

COVID-19 SAFETY PLAN

November 19, 2020

From the WCB Website:

Keeping workplaces COVID-19 free

Part of a robust COVID-19 Safety Plan involves ensuring people with symptoms of COVID-19 or have had a potential exposure are prohibited from entering the workplace.

To support this goal, the provincial health officer issued a November 7 [order](#) that includes a requirement for employers in the Vancouver Coastal Health and Fraser Health Authority regions to ensure that every worker conducts a daily health check before entering the workplace. This order remains in place until 12:00 p.m. on November 23. The information below provides clarity around what is required for daily health checks.

Responsibilities

Employers, workers, owners, prime contractors, and other people at the workplace all have a responsibility to prevent exposure to COVID-19 in the workplace.

Employers are responsible for the health and safety of their workers, and all other workers at their workplace. They are responsible for completing and posting the COVID-19 Safety Plan and to train and educate everyone at the workplace of the contents of that plan. Employers are also responsible for having a system in place to identify the hazards of COVID-19, control the risk, and monitor the effectiveness of the controls.

Workers are responsible for taking reasonable care to protect their own health and safety and the health and safety of other people at workplace. In the context of COVID-19, this means workers are responsible for their own personal self-care, which includes frequent hand washing and staying home when sick. Workers are also responsible for reporting unsafe conditions to their employer, and following the procedures put in place by the employer to control the risks associated with COVID-19.

The **owner** or the **prime contractor** is responsible for coordinating health and safety at a workplace where workers of two or more employers are working at the same time. This includes doing everything that can reasonably be done to establish and maintain a system or process to ensure compliance with WorkSafeBC laws and

regulations generally, including ensuring an effective system to control the risks associated with COVID-19.

For all employees / volunteers

Staff and volunteers will be grouped into cohorts to limit exposure to one another. No crossing over of cohorts at anytime

Please read the health questions and take your temperature **BEFORE** each shift which is located at the sign in table. Initial that you have read all the health questions and answered NO to all before you start your shift. Record your temperature on the same sheet.

Please do not come in if you or anyone in your circle is sick or feeling unwell.

If you leave the country, please stay home and self-isolate for 14 days after returning to Canada.

Maximum **15** customers in store.

Maintain 2 meters between yourself and others. This includes other volunteers.

A regular cleaning schedule is in place with an outside company.

Please disinfect high touch areas often including but not limited to:

- door handles
- pin pads
- cash registers
- tabletops / counters
- lights switch
- steamers
- rolling racks
- coffee pot
- fridge handle
- microwave
- rolling carts
- price guns / taggers

Gloves will be available

Masks or face shields are MANDATORY in **ALL** areas of the store, unless eating or drinking.

Please wash your hands when arriving at work. Wash hands frequently through your shift.

Single handicap washroom is open to the public.

Do not hesitate to call a staff member if you see someone in the store not obeying physical distancing or other rules in place

Customers must wear a mask in the store. No exceptions. This is private property, we can set that rule to enter our property, without a mandate from the government. For difficult customers please do not hesitate to call a staff member.

No trying on clothing, this is for volunteers, staff, and customers.

Staff room occupancy limit is 3. Maintain your 6-foot distance from each other while in staff room.

We ask that you all bring your own snack. Please DO NOT bring any baking or snacks to share. We will supply coffee and cream.

If you have been waiting for a medical procedure, please check with your doctor before returning to volunteering. They may want you to self-isolate for a few weeks or more before the procedure to ensure you are healthy and able to have it done.

Front of store:

We will have one entrance and exit door. Stanchions will separate the two.

Signs will be on doors explaining, capacity, rules etc. Please read them.

Hand sanitizer will be available at entrance for customers / staff to use. Customers will be encouraged to use it.

We will have stickers on the floor to indicate direction through the store and at the cash registers to keep people 2 meters apart

limit of 15 customers in store

Do not arrive at the cash desk before your actual start time. When you see your afternoon, people arrive on the floor to begin their shift, let customers know it will be a few minutes for shift change.

Cash registers will be separated to give you space between each other. Plexi glass to separate customers from cashiers.

Please wipe down your cash register and pin pad at the beginning and before leaving for the day and after someone else uses either.

You will have your own cash register for your shift. If we are needed to fix something or take totals, we will clean register when we are done

Disinfectant wipes to clean debit machine between customers

Shopping carts / buggies to be sanitized after customer use.

Backroom

Please place your apron in laundry before leaving for the day

Maximum of 3 people at the worktable. Please spread out to maintain 6 feet distance.

Only 1 person in laundry room at a time

Please disinfect your area at the start and end of your shift. If you are leaving your area to work in another, please disinfect area and tools you have used before you move to your next spot.

Please use tape to put your name on the tagging gun you will be using during your shift. Make sure to remove your name and disinfect it when you are done for the day. Please do not put it in a special place to keep for yourself as we do not have enough to go around.

If your job requires you to price items, please do the same as above with the pricing guns. Please do not take a price gun for your shift unless it is part of your job to price things. We have a very limited amount of these.