

KENNEDY ELECTRIC

6622 WILLOUGHBY WAY
LANGLEY, BC V2Y 1K5

TEL: 604-354-3752

Exposure Control Plan

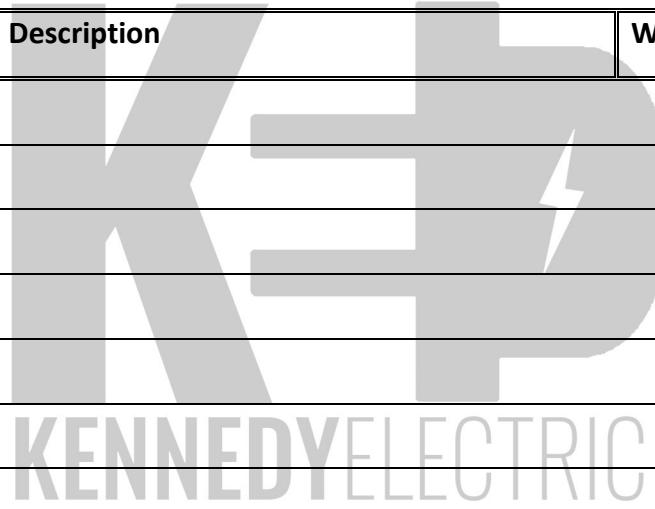
Plan Administration:

Administration

Title	Name	Phone	Cell

Reviews and Revisions to this document:

Date	Description	Who



RESPONSIBILITIES

MANAGEMENT:

- Ensure that the materials (for example, gloves, alcohol-based hand rubs, and washing facilities) and other resources (such as worker training materials required to implement and maintain the plan) are readily available where and when they are required. If due to supply chain disruption, MANAGEMENT becomes unable to obtain the necessary resources, MANAGEMENT will advise the appropriate emergency agency and re-evaluate this plan.
- Select, implement and document the appropriate site- or scenario-specific control measures.
- Ensure that supervisors and employees are educated and trained to an acceptable level of competency.
- Ensure that employees use appropriate personal protective equipment – for example, gloves, gowns, eye protection, masks or respirators when required.
- Conduct a periodic review of the plan's effectiveness.
- Maintain records as necessary.
- Ensure that a copy of the exposure control plan is available to managers, supervisors and employees.
- Modify service models and levels, using a risk based approach, unless otherwise ordered by national, provincial or local health authority.
- Ensure the exposure control plan is reviewed annually and updated as necessary.

Managers:

- Assess the risk(s) related to the COVID-19 virus for the positions under their management
- Ensure that awareness and information resources are shared with employees
- Ensure that training, SWPs, PPE and other equipment are provided

Site Supervisors:

- Assess the risk(s) related to the COVID-19 virus for the positions under their supervision
- Share awareness and information resources with employees
- Provide or arrange for training, SWPs, PPE and other equipment necessary
- Ensure employees have been trained on the selection, care, maintenance and use of any PPE, including fit testing for those employees who may be issued a respirator
- Direct work in a manner that eliminates and if not possible, minimizes the risk to employees

- Ensure employees follow SWPs, use PPE

Workers:

- Read awareness and information resources, ask questions and follow-up with supervisor to ensure understanding and adherence.
- Take part in training and instruction.
- Review and follow related SWPs.
- Selection, care, maintenance and use any assigned PPE as trained and instructed.
- Take part in fit testing if issued a respirator.
- Rely on information from trusted sources including MANAGEMENT, Island Health, BCCDC, PHAC and WHO.
- Understand how exposure can occur and when and how to report exposure incidents.
- Contact 8-1-1 as appropriate and follow the directions of Island Health and/or the Provincial MHO.

RISK IDENTIFICATION AND ASSESSMENT

COVID-19 virus

The COVID-19 virus is transmitted via larger liquid **droplets** when a person coughs or sneezes. The virus can enter through these droplets through the eyes, nose or throat if an employee is in close contact with a person who carries the COVID-19 virus. The virus is not known to be airborne (e.g. transmitted through the particles floating in the air) and it is not something that comes in through the skin. The COVID-19 virus can be spread by touch if a person has used their hands to cover their mouth or nose when they cough or sneeze.

Droplet Contact: Some diseases can be transferred by large infected droplets contacting surfaces of the eye, nose, or mouth. For example, large droplets that may be visible to the naked eye are generated when a person sneezes or coughs. These droplets typically spread only one to two metres and are too large to float in the air (i.e. airborne) and quickly fall to the ground. Influenza and SARS are two examples of diseases capable of being transmitted from droplet contact. **Currently, health experts believe that the COVID-19 virus can also be transmitted in this way.**

Airborne transmission: This occurs when much smaller evaporated droplets or dust particles containing the microorganism float in the air for long periods of time. Transmission occurs when others breathe the microorganism into their throat or lungs. **Currently, health experts believe that the COVID-19 virus cannot be transmitted through airborne transmission.**

RISK ASSESSMENT

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. Using this guideline as a reference, we have determined the risk level to our workers, depending on their potential exposure in the workplace.

See Appendix A for the level of risk and risk controls in place for these workers.

Table 1: Risk assessment for pandemic influenza

	Low Risk Workers who typically have no contact with people infected.	Moderate risk Workers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	High risk Workers who may have contact with infected patients or with infected people in small, poorly ventilated workspaces
Hand Hygiene	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)
Disposable gloves	Not required	Not required, unless handling contaminated objects on a regular basis	Yes , in some cases, such as when working directly with infected patients.
Aprons, gowns, or similar body protection	Not required	Not required	Yes , in some cases, such as when working directly with infected patients.
Eye protection – goggles or face shield	Not required	Not required	Yes , in some cases, such as when working directly with infected patients.
Airway protection – respirators	Not required	Not required	Yes (minimum N95 respirator or equivalent).

