



## Stuyver's Bread COVID 19 Safety Plan

Stuyver's Bread has developed a COVID 19 Safety Plan, in compliance with the Worker's Compensation Act (Sec. 21 (2) (c)) and the order of the Public Health Officer which was issued May 14, 2020. WorkSafe BC and Fraser Health have developed industry specific resources, which Stuyver's utilized to develop this Safety Plan.

### **Step 1: Risk Assessment**

The virus that causes COVID- 19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person to person transmission increases the closer you come to other people, the more time you spend with them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over a short period of time.

Stuyver's Bread has conducted a risk assessment and identified 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 front line workers, supervisors and the Health and Safety Committee in assessing risk of transmission.
- We have identified areas where people gather, such as break rooms, locker rooms, production lines, and meeting rooms.
- We have identified job tasks and processes where workers are close to one another or members of the public.
- We have identified the tools, machinery, and equipment that workers share while working.
- We have identified surfaces that people touch often, such as doorknobs, lunchroom tables, microwaves, and refrigerator handles

### **Step 2: Implement Controls to Reduce Risk**

Stuyver's has selected and implemented controls to minimize the risks of transmission.

- We have reviewed industry specific protocols on [worksafebc.com](https://www.worksafebc.com) to determine which are relevant to our industry. We have implemented them to the extent that they are applicable to the risks at our workplace.
- We have consulted with frontline workers, supervisors, and members of the Safety Committee
- We have implemented the orders, guidance and notices issued by the Provincial Health Officer which are relevant to our industry.
- We have accessed resources created by our industry health association (Manufacturing Safety Alliance) including educational webinars and documentation.

We have used the Hierarchy of Controls and have implemented the following controls accordingly.

*Elimination Controls:*

- We have determined that based on our workforce, production schedules, and by eliminating on-site visitors that there are no more than 60 people in the facility at any given time. Considering the Public Health Guideline that requires at least 5 square meters of unencumbered floor space per person, we are well within the occupancy limits recommended for a facility our size.
- In order to reduce the number of people at the work site, we have utilized work from home arrangements, virtual meetings, and limited the number of visitors in the workplace. As a food manufacturing plant, we are a secured facility which is not accessible to the public.
- Attendance management has been reviewed and updated to include the following measures to ensure that sick or potentially exposed employees do not attend work:
  - All workers who are sick must not come to work. They are required to remain at home and follow the recommendation of medical practitioners and the Health Authority.
  - Return to work must be pre-arranged once the employee is symptom free and has remained out of the workplace for the recommended time period.
  - A self-screening form will be completed by all employees reporting to work.
  - The results of the self-screen will determine whether employees may report to work or if they should call in and let their supervisor know they will not be at work.
  - Temperature screening has been employed as a further screening process.
  - Anyone who develops symptoms at work must report them immediately to their supervisor and follow the process developed by Stuyver's.
- We have implemented measures to keep workers and others at least 2 meters apart, wherever possible. Signage is posted and supervisors are tasked with monitoring proper distancing.

*Administrative Controls:*

- We have identified rules and guidelines for how workers should conduct themselves
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage
- Increased handwashing and use of hand sanitizers, including increased monitoring of GMP procedures for personal hygiene and handwashing.
- Increased sanitation of all common areas and frequently touched surfaces.
- Work schedules have been adjusted, with reduced production and fewer workers per shift
- No communal foods available. Potlucks eliminated.

*PPE:*

- We have implemented the use of masks as recommended by the WHO and Provincial Health Officer.
- We have reviewed WorkSafe BC's information on selecting and using masks and instructions on how to use a mask.
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained workers in the proper use of masks.
- A risk assessment was conducted and a procedure for use of masks was written and posted on the safety communication board.

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

- We have reviewed the information on cleaning and disinfecting surfaces.
- Personal hygiene, good manufacturing practices (GMP) for processing of food products, cleaning and sanitation, and other existing food safety fundamentals are aligned with Public Health Canada, WHO and WorkSafe BC requirements and recommendations.
- There are 13 handwashing stations within the facility. Each is equipped with antibacterial soaps and alcohol based hand sanitizers.
- We have GMP policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Handwashing directions and “cover sneeze and coughs” posters are posted in the facility.
- We have implemented cleaning protocols for all common areas and surfaces, and checklists have been created to document the increased frequency of sanitizing the common areas; lunchroom, change/ locker rooms, restrooms, door handles and microwaves.
  - New hydrogen peroxide based sanitizers have been added to the cleaning chemical inventory, and the facility's WHMIS information updated.
- Workers who clean have adequate training, PPE, and materials.
- Sanitizing dishwashers are available in each lunchroom.

### **Step 3: Develop Policies**

Stuyver’s Bread and their parent company, Premium Brands have developed policies related to communicable illnesses and response to pandemics.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace. The following people must not work or visit Stuyver’s:

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID case must self-isolate for 14 days and monitor for symptoms.
- Visitors are prohibited or limited in the workplace.
- First aid attendants have been provided WorkSafe BC’s OFAA protocols for use during the COVID-19 pandemic.
- We have a working alone policy for anyone who may be assigned work in isolation.

Our COVID-19 Reporting Symptoms in the Workplace policy addresses workers who may start to feel ill at work. It includes the following:

- Sick workers should report to first aid, even with mild symptoms
- Sick workers should be asked to wash or sanitize their hands, ensure they are wearing their mask, and be isolated.
- The worker will complete the COVID-19 Incident Report Form and based upon the severity of their symptoms will be directed to go straight home and call 8-1-1 for further direction. In case of medical distress 9-1-1 will be called for the employee.
- Cleaning and disinfecting of any surfaces that the ill worker has contacted, as per the COVID positive procedure and Exposure Control Plan.

#### **Step 4: Develop Communication Plans and Training**

We have developed communication to ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at our workplace.

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick
- We have posted signage at the workplace stating effective hygiene practices, hand washing instructions, and PPE requirements
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

#### **Step 5: Monitor the Workplace and Update Plans as Necessary**

We recognize that things may change as we operate our business. If we identify a new area of concern, or if it seems like something isn't working, we will take steps to update our policy and procedures. We will resource the information provided by the Public Health Office, WHO and WorkSafe BC as well as involving workers in the process.

- We have a plan in place to monitor risks. We make changes to our policies and procedures and necessary.
- Workers know who to go to with health and safety concerns.
- When resolving safety issues, we will involve JHSC members or other knowledgeable workers