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| **Company:**  | **Prepared by:**  |
| **Date:**  | **HAZARD: COVID-19** |
| **Type of operation: Retail Garden Center** |

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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. working the public, moving plant material, sharing equipment, 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 customers in store, 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** |
| --- | --- | --- | --- | --- |
| **In-store:**  Assisting customers, check out, facing/stocking shelves, moving product etc. | Other workers, customers | Workers, customers | **Moderate** | * Signage will be posted outside the front door indicating anyone with cough, sneeze or COVID-19 related symptoms will be asked to return at a later date when their symptoms have resolved
* Limited store capacity to ensure 2m distancing between staff and customers (5 square meters of unencumbered floor space/person)\*. Greeter/traffic controller at store entrance(s)
* Traffic control implemented to direct traffic with signs/arrows on the floor, ropes or barricades. Traffic reduced to one-way in narrow aisles. 2 m distance markers on floor for where people should stand when in line to check out
* Plexi barriers installed at each checkout counter
* Staggered tills or check out counters (i.e. one employee at every other till)
* Encourage customers to utilize online ordering and curb-side pick-up
* Disinfect shopping cart handles, shopping baskets and have designated area for all sanitized baskets
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| Common touch-points, cash registers, merchandise, cash, radios | Workers, customers | **Low** | * Increased sanitation and frequent cleaning of common touch points, counters, tills, etc.
* Staff to wear disposable gloves when working at a checkout counter and wash hands routinely and frequently
* No cash accepted
* Reduced handling of merchandise and payment cards by staff
* Promote tap feature of payment cards
* All 2-way radios to be assigned to one employee per shift and sanitized prior to and after each use
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| **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
* Capacity of workers in work area to be reduced to allow for 2m distancing
* Wash hands thoroughly as much as possible
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| **Potting/planting** | Other workers | Workers | **Low** | * Work spaces to be distanced by 2m
* Work in varied locations when possible
* Capacity of workers in a work area to be reduced to allow for 2m distancing
* Plexi barriers between work stations when physical distancing cannot be implemented
* Cleaning and sanitation instructions posted above all work stations
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| Tools and equipment | Workers | **Low** | * Shared tools to be disinfected prior and after each use or shift
* Disposable gloves to be worn when using shared tools
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| **Forklift/mobile equipment** | Buttons, switches, handles | Workers | **Low** | * Follow all cleaning and sanitation guidelines
* Common touch-points to be cleaned and disinfected prior to and after each use
* Rigorous handwashing/hygiene to be practiced
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| **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, recommended for workers to disinfect between uses and wear a non-medial face covering or mask
* Instruct workers to clean and disinfect the machine/tool at the start and end of each shift
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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 staff when weather permits
* Allow 2m between all people while approaching entrance and through hallways.
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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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| **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.
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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 the office and immediately report to their supervisor/manager.****\*To determine the amount of unencumbered floor space of your operation, refer to** [**BC CDC’s Guidance to Retail Food & Grocery Stores**](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/guidance_to_grocery_stores_april_25_final.pdf)**, pg. 4****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.** |