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| **Company:**  | **Prepared by:**  |
| **Date:**  | **HAZARD: COVID-19** |
| **Type of operation: Landscape & Arboriculture** |

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| **Employers must develop a COVID-19 Safety Plan. To develop your plan, follow the six-step process found at** [**WorkSafe BC.**](https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en)**Instructions to complete:*** **Task & Location:** Identify tasks being performed in which COVID-19 may present itself as a hazard to your workers (e.g. transporting workers, loading/unloading equipment from vehicles, etc.). Document where each task is performed
* **Exposure source:** Determine who or what may be a potential source of COVID-19 (e.g. other workers, common use tools, etc.)
* **Persons at risk:** Determine who is at risk of COVID-19 exposure
* **Level of risk:** Determine what level of risk will be present for your workers for each task – High / Medium / Low
* **Infection Prevention & Control Protocol:** Identify what procedures you have implemented to mitigate the risk of COVID-19 exposure for each Task & Location identified (e.g. limit number of workers in vehicle, stagger break times, increased cleaning frequency etc.). The procedures/protocols must be specific to your operation and the hazards you identify

**\*Employers may add or adjust rows to the meet the needs of your business. All columns must be complete.** |

| **TASK & LOCATION** | **EXPOSURE SOURCE** | **PERSONS AT RISK** | **LEVEL OF RISK** | **INFECTION PREVENTION AND CONTROL PROTOCOL** |
| --- | --- | --- | --- | --- |
| **Fieldwork/Sites** | Other workers, public, clients | Workers  | **Low** | * Workers will maintain a 2 m physical distance from all colleagues, clients and members of the public
* Handwashing stations will be implemented on each site or mobile with crews
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| Tools & equipment | Workers | **Low** | * When possible, tools will be assigned to a worker and will not be shared
* Shared tools and equipment will be disinfected prior to and after each use
* Common touch points on large equipment will be disinfected (handles, buttons/switches, etc.)
* PPE will be assigned to one worker and will not be shared
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| **Crew Trucks** Transportation of workers, loading/unloading vehicle | Other workers, interior surface of vehicles | Workers | **Moderate** | * Whenever possible, workers will travel to the worksite in their own vehicle
* Vehicle passengers will be staggered and limited to one passenger (driver and one passenger in the rear-right seat)
* High contact surfaces within vehicle will be routinely cleaned (seatbelts, door handles, steering wheels, handholds, etc.)
* When there is more than one worker in a vehicle, face masks or a clean face covering may be worn
* Proper cleaning instructions to be posted within truck
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| Tools/equipment, materials | Workers | **Low** | * Workers will maintain physical distancing while loading/unloading tools, equipment and materials from the vehicle
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| **Shop**Tool/equipment repair, loading/unloading vehicles, training | Other workers | Workers | **Low** | * Workers will maintain a physical distance of 2 m while working in the shop
* The number of people allowed within the work area will be limited to a safe capacity with respect to 2m physical distancing.
* Occupancy limits to be posted
* Common touch points to be disinfected after each use (light switches, door handles, etc.)
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| Tools, equipment & work surfaces | Workers | **Low** | * Cleaning instructions for work surfaces and tools/equipment will be posted at each work station
* Workers will maintain physical distancing whenever possible while loading/unloading tools, equipment and materials from the vehicle
* Shared tools and equipment will be disinfected prior to and after each use
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| **Office & Kitchen/Break Rooms** | Other workers/building occupants | Workers | **Low** | * Stagger start and break times to prevent crowding
* Limit in-person meetings to virtual or distanced by 2m; outdoor meetings with crews when weather permits
* Allow 2m between all people while approaching entrance and through hallways.
* Occupancy limits to be posted
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|  | Frequently touched surfaces |  | **Low** | * Ensure personal office equipment is not shared with others. Disinfect telephone, keyboard, light switches, door handles, and other frequently touched surfaces upon arrival and prior to departure at the end of shift.
* Each person will sanitize the surfaces they contact immediately prior to leaving the kitchen/common area
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|  | Visitors arriving in office | Workers | **Low** | * Signage will be posted outside the front door restricting entry. Anyone with cough, sneeze or COVID-19 related symptoms will be asked to return at a later date when their symptoms have resolved
* Visitors (delivery personnel, couriers, etc.) will perform the service they are contracted for and leave upon completion. Any areas touched by the visitor will be disinfected upon their departure
* Interaction with visitors to the office will be conducted with 2m separation at all times.
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| **General**  | Other workers | Workers | **Low** | * Staff will evaluate their personal health every morning for symptoms of COVID-19 such as cough, fever, sneezing etc.
* If an employee is exhibiting symptoms of COVID-19 (cough, fever, sneezing, etc.) they are instructed to stay home and immediately contact their supervisor and/or manager.
* Workers will be trained on the proper handling and use of masks and proper cleaning and disinfecting procedures
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| **NOTES: Employees should complete the self-assessment tool** [**https://bc.thrive.health/**](https://bc.thrive.health/) **each morning. Employees who upon completion of the self-assessment tool determine they may have signs or symptoms of COVID-19 will refrain from attending work and immediately report by text/phone/email to the Supervisor/Manager.** **This document is based on the most current PHO directives as of June 30, 2020. This document may be updated to reflect changes in the PHO guidelines.** |