

COVID 19 SAFETY PLAN

Reducing the Risk of COVID-19 Transmission

To reduce the risk of COVID-19 spreading through direct contact or airborne transmission, it is necessary to implement protocols to protect against the identified risks. The protocols set in place are intended for employer and employee safety but do not supersede the current Public Health Orders.

Employer will ensure that:

- Ensure that the supplies (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 employees are trained to an acceptable level of competency
- Ensure that employees 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 Employees.
- Ensure Health Checklist (see below) is given to all employees and posted at entrance to facilities

Employees will ensure that they:

- Are familiar the hazards in the workplace.
- Follow established work procedures as directed by the employer
- Use the required PPE as instructed
- Know how and when to report exposure incidents
- Daily health check as required, inform supervisor of any symptoms to create safest plan and course of action.
- Inform employer of any contact with persons who have symptoms of or a positive test result associated with COVID-19

Indoor Spaces:

- Occupancy limited in individual offices to 2 people
- Occupancy limited in drivers room to 2 people
- Mask to be worn in all indoor areas
- Restrict access with locked doors – no public access`
- All high touch work spaces, such as, door knobs, light switches, counters etc., are to be wiped multiple times throughout the day.
- Wash hands, or use hand sanitizer whenever possible

Outdoor Spaces:

- Staff to remain 6ft apart at all times
- If distance of 6ft is not possible, it is mandatory to wear a mask
- Wash hands, or use hand sanitizer whenever possible

Operators and Drivers:

- Equipment should be wiped down before and after use
- Gloves should be worn
- Wash hands, or use hand sanitizer whenever possible
- High touch items such as door knobs, steering wheels, etc., to be wiped before and after use
- Limit users of drivers and equipment vehicle as often as possible
- Try to have one employee per vehicle whenever possible
 - Exception for Side Load Drivers when operating with a swamper
 - Masks may be removed while collection is occurring provided low entry passenger door is kept open
 - Masks must still be worn driving to and from collection area, including disposal facilities.

COVID 19 Employee Health Checklist:



Keep our workplace safe from COVID – 19

All employees must not enter this workplace if you:

- Have traveled 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
 - Extreme fatigue or tiredness
 - Cough
 - Headache
 - Loss of sense of smell or taste
 - Body aches
 - Difficulty Breathing
 - Nausea or vomiting
 - Sore throat
 - Diarrhea
 - Loss of Appetite

If you are displaying symptoms consistent with COVID-19, please contact your direct supervisor immediately to discuss and determine the safest options and course of action for your safe return to work.