

Employers must develop a COVID-19 Safety Plan. To develop your plan, follow the six-step process described at [COVID-19 and returning to safe operation](#).

This planning tool will guide you through the six-step process. Each step has checklists with items you need to address before resuming operations. You may use this document, or another document that meets your needs, to document your COVID-19 Safety Plan.

WorkSafeBC will not be reviewing or approving the plans of individual employers, but in accordance with the order of the [Provincial Health Officer](#), this plan must be posted at the worksite.

Step 1: Assess the risks at your workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Involve workers when assessing your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- We have identified the tools, machinery, and equipment that workers share while working.
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

Step 2: Implement protocols to reduce the risks

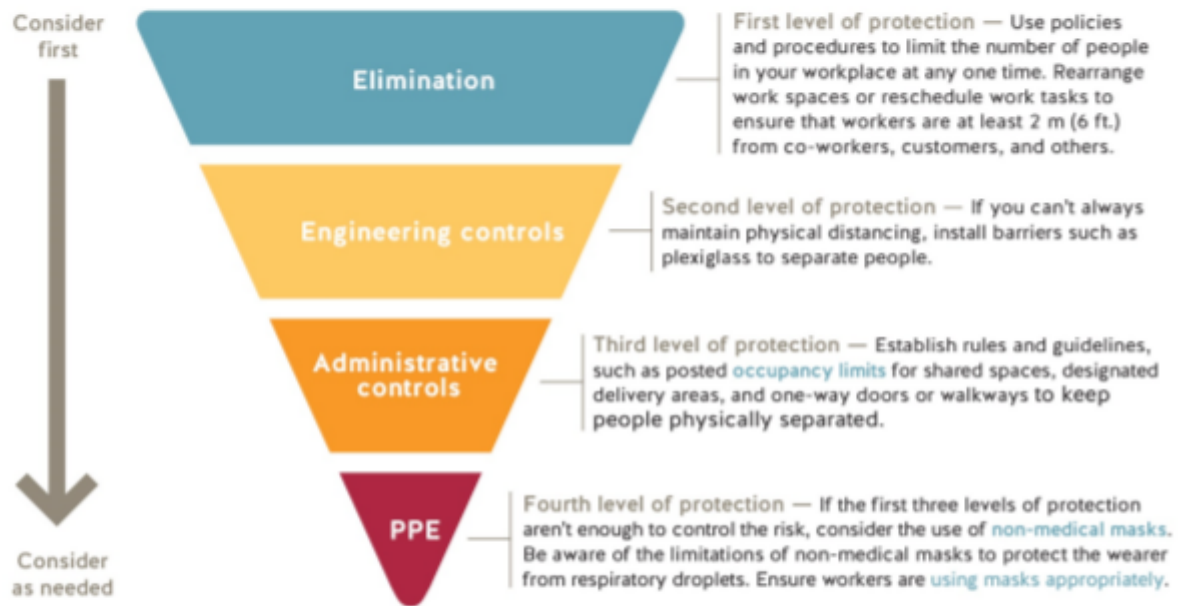
Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- Review [industry-specific protocols](#) on [worksafebc.com](#) to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.
- Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
- [Orders, guidance, and notices](#) issued by the provincial health officer and relevant to your industry.
- Your health and safety association or other professional and industry associations.

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Reduce the risk 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 practicable or does not completely control the risk. You might likely need to incorporate controls from various levels to address the risk at your workplace.



First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

- We have established and posted an occupancy limit for our premises. 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 physical distancing is maintained. [Public Health has developed [guidance for the retail food and grocery store sector](#) that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]
- In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- We have **established and posted occupancy limits** for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

Measures in place

- Social distancing of 2 meters must be adhere at all times.
- We have posted an occupancy limit for the restaurant.
- Our seating capacity has been reduced to accommodate Social Distancing guidelines. Guest are asked to wait until a host informs them a table is ready.
- Table floor configuration has been modified to 50% less seating in response to the COVID-19 both in dining room and patio.
- Designated tables and chairs cannot be re-arranged by the guest.
- Seating is on a first come-first serve basis. No reservation. When seating space reaches capacity, guests name will be placed on a waiting list.
- There will be a designated waiting area for guests but guests are encouraged to wait in their private vehicle until you are informed via text or phone call of your table's status.
- There will be a designated entrance and exit route for guests and a designated pick up area for take out orders.
- Guests will be directed to their table as opposed to being led to their table.
- All tables will be clear of any salt and pepper and table top decorations.
- To maintain a 2-metre distance from staff and guests, food will be placed on a designated table for guest to pick up food for their table.
- All menus are printed on paper for single use only.
- Cutleries will be individually wrapped for sanitary purposes.
- No Cash payments will be accepted. Tap or credit card payments only.
- There will be a 1 ½ hour time limit for each table.

