



# Exposure Control Plan for COVID-19 (Coronavirus)

## Company information

Vancouver Regional Construction Association  
3636 East 4<sup>th</sup> Avenue  
Vancouver, BC V5M 1M3

## Health hazards of COVID-19

COVID-19 has been declared a global pandemic and a public health emergency in British Columbia. It is a virus that can cause respiratory illness and can lead to hospitalization and death. The effects of COVID-19 are expected to be much more severe than seasonal influenza because most people will not have any immunity to the virus. Seniors and people with underlying health issues (including heart disease, diabetes and lung disease) are at a higher risk of hospitalization and death, but young and healthy people are also at risk.

## Symptoms

Symptoms of COVID-19 are likely to include fever, cough, sneezing, sore throat and difficulty breathing.

## Transmission

Exposure to COVID-19 can occur by:

- Breathing in droplets in the air that are generated when people cough or sneeze
- Close contact with other people (e.g. shaking hands or hugging)
- Touching contaminated surfaces and then touching the face, mouth, or food.

Note that touching a contaminated surface and then touching another surface may cause the virus to transfer from one surface to another.

COVID-19 can be transmitted by people who are not displaying symptoms of the disease. People who may be infected with COVID-19 will not be permitted to come to work, attend classroom courses or enter our facility. This includes people who:

- Have symptoms of COVID-19
- Have travelled outside of Canada within the previous 14 days
- Have been exposed to someone with COVID-19
- Share a home with someone who has symptoms of COVID-19
- Share a home with someone who has been exposed to COVID-19



## **Statement of purpose**

Our company is committed to providing a safe and healthy workplace for all employees and visitors to the VRCA office. A combination of measures will be used to minimize staff and visitor exposure to COVID-19, including the most effective control technologies available. Our office and work procedures will protect not only our employees, but also visitors who enter our facilities. All employees must follow the procedures outlined in this plan to prevent and reduce exposure to COVID-19.

## **Responsibilities**

### **Employer responsibilities**

Our company will:

- Ensure that the materials (for example, gloves, alcohol-based hand rubs, disposable face masks and washing facilities) and other resources (for example, training materials) required to implement and maintain the plan are readily available where and when they are required.
- Ensure that employees and visitors are able to maintain social distancing (2 meters apart), at all times, while completing their work safely.
- Select, implement, and document the appropriate office control measures.
- Ensure that managers and employees are educated and trained to an acceptable level of competency.
- Ensure that visitors are informed and educated about office control measures.
- Ensure that signage is posted for staff and visitors on enhanced hygiene practices, occupancy limits, non-medical masks in common areas and hand sanitizer stations available for customers and staff.
- Conduct a periodic review of the plan's effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Ensure that a copy of the exposure control plan is available to everyone.

### **Manager responsibilities**

Our managers will:

- Ensure that staff and visitors are adequately instructed on the control measures for the office.
- Ensure that social distancing is maintained, and office measures followed.
- Ensure that the COVID-19 Safety Plan is available to everyone.



## Staff responsibilities

Our staff will:

- Maintain social distance when working at the office.
- Follow established processes, measures and occupancy limits when working at the office.
- Report any unsafe conditions or acts to their manager or the Director of Operations.

## Risk identification and assessment

Three primary routes of transmission are anticipated for COVID-19, all of which need to be controlled. These include contact, droplet, and airborne transmission.

### Breathing in droplets in the air

BCCDC advises that coronavirus is not transmitted through airborne transmission, however, if somebody coughs or sneezes they do generate droplets which are airborne for at least a short period of time but do not float in the air and generally fall to the ground within one to two meters. Anybody who is near the individual may risk breathing in these droplets. Social distancing (*maintaining 2 meters of distance from other people at all time*) will reduce the risk of this occurring as well as the use of non-medical face masks in all common areas.

### Close contact

Close contact refers to physical contact with another person, for example shaking hands or hugging. When people cough or sneeze droplets may deposit on their skin or clothing, especially if they cough or sneeze into their hands. People who are carriers of COVID-19 may transfer the virus from their hands or clothing to others during close contact.

- Touching contaminated surfaces and then touching the face, mouth, or food.

### Surface contact

Surfaces can become contaminated when droplets carrying COVID-19 deposit on them, or when they are touched by a person who is infected. Surface contact involves a worker touching a contaminated object such as a table, doorknob, telephone, or computer keyboard or tool, and then touching the eyes, nose, or mouth. Surface contact is important to consider because COVID-19 can persist for several days on surfaces.



The following risk assessment table is adapted from Regulation Guideline G6.34-6. Using this guideline as a reference, we have determined that the risk level of our on-site employees and visitors is low to moderate when they maintain social distancing and wear non-medical face masks in all common areas of the office.

