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| **Company:**  | **Prepared by:**  |
| **Date:**  | **HAZARD: COVID-19** |
| **Type of operation: Grower Operations** |

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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, potting lines, 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 a 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** |
| --- | --- | --- | --- | --- |
| **Transportation of workers by bus or van** | Other workers, driver, interior vehicle surfaces | Workers, driver | **Low** | * For buses, load and offload passengers by the rear doors if possible or establish a rule that the driver is last-on, first-off of the bus
* Allow for enough time for passengers to disembark from vehicles to allow for adequate distancing and prevent crowding
* Create spacing between riders such as staggering where people sit (e.g. aisle to window, alternating per row)
* Consider installing physical barriers that can minimize spread of droplets
* Consider having the vehicle wiped down (e.g. seat backs and other commonly touched areas) before and after trips, and at the start and end of each work-day
* Handwashing facilities or sanitizer must be made available before and after the bus ride
* Hands should be washed thoroughly before and after the truck ride and common surfaces should be wiped down before and at the end of each trip.
* If physical barriers cannot be erected in the vehicle, workers may wear a clean cloth covering the nose and mouth (e.g. a bandana) to minimize spread of droplets onto common work surfaces
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| **Potting line/Planting Line** | Other Workers within 2 meters | Workers | **Moderate** | * Instruct all workers to maintain physical distance of 2 meters at each safety talk
* Install plastic barrier between workstations
* Supervisor to monitor for physical distance
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| Operational equipment, buttons, switches & working surfaces | Workers | **Low** | * Increase cleaning frequency
* Instruct workers to clean prior to starting and at the end of each use of the equipment
* Post cleaning instructions at each workstation in English and Spanish
* Provide disposable gloves where necessary
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| **Forklift and mobile equipment work in greenhouse areas** | Other workers | Workers | **Low**  | * Work in varied locations within the greenhouse that accommodates distances. If working alone, follow all related work alone protocols
* Follow all health guidelines and protocols as directed
* Wash hands thoroughly as much as possible
* When, where and as possible utilize non-medical or cloth masks
 |
| Operational equipment, buttons, switches & working surfaces | * Instruct workers to clean prior to starting and at the end of each use of the equipment
* Post cleaning instructions at each workstation in English and Spanish
* Provide disposable gloves when necessary
 |
| **Working in Greenhouse*** Spacing

watering hanging baskets | Other workers | Workers | **Low**  | * Work in varied locations within the greenhouse area that accommodates distances. If working alone, follow all related work alone protocols
* Follow all health guidelines and protocols as directed
* Wash hands thoroughly as much as possible
* When, where and as possible utilize non-medical or cloth masks
* If working alone or in isolation follow the appropriate policy and procedures
 |
| Operational equipment, buttons, switches & working surfaces |
| **Pulling Cartsother tools, machinery** | Other workers | Workers | **Low**  | * If possible, assign a machine/tool to a single worker
* When machines/tools are being shared by multiple workers, ensure workers wear clean and/or disposable gloves
* Instruct workers to clean and disinfect the machine/tool at the start and end of each shift
* If working alone or in isolation follow the appropriate policy and procedures
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| **Warehouse Operations*** Filling orders
* Preparing orders

Loading trucks | Other workers | Workers | **Low** | * Work in varied locations within the greenhouse area that accommodates distances. If working alone, follow all related work alone protocols
 |
| Operational equipment, buttons, switches & working surfaces | Workers | **Low** | * When possible, assign a machine/tool to a single worker
* When machines/tools are being shared by multiple workers, ensure workers wear clean gloves
* Instruct workers to clean and disinfect the machine/tool at the start and end of each shift
* Sanitize equipment and work area when possible, prior to job rotation
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| Other Workers within 2 meters | Workers | **Moderate** | * Use physical barricades, as required when physical distancing is not an option
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| **NOTES:** Employees must complete the self-assessment tool <https://bc.thrive.health/> at the start and end of each shift or prior to entering a vehicle. Employees who upon completion of the self-assessment tool determine they may have signs or symptoms of COVID-19 will refrain from entering any vehicle and immediately report to the employer, while ensuring physical distancing of 2m (e.g., reporting by phone).**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’s guidelines** |