee starts to feel ill at work, the policy should include the following:

Sick employees should report to first aid or their supervisor, even with mild symptoms

Sick employees should be asked to wash or sanitize their hands, be provided with a mask, and isolated. Direct the employee to go straight home. You may want to consult the BC COVID-19 Self Assessment Tool or call 811 for further guidance related to testing and self-isolation

If the employee is severely ill (e.g. difficulty breathing, chest pain) call 911

Clean and disinfect any surfaces that the ill employee has come into contact with

# Slide 12 - Step4 – Develop Communication Plans and Training

Step 4 of developing a COVID-19 Safety Plan is to develop communication plans and training

You must ensure that everyone entering the workplace, including all visitors, knows how to keep themselves safe while at your workplace.

Develop a training plan and make sure employees are trained in workplace COVID-19 related policies and procedures

Ensure employees have received policies for staying home when sick

Confirm that your supervisors have been trained on monitoring employees and the workplace to ensure policies and procedures are being followed

Post signage at the workplace, including occupancy limits and effective hygiene practices

Post signage at the main entrance indicating who is restricted from entering the premises, including employees and visitors with symptoms

The following attachments will be posted on the Naut’sa mawt Tribal Council website after the webinar:

Coughing and Sneezing Etiquette, Hand Washing Technique, Building/Room Occupancy Limits, and Entry Check for Employees and Visitors

# Slide 13- Step 5 – Monitor Your Workplace and Update Your Plans as Necessary

Step 5 of developing a COVID-19 Safety Plan is to monitor your workplace and update your plans as necessary.

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn’t working, take steps to update your policies and procedures. Involve employees in this process.

Confirm that a plan is in place to monitor risks

Make changes to policies and procedures as necessary

Ensure employees know who to go to with health and safety concerns

Involve joint health and safety committees or employee health and safety representatives (or in smaller workplaces, other employees) to resolve safety issues

# Slide 14- Step 6 – Assess and Address Risks from Resuming Operations

Step 6 of developing a COVID-19 Safety Plan is to assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restating your business.

Develop, revise, or review training plans:

For new employees

For staff taking on new roles or responsibilities

Around changes to your business, such as new equipment or processes

Review start-up requirements for vehicles, equipment, and machinery that have been out of use

Identify a safe process for clearing systems that have been out of use