

COVID-19 Safety Plan

HI C PM Region

We assessed the risks in our 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.

We have involved employees in the assessment of our workplace to 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 supervisors, and managers in completing our COVID-19 Safety plan Assessment that:

- Identified areas where people gather, such as break rooms, common rooms, guest kitchens and meeting rooms.
- Identified job tasks and processes where employees are close to one another or members of the public.
- Identified the tools, machinery, and equipment that employees share while working.
- Identified surfaces in our hostels that people touch often, such as doorknobs, elevator buttons, and light switches.

We implemented protocols to reduce the risks of person-to-person transmission

We have selected and implemented protocols to minimize the risks of transmission. We looked to the following for information, input, and guidance:

- British Columbia Centre for Disease Control (BCCDC), Alberta Health Services (AHS), Worksafe British Columbia (WCBBC), Alberta Biz Connect.
- Provincial industry associations: BC Hotel Association and Alberta Lodging and Hotel Association.
- Directors, hostel managers and supervisors. Frontline employees and joint health and safety committees are involved in ongoing monitoring of our Association COVID-19 Safety Plan.

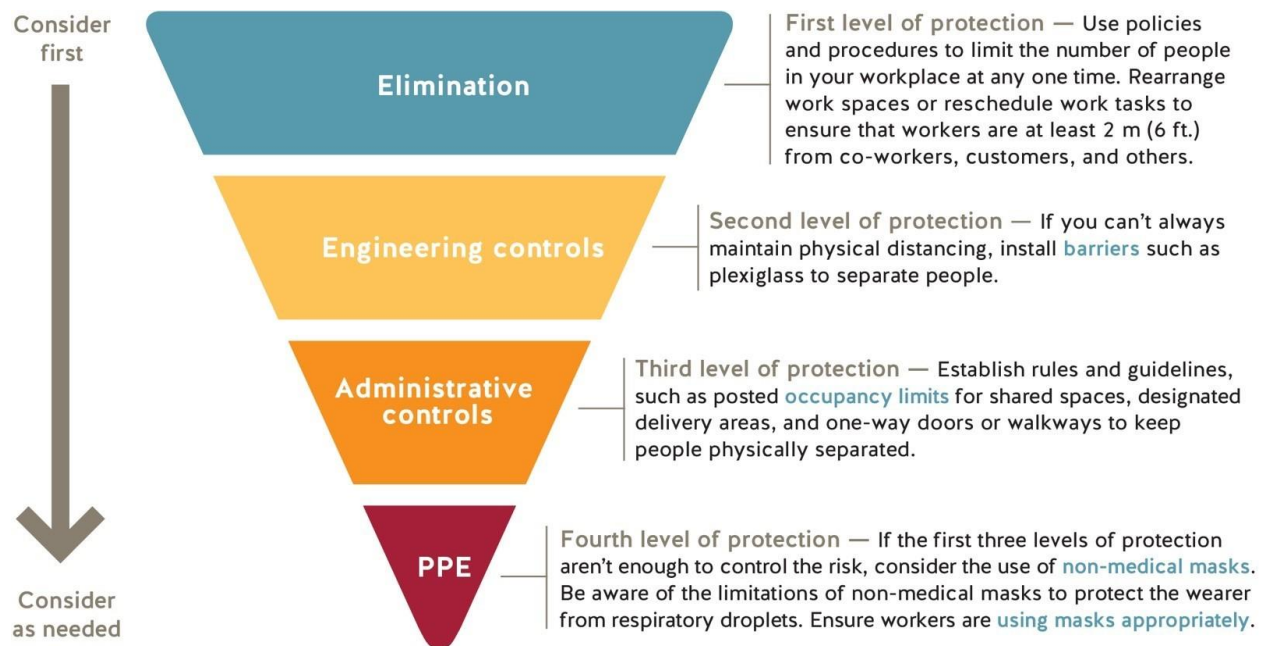
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Our process for reducing the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, we followed a hierarchy of hazard control (Graphic 1.) to implement protocols to protect against the risks identified in our Safety plan Assessment.

Different protocols offer different levels of protection. Wherever possible, we use the protocol that offers the highest level of protection. We have incorporated controls from various levels to address the risks at our hostels.



Graphic 1.

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

- We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, washrooms, kitchens and elevators.
- We have implemented measures to keep employees and others at least 2 metres apart, wherever possible.

Second level protection (engineering): Barriers and partitions

- We have installed plexiglass partitions at our front desk where employees cannot keep physically distant from guests.
- We have included barrier cleaning in our cleaning protocols.
- We have installed the barriers, so they do not introduce other risks to workers.

Third level protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how employees should conduct themselves.
- We have clearly communicated these rules and guidelines to employees through a combination of training and signage.
- Where possible employees are scheduled to work together exclusively to minimize the risk of broad transmission throughout the workplace.

Fourth level protection: Using masks

While masks are considered an optional measure in addition to other control measures, we make masks available to all employees in our workplaces:

- 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 require employees to wear face masks when they are involved in direct guest contact without a physical barrier and cannot maintain adequate social distancing from guests and co-workers, when working in the guest kitchen and providing table service in our cafes.
- Masks are recommended when staff are cleaning, disinfecting, and handling soiled laundry.
- We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- We have provided training to employees in the proper use of masks.

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We reduce the risk of surface transmission in our hostels 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 employees.
- 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).
- Employees who are cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process.

We have developed policies to keep employees and guests safe

- We have developed the necessary policies to manage our hostels, 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.
- Our workplace policies ensure that employees, guests and others showing symptoms of COVID-19 are prohibited from the workplace including:
 - Anyone who has had symptoms of COVID-19 in the last 10 days.
 - 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 and must self-isolate for 14 days.
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
- We have a remote work policy.
- Employees receive 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.

Our policy addresses workers who may start to feel ill at work

- Sick employees should return home immediately and seek medical care, even with mild symptoms.
- Sick employees should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the employee to go straight home. If the employee 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.

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We have a communication plan and employee training

We ensure that our employees entering the workplace, including guests and workers from other employers know how to keep themselves safe while at our hostels.

- We have a plan to ensure all employees are trained in COVID-19 workplace policies and procedures.
- All employees have received and signed an acknowledgement of 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.

We monitor our workplace and update our plans as necessary

Things may change as our hostels operate. If we identify a new area of concern, or if it seems like something is not working, we will take immediate steps to update our policies and procedures. We will involve managers, supervisors, and employees in this process.

- We have a plan in place to monitor risks. We make changes to our policies and procedures, as necessary.
- Employees know who to go to with health and safety concerns.
- When resolving safety issues, we will involve employees and joint health and safety committees (where applicable).

We have Assessed and addressed the risks from resuming hostel operations

Our hostels had not been operating for a period of time during the COVID-19 pandemic, we manage the risks arising from reopening our hostels.

- We have a training plan for new staff.
- We have a training plan for staff who returned from temporary layoff or have new roles or responsibilities.
- We have a training plan around changes to hostel operations, such as new processes, or cleaning products.