



Garibaldi Glass – COVID-19 Safety Plan

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Purpose

The COVID-19 Safety Plan is our business' step-by-step response to increased awareness around, and our enhanced protocols for the health and safety for our team members and vendors.

Garibaldi Glass is committed to following the steps outlined in each of the 6 areas mandated by WorkSafeBC and the official Public Health Officer (PHO). Our plan includes outlining our physical changes and our increased cleaning protocols.

Garibaldi Glass has implemented the following measures to ensure the safety of those working in the office and Plant. Garibaldi will continue to review and modify the Safety Plan based on the advice of the PHO and in response to any change to provincial public health measures.

Step 1: Assessing the Risks in the Workplace

We have worked extensively with our staff and identified the following risk areas in our workplace. We have assessed both physical proximity issues as well as surface contamination issues.

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 when a person touches a contaminated surface and then touches their face. The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near 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 short periods of time.

We have identified the following areas where people gather, and 2 metres of physical distancing is difficult to maintain in both the office and plant:

Office	Plant
Hallway	Plant Locker Room
Bathroom	Shipping Office
Finance, Engineering and IT/IS Departments	
Training and Board Room	
	Galley

We have identified the following equipment as communal high touch surfaces that must be subject to cleaning protocols in both the office, and the plant:

Office	Plant
Printers	Scanners
	Galley Tables
	Suction Cup Handles
	Computer Stations
	Vending Machine
	Microwave

We have identified that the following locations as high touch surfaces that must be subject to cleaning protocols:

- ✓ Door handles: Entrances to Plant and bathroom
- ✓ Desks

Garibaldi's risk assessment for COVID-19 can be found here: [2020-03-20 - COVID-19 - Risk Assessment.xlsx](#)

Step 2: Implementing Protocols and Measures to Reduce the Risks

The protocols are measures implemented by Garibaldi Glass to minimize the risk of transmission as described in this document are based on information and guidance from WorkSafeBC, orders, guidance and notices by the PHO and other industry protocols and best practices given. Garibaldi specific protocols and measures have also been developed and communicated and/or shared with staff.

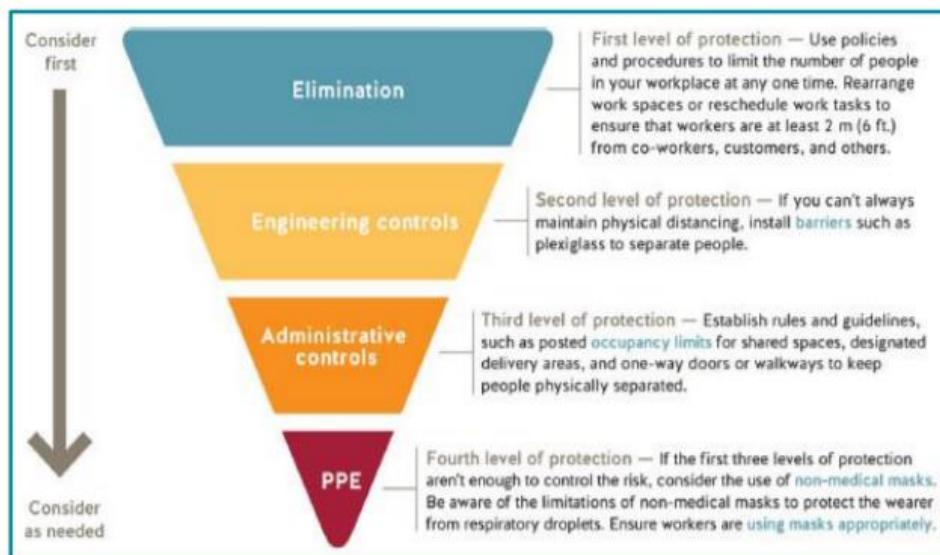
Reducing the Risk of Person to Person Transmission

The risk of person-to-person transmission increases based on proximity, time and volume. Risk increases when people are in close contact or when they are interacting with a larger number of people as well as based on the length of time they are in proximity with other people.

