

# COVID-19 DEPARTMENT SAFETY PLAN

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**DEPARTMENT: TWT/Elders Kitchen**

**ADDRESS: 5768 Allenby Road Duncan, BC V9L 5J1**

**DIRECTOR/MANAGER: Marnie Elliott/Jared Williams**

**DEPARTMENT CHAMPION: Angelina Gibson**

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# Step 1: Assess the risks at your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- We have involved frontline workers, supervisors, and the Pandemic Team with assessing the workplace.
  - How:
    - Worked with the Pandemic Team to create a list of changes that need to be made to ensure a safe workplace
- Worked with staff to find solutions for workspace demands and to create a rotating schedule
  - Worked with the supervisor to identify remove all paper items from the kitchen.
  - Worked with staff to identify safety measures required for new cleaning requirements for before and after your shift.
  - We have identified areas where people gather and all areas being cleared as recommended.

We have identified areas where people gather, such as break rooms, kitchen area and meeting rooms.

List those areas in your department here:

- Dining Hall
- Kitchen

We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workspace, in worker vehicles, or at other work locations (if your workers travel off site to do part of their jobs).



List what was identified here:

- Kitchen
  - Only one staff member will be working at a time in the kitchen. In the case that another staff member must pass through the kitchen they must ensure they maintain a two meter distance.
- Dining Hall
  - The Dining Hall will be closed to the public and will only be used as space to produce the Elders Food Hampers.
  - Due to the size of the Dining hall up to three staff members can be present in the hall at one time. However, while in the hall all staff must ensure they maintain a two meter distance between themselves and others.
  - We have identified the tools, machinery and equipment that workers share while working.

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List what was identified here:

- All kitchen equipment will be used by staff during their shift. These items include, but are not limited to; Dishwasher, Freezers, Ovens, Meat Slicer, Refrigerators, Stove, Sinks, Spray Bottles, Brooms, Mops, Garbage Bins, etc.
- Due to the dynamic nature of cooking and kitchen duties we require that only one cook at a time be on shift in the kitchen. It is the responsibility of the cook on shift to ensure they sanitize everything they've come into contact with using oxygenic spray, that is not wiped and is allowed to dry in place.

- Bathrooms are to be disinfected after each use following instructions posted at each sink



We have identified surfaces that people touch often, such as doorknobs, light switches, photocopier, printer, exit buttons, etc.

List what was identified here:

- Doorknobs
- Light switches
- Fan switch
- Oven knobs
- Dishwasher handle
- Sink spray nozzle
- Stove knobs
- Exit button
- Sinks
- Toilets
- All staff are to disinfect their workspace at the beginning and the end of each shift
- All staff are to disinfect any shared objects that they have touched immediately following use, as listed above

## Step 2: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input and guidance:

Review industry-specific protocols on worksafebc.com to determine whether any are relevant to your industry.

List relevant protocols for your department:

- We will use the following guidelines from Worksafe BC “Restaurants, cafés, and pubs: Protocols for returning to operation”
- <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/restaurant-cafes-pubs>
- All kitchen surfaces to be cleared of any items that cannot be sanitized and wiped down
- All staff are aware of daily cleaning procedures when on shift. Cleaners and instructions provided by Pandemic Team. Signage posted in kitchen and bathrooms reminding of cleaning procedures
- Supervisor has established a procedure for checking in each day whether working in office or remotely.

Frontline workers, supervisors, and the Pandemic Team

Who was involved with input, guidance, and information::



Orders, guidance, and notices issued by the provincial health officer and relevant to your industry

Check to confirm that you have reviewed and understand all notices shared and posted.

COVID-19 Guidance to Retail Food and 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](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)

Food Service Establishments and Liquor Services

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-nightclubs-food-drink.pdf>

Food banks & food distribution

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/food-banks-food-distribution>

Cowichan Tribes Pandemic Team – Check to confirm that you have consulted with the Pandemic Team.

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*The following section outlines the four levels of protection put in place to ensure safety for all workers.*

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**First Level protection (elimination): Limit the number of people at the workplace to ensure physical distancing wherever possible.**

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**We have established and posted an occupancy limit for our premises.**

Detail here what changes have been made to accommodate the need to limit occupancy, ensure 5 square metres of unencumbered floor space per person (workers, clients, and members).

- One staff member working in kitchen and up to three staff working in the dining hall.

In order to reduce the number of people in the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, limiting the number of visitors in the work place, etc,

Detail here what changes will be made in your department.

- As per recommendations of Pandemic Team the Elder’s kitchen staff have created a rotating schedule for work in the kitchen and office to ensure adequate physical distancing
- Schedule posted each month
- Only one person will work in the kitchen at one time to prepare food for the elders meal delivery. While up to three workers can work in the dining hall doing general cleaning or hamper setup. This means a maximum of four Elders Kitchen staff working each day at present
- Elders kitchen staff will continue to check in and work from home. Any Elders kitchen staff that are not working a 50%+ rotation will be made available to help with other programs. and will be made available for other work

**We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms and elevators.**

Detail here what changes have been made.

- Poster will be on Kitchen and Dining Room Doors indicating “STOP” and an occupancy limit
- Front door to remain locked to limit non-essential entry to building. Request submitted for a future greeter in Elder Building.

We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks. Detail here what changes have been made.