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Second level protection (engineering): Barriers and partitions

- We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.
- We have included barrier cleaning in our cleaning protocols.
- We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

Measures in place

Barriers are not currently required given that staff will not be closer than 6 feet to guests for any extended period of time.

Third level protection (administrative): Rules and guidelines

- We have identified 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.

Measures in place

- All Fairways Supervisors and staff have been informed of high- risk areas and have job tasks and procedures to deal with Social Distancing practices.
- Staff must review and sign off on Safety Plan before coming back to work.
- Staff will thoroughly wipe down tables and chairs after every seating.
- We will disinfect all high traffic and hand-contact surfaces hourly. Staff hand washing every half hour.
- There will be no more than 2 Staff members behind the bar area at any one time.
- Drop off deliveries from vendors will be at a designated area with reduced contact between delivery driver and front of house staff.
- There shall be only a maximum of 3 staff members or less in the kitchen at any given time, limiting these staff to man their stations which will be more than 6 ft. apart.
- Staff shall not cross each other to gain access to prep areas and coolers by following directional arrows to maintain one-way flow of traffic.
- There shall be no more than one staff in the walk-in cooler or freezer at any time
- There will only be one person from service (FOH) at any time at the pass.
- Staff arriving to relieve a shift must wait till staff from previous shift has left the building.
- Scheduling will to best of managements ability remain the same to avoid interaction with other cohorts.
- Cooks and chefs will remain working at their work space for the entire duration of their shift. (They must not cross over to the workstation next to them to help their colleagues even during busy times to maintain distancing)
- Gloves must be work at all times during food prep, unless tongs or spatulas are used to handle food. Gloves must also be used to pick up ingredient jars. If not used containers need to be sanitized after use.
- Cooks will pickup and use tongs, knives etc. in the beginning of the shift and keep them till the end for their own use. Communal use of tools is not allowed.
- We will make changes to our policy and procedures through constant monitoring of our establishment. Please refer to our website for our latest updates.
- Staff will contact our Human Resources Manager or Safety Committee Members should they have any health and safety concerns.

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Fourth level protection: Using masks (optional measure in addition to other control measures)

- We have reviewed the information on [selecting and using masks](#) and [instructions on 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.
- We have trained workers in the proper use of masks.

Measures in place

At this time we feel there are enough safety measures in place to not require masks, however if our staff feel more comfortable wearing masks they are welcome to. If it is determined that other control measures in place are not sufficient our safety plan will be adapted and masks will be added. |

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Reduce the risk of surface transmission through effective cleaning and hygiene practices

- We have reviewed the information on **cleaning and disinfecting** surfaces.
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- 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. [**Handwashing** and **Cover coughs and sneezes** posters are available at [worksafebc.com](https://www.worksafebc.com).]
- We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- Workers who are cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

Cleaning protocols

- The restaurant is equipped with 3 handwashing facilities (2 back of house, 1 front of house) on site for all workers. All these facilities are easily accessible and with detailed instructions posted outlining best practice for washing of hands.

- A policy of handwashing every 30 minutes at a minimum for Front of House staff

- Handwashing posters and Cover Coughs and Sneezes posters are located in 3 areas of the restaurant

- We have implemented cleaning protocols for high touch surfaces such as door knobs, buttons and items such as salt & pepper shakers, vinegar dispensers to be cleaned as often as possible

- All small appliances will be sanitized after use.

- All work surfaces will be sanitized between shifts.

- We have implemented cleaning protocols for thorough cleaning of tables and chairs after every seating

- There is a closing and disinfecting protocol after the restaurant has closed for the day.

Step 3: 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 workers can be kept safe in adjusted working conditions.

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.
- We have a **working alone policy** in place (if needed).
- We have a **work from home policy** in place (if needed).
- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate **violence prevention program** is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- 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. [Consult the **BC COVID-19 Self-Assessment Tool**, or call 811 for further guidance related to testing and self-isolation.]
- If the worker is severely ill (e.g., 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

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices. [A customizable **occupancy limit poster** and **handwashing signage** are available on worksafebc.com.]
- 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

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 workers in this process.

- 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 will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

Step 6: 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 restarting your business.

- 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, such as new equipment, processes, or products.
- We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- We have identified a safe process for clearing systems and lines of product that have been out of use.