

WorkSafe BC Covid 19 Safety Plan

Step 1: Assess the risks at your workplace

- A copy of the plan is available at the workplace for workers to review and submit feedback

- We have identified the Prep Line for pizza making and the Front counter for phone answering as the main areas of employee congregation. Social Distancing decals have been placed 2 meters apart in these areas. A plexiglass barrier has been installed to separate the employees and customers

- PPE masks are to be worn during peak staffing hours or anytime that Social Distancing can not be maintained. Masks will be supplied.

- All equipment such as knives and cutting boards should be single use before washing and not shared between employees. Larger equipment should be sanitized between employees, including but not limited to: Oven handle, scales, prep tables, dishwasher handles. Ensure you wear gloves and wash hands frequently when using any equipment.

- Frequent cleaning and sanitization of any area that is frequently touched by employees or customers. Including but not limited to:
 - Door and equipment handles
 - Debit machines
 - Computer screens, keyboards and mice
 - Napkin and paper towel dispensers
 - Sinks and soap dispensers

Step 2: Implement protocols to reduce risk

- WorkSafe Bc Prevention Manual has been read and a copy is available at workplace

- WorkSafe BC Covid 19 related material has been reviewed and practices updated as policies have changed

- Workers and Supervisors were given a copy of a draft plan to review and submit feedback

- Health Inspector was contacted and all requirements based upon routine site visits have been met

Step 3 Developing Policies

-Anyone that is sick or showing symptoms of Covid-19 must stay home from work and not enter the workplace. This has been addressed in memos sent to staff and posted on Schedulefly Documents. You must contact the Manager on Duty prior to missing your shift.

-Signage has been posted to stop anyone who is sick or showing symptoms of Covid-19 from entering the workplace, workers or customers.

-There is a low risk of violence in the workplace based upon owners assessments. Employees are to contact the Manager on Duty if an incident occurs or feels unsafe for any reason. If there is an emergency please contact 911 immediately then contact Manager on Duty.

-Ensure you are locking the door if in the store outside of business hours.

-While at the workplace workers who begin to feel sick or ill should report to the Manager on Duty. If a worker is severely ill (eg. difficulty breathing or chest pain) call 911 immediately.

-If the worker displays symptoms of Covid-19 they should consult the BC Covid-19 self assessment tool or call 811 for guidance.

-If a worker leaves due to illness, immediately sanitize any surfaces the worker came in contact with.

Step 4: Developing Communication Plans and Training

-Handwashing signage and Cover coughs and sneezes signage is available at the workplace

-Employees have been sent training direction for new covid-19 policies and know to contact the Manager on Duty with any questions or concerns.

-Signage has been posted at main entrance and checked by Health Inspector

Step 5: Monitor Your Workplace and Update Your Plans as Necessary

-Managers will continue to monitor risk and update policies and procedures as necessary. Including updating signage and monitoring releases from the PHO.

-Workers know to contact the Manager on Duty with any questions or concerns

Step 6: Assess and Address Risks From Resuming Operations

-Workplace has continued to operate throughout Covid-19