In keeping with the "Hierarchy of Controls for COVID-19" framework as recommended by the PHO, Garibaldi has considered and implemented a series of protocol and control measures to assist in managing and keeping virus transmission rates low including:

- ✓ Elimination or physical distancing measures – to reduce the density of people
- ✓ Engineering controls – physical barriers
- ✓ Administrative controls – clear rules and guidelines.

Garibaldi has focused on implementing the most effective control measure, which is physical distancing.



First Level Protection (Elimination): Limiting the Number of People at the Workplace and ensuring Physical Distancing wherever possible

Physical distancing reduces the potential of coronavirus being transmitted through airborne droplets. There is a possibility that even non-symptomatic carriers of coronavirus may transmit the virus in this manner, so physical distancing should always be observed, even in cases when people do not display symptoms of COVID-19.

Garibaldi Glass has implemented the following protocols and measures to ensure physical distancing throughout the workplace:

- ✓ Where operationally feasible, work from home arrangements, rotational in-office work schedules and staggered shift or work hours for workplace employees.
- ✓ Use of alternative methods, such as video or conference calls, for conducting business to prevent close personal contact
- ✓ Limiting access to vendors and visitors
- ✓ Establishing occupancy limits in bathrooms and meeting rooms.
- ✓ Seating team members in readily available areas.
- ✓ Rearrangement and/or removal of furniture to improve physical distancing in meeting rooms, office workspaces and common areas such as reception, the Galley, washrooms and elevators.
- ✓ Assigning and posting occupancy limits in all meeting rooms and common areas following public health guidelines.
- ✓ Comprehensive hazard assessment of shared workspaces and common areas in collaboration with the Continuous Improvement (CI) Coaches.

Second Level Protection (Engineering): Barriers and Partitions

Engineering controls include modifications to protect employees and reduce their risk of exposure to potential hazards through the introduction of physical barriers. Example of engineering controls include glass barriers and physical space between seating.

Garibaldi has implemented the following protocols and measures:

- ✓ Installation of barriers (tempered glass or plexiglass) where physical distancing is not possible for:
 - Engineering Department
 - Finance Department
 - Order Entry Department
 - IT/IS Department

Third Level Protection (Administrative): Rules and Guidelines

Administrative controls are measures to limit the risk of virus transmission such as standard operating procedures and practices, training and other means for sharing critical information about the precautions for eliminating exposure, controlling transmission and reporting suspected, presumed or confirmed cases.

Garibaldi has implemented the following protocols and measures:

- ✓ Zero tolerance for coming to work when showing any flu-like signs or symptoms

- ✓ Complete daily screening questionnaire before the start of shift.
- ✓ Sign-in protocols and safety instructions for visitors, contractors, vendors and delivery staff prior to arrival.
- ✓ Mandatory orientation of the office upon return to the office
- ✓ Cleaning communal high touch areas or equipment such as printers, vending machines or door handles after use
- ✓ Clear communication of these rules and guidelines through written communication and posted signage at the Galley Board.
- ✓ Identification of rules and guidelines on self-monitoring procedures, proper “hand hygiene” techniques and physical distancing protocols.
- ✓ When feasible, having lunch in the Galley at times different than the Plant’s lunch hours, or eating at your workstation.
- ✓ Closure of the gym space until further notice.

Fourth Level Protection: Personal Protective Equipment (optional Measure in Addition to Other Control Measures)

All Production and Maintenance workers are required to wear a face covering (i.e. non-medical mask) while working. All office staff are required to wear a face covering when leaving their immediate workstation, or when communicating with a co-worker within 6 ft/2m. All visitors are required to wear a face covering while at Garibaldi.

Reducing the Risk of Surface Transmission

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time. The risk of surface transmission can be reduced through effective cleaning and hygiene practices.

Currently, cleaning of the Galley and locker room is done by each department on the Plant Floor at least three times a day. Cleaning of the Office Bathroom is done five times a week by an external cleaning company.

Garibaldi has implemented the following protocols and measures to reduce the risk of surface transmission:

Personal Hygiene

- ✓ Handwashing locations readily available with soap and water
- ✓ Hand Sanitizer locations readily available, visible and accessible

Cleaning & Sanitizing Protocol – Shared Workspaces and Equipment

- ✓ The responsibility of the host to clean/disinfect all meeting room high touch surfaces such as tables, armchairs, remote controls, conference call units and door handles before and after each scheduled meeting.
- ✓ Wiping down shared equipment such as the vending machine, printers or door handles when other means cannot be used.
- ✓ Readily available supply of paper towels, hand sanitizer and wipes for each department area. Supplies are replenished as required.

