



# COVID-19 Safety Plan

rev. January 2022

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We have adapted our operations to ensure we are in compliance with public health guidelines set out by the BC Government and WorkSafeBC. Along with these guidelines, we have taken additional precautions to keep our clients, stakeholders, and employees safe.

This COVID-19 Safety Plan will be continually updated as new requirements arise. If you have questions, please email [jenn@jealousfruits.com](mailto:jenn@jealousfruits.com) or [cory@jealousfruits.com](mailto:cory@jealousfruits.com).

### **Assessing the risk of transmission**

The following actions have been taken to assess the risk of transmission:

- Employees and leaders were consulted to assess the risk of transmission.
- A risk assessment was conducted for key roles and specific site risk assessments.
- A visibility study for each of our offices was conducted, which included determining occupancy limits and workspace design to encourage social distancing.

### **Implementing new safety and operational protocols**

The following safety and operational protocols have been taken to reduce the risk of transmission.

#### **Enhanced cleaning and hygiene practices**

- Employees are instructed to wash hands regularly, with soap and water for at least 20 seconds following the official Handwashing Guideline. If hand washing isn't an option, hand sanitizer must be used.
- Hand sanitizer stations will be available to all visitors and employees.
- Cleaning protocols will be enhanced using approved Health Canada cleaning products.

#### **Implemented health screening protocols**

- Our offices remain closed to the public, except for approved visitors/contractors by appointment-only. See the Visitor Policy for more details.
- All employees and visitors accessing our offices will require health screening before entering.
- Employees are required to review the COVID-19 Safety Plan and will follow our safety protocols.

- Any employee who is experiencing COVID-19 symptoms are not permitted to work. If they experience these symptoms at work, they will be sent home immediately to self-isolate and call 811.
- Signage will be posted upon entry for employees/visitors to not enter our offices if they are experiencing COVID-19 like symptoms and those symptoms will be listed.

### **Limited the number of individuals at our offices**

- An occupancy limit has been established for all offices (max 2 with masks).
- Our offices remain closed to the public, except for approved visitors/contractors by appointment-only. See the Visitor Policy for more details.
- Mail and courier deliveries are allowed only in the designated main entry area, as per our signage.
- Signage with capacity limits have been installed in common areas.
- Meeting rooms are limited to a certain number of individuals and amount of time spent in use (max 1 hour).

### **Redesigned workspace**

- Installed protective devices (lunch areas).
- Public washrooms will not be available to external visitors.
- Employees will wear a non-medical mask when moving through the office (not seated at their desk) or in areas where social distancing cannot be maintained or when they want to wear one.

### **Assuring our employees' health and well-being**

- Health and well-being resources will be provided and promoted to employees.
- Employees are encouraged to not only follow the new safety protocols but to enforce the new policies, procedures and guidelines relating to COVID-19. They must make a fellow employee aware or inform a leader if they haven't followed a particular procedure properly by mistake.
- Employees have the right to refuse work if they believe it presents an undue hazard. These concerns must be brought to their manager or Human Resources immediately to be addressed.

PLEASE NOTE: we welcome ideas and suggestions to help make our workplace safe ... feel free to bring suggestions forward at any time!