

Hierarchy of Controls – Level 1 – Elimination

1. Implement categories of staff to reduce number of employees in the Victoria office:

Category I: Able to effectively work remotely (GIS technician, management)

Category II: Able to effectively work remotely, but sometimes require access to key infrastructure, equipment and/or files (Project Manager, Manager)

Category III: Not able to work remotely, required on-site to do their job (production, reception)

Category I and II employees encouraged to work from home (remotely) to limit time in office to less than 50% of the workday

2. Move to virtual meetings where possible and limit site visits as much as possible (customers, suppliers or other visitors)

3. Limit non-essential travel to other locations or worksites

4. Implement measures to keep workers and others at least 2 metres (6 feet) apart, where possible

5. Recommend a clean desk policy so that desk surfaces can be properly cleaned

Hierarchy of Controls – Level 2 – Engineering

1. Reduce interactions, such as shared documents, by using technology (e.g., invoice approvals, expense forms, etc.)

2. Minimize any shared tools, vehicles and equipment

Reducing Risk of Surface Transmission through Effective Cleaning and Hygiene Practices

- Hand washing with soap and water for at least 20 seconds when employees arrive, immediately before any breaks and just before leaving
- Avoid touching eyes, nose and mouth with unwashed hands
- Cover mouth and nose with tissue or sleeve when coughing or sneezing; discard used tissue immediately into a closed bin
- Avoid close contact with people who are sick
- Hand sanitizer (60% alcohol) is supplied, where possible, for employee use

Hierarchy of Controls – Level 3 – Administrative

1. Training and signage to be provided to ensure employees understand requirements and procedures

2. Increased cleaning schedules, with daily cleaning of common touch surfaces, including doorknobs, counters, appliances and tables

3. Daily workstation cleaning and disinfecting; additional cleaning if workspaces shared with other staff or shifts

4. Elevators to be avoided when possible or limited to 2 persons maximum

5. Limit same room contact, even with barriers and PPE, to less than 15 minutes

6. Meeting rooms posted with maximum capacity

7. Breaks to be staggered to reduce number of staff using lunchroom facilities

8. Any visitors to the office will have name and date of visit recorded

Hierarchy of Controls – Level 4 – PPE

1. Masks mandatory where social/physical distancing cannot be maintained; washable masks preferred. Masks optional for others who can maintain distance

Employees Who are Sick

- All employees must immediately report any cold or flu-like symptoms to their supervisor and Safety department
- Use the BC COVID-19 Self-Assessment Tool (for self or on behalf of someone) to help determine if further assessment or testing for COVID-19 is needed
- Must self-isolate for a min of 10 days. Stay home; do not go to work, school or public places; do not use public transit, taxis or ride shares; do not have visitors to your home. If you live with others, avoid contact by staying and sleeping in separate room and using separate bathroom if possible
- Safety representative will be in contact with further instructions

Employees Diagnosed with COVID-19

- All staff to be sent home for 24 hours
- Anyone in close contact (as defined by BC Health) with employee during previous 48 hours must self-isolate for a min of 14 days
- Thorough cleaning of office must be performed before staff can return
- Risk assessment must be completed prior to work re-starting at office