



Managing A Pandemic On-site

Suggested process for employers

WorkSafeBC expects every employer to conduct a workplace-specific risk assessment related to the COVID-19 pandemic.

1. Identify a pandemic coordinator or team specific to your workplace. If you have a Joint Health and Safety Committee (JHSC), they could serve as your pandemic team. If you have only a Health and Safety Rep, they could serve as the Pandemic Coordinator.
 - During this time, the team members' regular duties may need to be performed by other workers, at least to some extent.
 - It's best to have more than one individual managing this responsibility in case someone falls ill.
2. Define the team's roles and responsibilities for preparedness and response planning.
 - Identify measures to be taken that are different from the current emergency response plan or exposure control plan.
 - Identify who the Pandemic Team needs to work with, such as the Joint Health and Safety Committee (if the Pandemic Team is not made up of JHSC members), superintendents, regulatory bodies, etc. Inform the work site (management, supervisors, workers, JHSC) who the team members are and post their names, contact information, roles and responsibilities in high-traffic areas.
 - Send out the information via email, bulletin, company website and/or social media so you reach as many people as possible.
3. Identify essential workers and essential or critical tasks. Keep the minimum number of workers you need on-site to stay in business.

If it's practical, employers should:

- Limit non-essential work on-site.
- If at all possible, have workers work remotely (e.g., work at home).

Employers should ensure that the following workers do **not** come to work:



- Workers who have symptoms of COVID-19 (cough, fever, sore throat, difficulty breathing, sneezing) or who have had these symptoms in the past 14 days.
 - Workers who have travelled internationally, including the United States. In these cases, they must self-isolate for 14 days by staying at home (unless to get medical care).
 - NOTE: Truck Drivers are exempt from this requirement.
 - Workers who share a residence with a person who has been exposed to COVID-19.
 - Workers who have been exposed to someone confirmed to have COVID-19, or to anyone with symptoms, should call HealthLink BC at 811 for an assessment and to determine next steps.
4. Ensure that people stay at least 2 metres (6 feet) apart at all times (physical distancing). Any work that cannot be done with physical distancing must be postponed. If possible, reconfigure the workplace to make sure workers can keep their distance. Make sure that safe work procedures can be followed with physical distancing.
 5. Plan for financial impact. Control scheduling and overlap or stagger shifts where possible to allow physical distancing. Each shift should have a staff member assigned to monitor the protocols for disinfecting and distancing.
 6. Identify ways to control exposure. Follow the advice of the BCCDC, the Public Health Agency of Canada (PHAC) and health ministries. Decide which areas are high-risk (e.g., common spaces, warehouses, dispatch, pick-up and drop-off locations). Rank the areas where frequent and detailed cleaning must be done. Decide which areas need extra monitoring for physical distancing.
 7. Post informational posters and up-to-date bulletins on company websites.
 8. Forecast and plan for large absences (up to 50%). There are many situations that could cause absences. They include: personal illness, family illness, community lockdown, school and infrastructure closures, self-isolation due to exposure to COVID-19 or family members who have chronic conditions, closure of public transportation.
 9. Train and prepare additional or new staff in anticipation of absences. Cross-training workers is vital. Identify who could perform work if regular staff is unavailable or needs time away.
 10. Determine whether you need contractors to keep the business running.

WorkSafeBC makes these recommendations to help keep everyone safe by reducing or stopping the spread of COVID-19.