- Reducing the volume of meals output to ensure that we can maintain only one staff member working in the kitchen at a time.
- Creating several shifts in a day to ensure that all elders kitchen tasks are completed. Ie. General cleaning night shift, cooking morning shift, hampers day shift.

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### **Second level protection (engineering): Barriers and partitions.**

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We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.

List where barriers been installed.

- Currently the elders kitchen has no plans to install barriers.

We have included barrier cleaning in our cleaning protocols.

List new cleaning protocols.

- As we do not plan to add barriers this is of no concern.

We have installed the barriers so they don't introduce other risks to workers (e.g. barriers installed inside a vehicle don't affect the safe operations of the vehicle).

List here what safety measures have been implemented for vehicles and identify how the barriers will not pose additional safety risks..

- Not applicable

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### **Third level protections (administrative): Rules and guidelines**

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- We have identified rules and guidelines for how workers should conduct themselves.  
By checking this box you confirm that the rules and guidelines that have been communicated to your departments by the General Manager's office and the Human Resources office, has been communicated to all staff and staff have confirmed their understanding.
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.  
Detail here the communication with staff, and how you will continue to communicate any changes.
- Communication with staff has largely been via text and email. Though we do meet within the workplace on Fridays. Once this document is complete it will be emailed to all Elders Kitchen Staff for their review and input.

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### **Forth level protection: Using masks (optional measure in addition to other control measures)**

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- We have reviewed the information on selecting and using masks and instructions on how to use a mask.  
Identify here who, if anyone in your department will be using masks.
- Any staff member who is in close proximity with another person (staff, community) will wear a mask.
  - If a time comes where the kitchen will require more than one staff member working at a time all staff working in the kitchen will be required to wear masks.
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand masks should only be considered when other control measures cannot be implemented.
- We have trained workers in the proper use of masks.  
Did the Pandemic health team representatives train staff who have been identified as potentially using masks while at work.



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## Reduce the risk of surfaces transmission through effective cleaning and hygiene practices.

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Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g. which surfaces, tools, equipment, and machines). If this information is in another document, identify the document here.

- We have reviewed the information provided to our department from the Pandemic Response Team on clearing and disinfecting surfaces.
  
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
  
- We have communicated clearly good hygiene and practices at work.
  
- We have implemented cleaning protocols for all common areas and surfaces.  
Detail here what cleaning protocols have been implemented in your department.
  - Use of Oxygenic before and after all work days in work spaces
  - Use of Oxygenic after any common surfaces are touched
  - Use of Oxygenic after any bathroom use
  
- Workers who are cleaning have adequate training and materials.  
Detail here what training the cleaning staff has completed.
  - Our cleaning team is now using Oxygenic at the behest of the pandemic team. Twice weekly our cleaning team disinfects the entire elders kitchen and ensures that any extra cleaning duties are completed. I.e. Under sink, inside refrigerators, inside freezers, inside ovens, etc.
  
- We have removed unnecessary tools and equipment to simplify the cleaning process – e.g. coffee makers and shared utensils and plates.  
List here changes made.
  - Due to the fact that we are not serving the elders in the dining hall we have removed Coffee Makers and have left all chairs stacked in the dining hall.

## Step 3: Develop Policies

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The following items have been communicated to staff by the Pandemic Response Team, the General Manager's office and the Human Resources office. Our workplace policies ensure that staff and others showing symptoms of COVID-19 are prohibited from the workplace

- Anyone who has symptoms of COVID-19 in the last 10 days
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with confirmed COVID-19 case must self-isolate for 14 days and monitor symptoms.
- Visitors are prohibited or limited in the workplace.
- Our department commits to complying with the Pandemic Response Teams policies regarding
  - Any additional first aid attendants training required
  - Working alone policy
  - Work from home policy
  - Protocols for taking care of any staff who may start to feel ill at work.
  - Protocols for taking care of any workspace areas that were occupied by staff who became ill at work.

## Step 4: Develop communication plans and training

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We have put in place systems to ensure everyone entering our department, including community and workers from other departments and organizations, knows how to keep themselves safe while in our department.

- We have participated in the Pandemic Response Teams safety training.
- All staff has been provided information regarding the policy for staying home when sick.
- We have posted signage at the workplace that have been provided by the Pandemic Response Team.
- Supervisors have been instructed on monitoring workers and the workplace to ensure policies and procedures are being followed.

## Step 5: Monitor your workplace and update your plans as necessary

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Things may change as your department operates. If you identify a new area of concern or if it seems like something isn't working, take steps to update your department policies and procedures, in consultation with the Pandemic Response Team.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
  - Identify here who will be responsible for monitoring risk in your department. This person may be the department Champion who is most familiar with the office safety plan.
    - Angelina Gibson
- Staff know who to go to with health and safety concerns
  - Identify here who will record and report health and safety concerns in your department.
    - Angelina Gibson
- When resolving safety issues we will involve the Pandemic Response Team, the General Manager's office and the Human Resources office.

## Step 6: Assess and address risks from resuming operations

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If the workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your department.

We confirm that we will consult and comply with the policies and procedures implemented within Cowichan Tribes for the following staff needs.

- training plan for new staff
- training plan for staff taking on new roles and responsibilities
- training plan around changes to our department, such as new equipment, process, or products
- reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use