SAFE WORK PRACTICES

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Hand Hygiene

Hand washing, proper coughing, and sneezing etiquette, and not touching your face are the key to the prevention of transmission and therefore minimize the likelihood 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 your hands “well” and “often” with soap and water for at least 20 seconds (the time it takes to hum the “Happy Birthday” song twice). If soap and water is not available, use an alcohol-based hand rub to clean your hands.

“Often” includes:

- upon arriving and when leaving work
- after coughing or sneezing
- after bathroom use
- when hands are visibly dirty
- before, during and after you prepare food
- before eating any food (including snacks)

“Well” means:

- wet hands and apply soap
- rub hands together vigorously for at least 20 seconds ensuring the lather covers all areas – palm to palm, back of hands, between fingers, back of fingers, thumbs, fingernails (using palm) and wrists
- rinse hand thoroughly with water
- dry your hands with paper towel (or a hand dryer), use the paper towel to turn off the tap and open the door, dispose of the paper towel

Additionally:

- Avoid touching your eyes, nose or mouth with unwashed hands
- Use utensils: consider using forks, spoons or tooth picks when eating and serving foods (especially snacks or “finger foods”)

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See Appendix B for HANDWASHING and HAND HYGIENE TIPS – KITCHEN EDITION POSTERS

Cough/Sneeze Etiquette

All staff are expected to follow cough/sneeze etiquettes, which are a combination of preventative measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing to reduce the spread of germs
- Use tissues to contain secretions, and immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards
- Turn your head away from others when coughing or sneezing

HEALTH MONITORING

Staff concerned that they may have come into contact with someone who may be ill, are to take the following actions:

1. Report the incident to your supervisor.
2. Call BC's HealthLink at 8-1-1 to share information regarding the incident and determine if any action needs to be taken.

RECORD KEEPING

Records shall be kept as per MANAGEMENT's already established processes. Staff were reminded as part of the "Staff FAQs – March 16, 2020" staff were reminded to use MANAGEMENT's Exposure Incident Form and Workplace Injury Management (WIM) programs were appropriate.

How to Clean Your Hands with Soap and Water

Use soap and water if your hands are visibly soiled.

Use Alcohol Based Hand Rub if your hands are not visibly soiled.



Wet hands and apply soap. Cover all areas of your hands as shown below.
Rinse hands and pat dry with disposable towel. Turn off tap with towel.

Palm to palm



Back of hands



Between fingers



Back of fingers



Thumbs



Fingernails on palm



Wrists



Kitchen edition

Hand hygiene tips: To ensure your health and safety

Did you know? The precautions for COVID-19 (CORONAVIRUS) are the same as the flu.

Use utensils: consider using forks, spoons or tooth picks when eating and serving foods (especially snacks or "finger foods")

Don't touch: avoid touching your face with unwashed hands – this includes your eyes, nose and mouth

Wash your hands often:

- upon arriving and when leaving work
- **before eating any food (including snacks)**
- **before, during and after you prepare food**
- after coughing or sneezing
- after washroom use
- when hands are visibly dirty

Wash your hands well:

- wet hands and apply soap
- rub hands together vigorously for at least 20 seconds ensuring the lather covers all areas – palm to palm, back of hands, between fingers, back of fingers, thumbs, fingernails (using palm) and wrists
- rinse hand thoroughly with water
- dry your hands with paper towel (or a hand dryer), use the paper towel to turn off the tap and open the door, dispose of the paper towel

Can't wash your hands? Use alcohol-based hand rub

Want more info? Refer to the World Health Organization, Public Health Agency of Canada, HealthLinkBC, BC Centre for Disease Control and Island Health

ABOUT CORONAVIRUS DISEASE (COVID-19)

WHAT IT IS

COVID-19 is an illness caused by a coronavirus.

Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

SYMPOMTS

Symptoms may be very mild or more serious. They may take up to 14 days to appear after exposure to the virus.



FEVER



COUGH



DIFFICULTY BREATHING

HOW IT IS SPREAD

Coronaviruses are most commonly SPREAD from an infected person through:

- respiratory droplets when you cough or sneeze
- close personal contact, such as touching or shaking hands
- touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

IF YOU HAVE SYMPTOMS

If you have SYMPTOMS of COVID-19 — fever, cough, or difficulty breathing:

- stay home to avoid spreading it to others
 - if you live with others, stay in a separate room or keep a 2-metre distance
- call ahead before you visit a health care professional or call your local public health authority
 - tell them your symptoms and follow their instructions
- if you need immediate medical attention, call 911 and tell them your symptoms.

PREVENTION

The best way to prevent the spread of infections is to:

- wash your hands often with soap and water for at least 20 seconds
- avoid touching your eyes, nose or mouth, especially with unwashed hands
- avoid close contact with people who are sick
- when coughing or sneezing:
 - cover your mouth and nose with your arm or tissues to reduce the spread of germs
 - immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards
- clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs.
- stay home if you are sick to avoid spreading illness to others

FOR MORE INFORMATION ON CORONAVIRUS:

1-833-784-4397

canada.ca/coronavirus

phac.info.aspc@canada.ca



Public Health
Agency of Canada

Agence de la santé
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