



COVID – 19 Safety Plan

Office Gardom Lake
651 Glenmary Rd
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Phone: 250-838-6645
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COVID – 19 Safety Plan

(In accordance with the Work Safe BC COVID-19 Safety Plan planning guide)

How is COVID-19 Spread?

- The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face.
- COVID-19 is not transmitted through particles in the air and is not something that can enter the body through the skin.

COVID-19 Symptoms 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.
- People infected with COVID-19 may experience little or no symptoms, with illness ranging from mild to severe.
- Some people are more vulnerable to developing severe illness or complications from COVID-19, including older people and those with chronic health conditions.

Step 1: Assess the Risks

- ✓ We have involved frontline workers, supervisors and the health and safety representative in assessing the risks in our workplace.
- ✓ We have identified areas where people gather: - Office, Dining Hall, Kitchen, Dish Pit, Chapel.
- ✓ We have identified job tasks and processes where workers are close to one another or members of the public: -Welcoming the public, serving food, washing dishes, doing projects.
- ✓ We have identified the tools, machinery and equipment that workers share while working: Vehicles, Hand tools, Lawn mower/weed Wacker, Dishwasher, Kitchen appliances.
- ✓ We have identified surfaces that people touch often: Door Knobs, Light switches, Log Book, Pens, Phones, Coffee Bar, Oven handles, Fridge Handles.

Step 2: Implement Protocols to reduce the Risks

- ✓ We have reviewed industry – specific protocols on worksafebc.com to determine whether any are relevant to our industry and we have implemented protocols for relevant risk at our workplace.
- ✓ We have reviewed order, guidance and notices issued by the provincial health officer that are relevant to our workplace.
- ✓ We have reviewed health and safety information from the BCCA and other professional and industry associations.





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First Level Protection (Elimination): Limit the number of people and the workplace and ensure physical distance whenever possible:

-Measures in place to reduce risks:

limited workers: We have limited the number workers in our office and spaced them out.

Occupancy limits: Signage Posted

Limiting or prohibiting visitors: The gate is closed when guests not appropriate.

Signage has been posted to encourage proper hand washing and social distancing.

Bathrooms: to be cleaned twice a day or as required.

High touch surfaces: to be wiped down twice a day or as required.

Guest will be checked in by staff (log book at office entrance)

To reduce the risk of spreading COVID – 19, the following are to practiced at all times:

-Wear a mask when in proximity of other staff and when in the office

-Practice social distancing whenever possible.

-Wash hands regularly.

-Do not touch your face.

-Stay home if you are experiencing ANY of the following symptoms: fever, headache, dry cough, difficulty breathing, tiredness, sore throat.

-Observe maximum occupancy specifications for each meeting space.

Kitchen:

-traffic flow has been established for safe passage between the dining hall and kitchen.

-Kitchen staff/volunteers numbers have been limited and occupancy signage has been posted for all workstations in the Kitchen.

-Staff are gloved and masked while serving food in the buffet line.

-Where appropriate, some menu items are being prepackaged.

-Communal items have been replaced with single use packages (Cream, sugar etc.)

Dining Hall:

-we have limited seating and spread the tables apart to encourage physical distancing.

-encourage guests to sit and eat meals in their “cohorts”.

-We are serving meals in “cafeteria style” (Buffet line with servers).

-Floor markers have been installed to assist in physical distancing.

-to reduce congestion, we encourage guests to enter the dining hall and be seated until their table number is called to the buffet table or to sit make use of outdoor seating (weather permitting).

-Signage has been posted to encourage hand washing/sanitizing and physical distancing.

- Tables, chairs and all items on the table are sanitized between meals.

-prewashed fruit is available on easily accessible trays rather than a fruit bowl.

Resources for more information:

BC Ministry of Health: COVID-19 Guidance to the Hotel Sector

Work Safe BC: Accommodation

Hotel Associations of Canada: Temporary Guidelines for Modified Operations COVID-19

British Columbia: BC COVID-19 Go- Forward Management Strategy





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Second Level Protection (Engineering): Barriers and Partitions

We have marked sinks out of order to maintain physical distancing in applicable washrooms, we have added safe protocols to our food serving line for serving guests. Including distancing, sanitizing, servers, and mandatory masks.

Third Level Protection (Administrative): Rules and Guidelines

We have Identified the rules and guidelines for how workers should conduct themselves. We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

This Safety Plan will be emailed to current staff and will be added to our training and orientation package for new employees.

Cleaning and Hygiene Practices:

- ✓ All staff perform daily self-check and document results
- ✓ We have reviewed the information on cleaning and disinfecting surfaces.
- ✓ We have enough handwashing facilities on site for all our workers.
- ✓ We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.
- ✓ We have implemented cleaning protocols for all common areas and surfaces.
- ✓ Workers who are cleaning have adequate training and materials.
- ✓ We have removed unnecessary tools and equipment to simplify the cleaning process.

Resources for more information:

- Work Safe BC: COVID-19 Health and Safety Cleaning and Disinfecting Document

Hand wash policy:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- ¶ Before and after using masks or other personal protective equipment.

Cleaning Plan:

- Common surfaces (door knobs and light switches): to be wiped with quat or disinfectant wipe twice a day: midday and end of shift
- Bathrooms: Cleaned twice daily or as needed
- Tools: to be cleaned with quat cleaner before and after use





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Fourth Level Protection: Using Masks

We have reviewed the information on selecting and using masks and how to use a mask. We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.

- Masks will be worn when serving food and when physical distancing is not possible.
- As of November 2020 masks are mandatory in all public areas when moving around.

Step 3: Develop Policies

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- ✓ 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.
- ✓ 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.
- ✓ Visitors are prohibited or limited in the workplace.
- ✓ First aid attendants have been provided OFAA protocols for use during the COVID-19 Pandemic.
- ✓ Ensure workers have training and strategies required to address the risk of violence that may arise as customer and members of the public adapt to restrictions or modification to the workplace.

If a worker starts to feel sick at work:

- ✓ Sick workers should report to first aid, even with mild symptoms.
- ✓ Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home.
- ✓ If the Worker is severely ill (eg. Difficulty breathing, chest pain), call 911.
- ✓ Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Develop communication plans and training

- ✓ We have a training plan to ensure everyone is trained in workplace policies and procedures.
- ✓ All workers will receive the policies for staying home when sick.
- ✓ We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- ✓ We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- ✓ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitor your workplace and update your plans as necessary





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- ✓ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- ✓ Workers know who to go to with health and safety concerns.
- ✓ When resolving safety issues, we involve joint health and safety committees or worker health and safety representatives (other workers).

Step 6: Assess and address risks from resuming operations

- ✓ We have a training plan for new staff.
- ✓ We have a training plan for staff taking on new roles or responsibilities.
- ✓ We have a training plan around changes to our business.