**Risk assessment for COVID-19**

	<b>Low risk</b> Workers who typically have no contact with people infected with COVID-19	<b>Moderate risk</b> Workers who may be exposed to infected people from time to time in relatively large, well ventilated workspaces	<b>High risk</b> Workers who may have contact with infected patients, or with infected people in small, poorly ventilated workspaces
<b>Hand hygiene</b>	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
<b>Disposable gloves</b>	Not required	Not required (unless handling contaminated objects on a regular basis)	Yes in some cases (for example, when working directly with COVID-19 patients)
<b>Aprons, gowns, or similar body protection</b>	Not required	Not required	Yes in some cases (for example, when working directly COVID-19 patients)
<b>Eye protection - goggles or Face shield</b>	Not required	Yes (non-medical face masks required for staff & visitors in all common areas of the office.	Yes in some cases (for example, when working directly with COVID-19 patients)
<b>Airway Protection - respirators</b>	Not required	Not required (unless likely to be exposed to coughing and sneezing)	Yes (minimum N95 respirator or equivalent)



## Risk control

The Regulation requires employers to implement infectious disease controls in the following order of preference:

1. Engineering controls
2. Administrative controls
3. Personal protective equipment (PPE).

We have reduced the risk of exposure in our workplace using engineering controls (for example, plexiglass barrier in planroom), administrative controls (for example, social distancing, hand washing, surface cleaning and occupancy limits) and the use of non-medical face masks by staff and visitors in all common areas at the office.

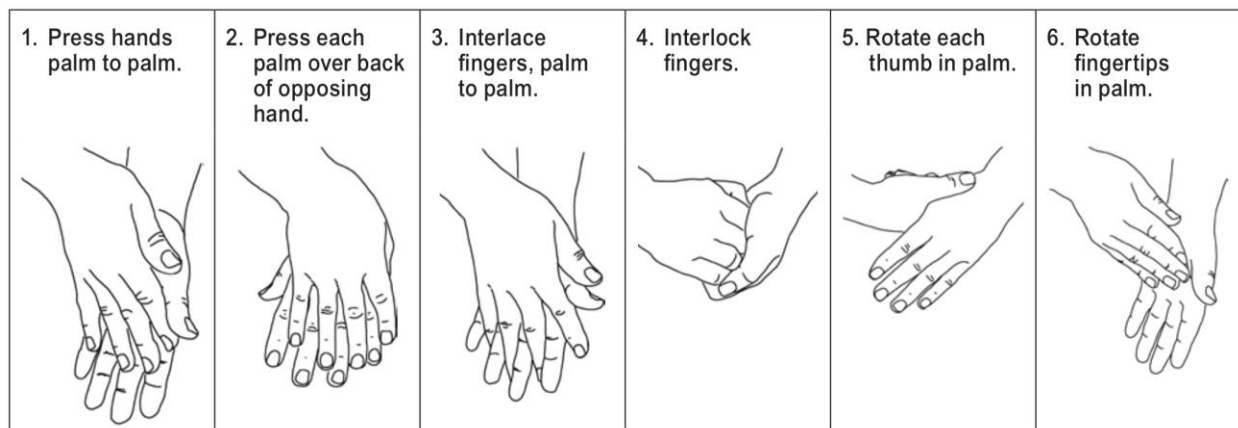
## Hand washing

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth—or to other surfaces that are touched.

Wash/Sanitize your hands immediately:

- After handling materials that may be contaminated (for example, stat decs).
- Before eating, drinking, smoking, handling contact lenses, or applying makeup.

## Hand washing procedure



Use soap and warm running water. (It doesn't have to be hot to do the job.) If water is unavailable, use a waterless hand cleanser that has at least 70% alcohol. Follow the manufacturer's instructions on how to use the cleanser. Alcohol-based hand rub dispensers are located in reception (x1), training room (x1) and the planroom (x2).



## **Non-medical mask or face covering to prevent COVID-19 spread**

The wearing of non-medical masks or cloth face coverings is an additional personal practice that can help to prevent the infectious respiratory droplets of an unknowingly infected person from coming into contact with other people outside the home.

In our continued commitment to prioritize the health and well-being of our employees and visitors, and to control the spread of COVID-19, we will require staff and visitors to wear facial coverings before entering our facility and in all common areas within the building. Those attending classroom courses are expected to wear face coverings upon entering and exiting our facility as well as in all common areas outside of the classroom during breaks.

## **Employee training**

Our staff will have access to resources in the following:

- The risk of exposure to COVID-19, and the signs and symptoms of the disease
- VRCA's COVID-19 Safety Plan
- VRCA's COVID-19 Control Plan
- Safety measures, procedures and processes including occupancy limits, hand washing, social distancing and the use of non-medical face masks in all common areas at the office.
- Location of washing facilities, including dispensing stations for alcohol-based hand rubs
- How to report an exposure to or symptoms of COVID-19

## **Health monitoring**

Our employees will promptly report any symptoms of COVID-19 to their manager.

## **Annual review**

We will review the exposure control plan every year and update it as necessary.

*\*last updated Nov 5, 2020*