- ✓ Checklist on what and how to disinfect regularly touched surfaces within their own workspace(s) recommending at least twice daily (i.e., start and end of day).
- ✓ Removal of all shared cutlery as necessary.
- ✓ Limiting the exchange of papers and promoting virtual sharing of documents.

Step 3: Policies and Procedures

Garibaldi Glass has policies and procedures in place to address who can be in the workplace, how to address illness that may arise in the workplace and how team members can be kept safe in adjusted workstations.

Daily and Active Screening for Symptoms

As per the November 19th PHO order, all employees are required to conduct a daily health check before entering the workplace. All Garibaldi employees are required to complete the daily assessment using the CrowdBlink Protect App prior to entering the workplace. If a worker fails the daily screening assessment, their supervisor is notified immediately, and corrective actions, such as sending the worker home, are taken.

Self-Monitoring for Symptoms

All staff must be vigilant and self-monitor for symptoms associated with COVID-19. If workers start to feel flu-like symptoms, they can self-assess by using the BC COVID-19 Self-Assessment Tool located here: <https://bc.thrive.health> or by calling 811 for further guidance related to testing and self-isolation.

- ✓ Anyone who has had COVID-19 symptoms **must** stay home, use the BC COVID-19 Self-Assessment Tool, and follow the advice of a medical professional. Symptoms may include fever, chills, new or worsening cough, shortness of breath, sneezing, sore throat, and new muscle aches or headache.
- ✓ Anyone who has been identified by Public Health as a close contact of someone with COVID-19 **must** stay home and wait for further guidance from Public Health.
- ✓ Anyone directed by Public Health to self-isolate **must** stay home and not come to work for at least 10 days, or longer if symptoms have not resolved.
- ✓ Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case **must** self-isolate for 14 days and monitor for symptoms.

Team Members **must** also stay at home when sick to avoid spreading illness to others, even if symptoms are not consistent with COVID-19, as they may be non-symptomatic.

Team Members who start to feel ill **while at work** must adhere to the following protocols:

- ✓ Immediately report to their supervisor, Plant Manager or Safety Coordinator, even with mild symptoms
- ✓ Wash or sanitize their hands. The individual will be asked to go straight home.
- ✓ If the individual is severely ill (e.g., difficulty breathing, chest pain), alert a First Aid Attendant immediately.

There is zero tolerance for coming to work ill, even if you have mild symptoms. This is a policy that must be followed to ensure no spread of COVID-19 within the building.

First Aid Protocols

Occupational First Aid Attendants have reviewed the OFAA protocols with guidance from WorkSafeBC and BCCSA's documentation. It is expected that sick workers should report to first aid, even with mild symptoms. Additionally, sick workers should be asked to wash or sanitizer their hands and isolated from their department immediately. The Shift Coordinator and/or Safety Coordinator will send the worker home to self-isolate and call 811 for next steps.

Sign-In/Sign-Out Procedure for Office Staff (Internal Contact Tracing)

All Office Staff are expected to follow the sign-in/sign-out procedures:

1. Tap your PROX card to enter the building.
2. Sign in at Reception using your own pen at the start of your shift.
3. Sign out at Reception using your own pen at the end of your shift.
 - a. If you are going for lunch, you must leave a sticky note stating you are out of the building.
4. Tap your PROX card when exiting the building.

Staying Informed

Team members are encouraged to stay up-to-date and informed on the pandemic and follow public health advice, as information may change from time to time. Additionally, relevant information will be given by the Safety and HR Team.

Mental Health Awareness

Garibaldi's Human Resources Department encourages all Team Members to practice self-care. When you focus on activities that provide you with positive emotional experiences (i.e. exercise, family activities, meditation, journaling, hobbies, music) you create resilience and energy to assist you in dealing with daily life. Emotional stress, anxiety or concern is natural under the present circumstances; however, when these feelings start to impact your day to day functioning and performance you need to seek professional help. Anyone who feels they are experiencing negative mental health implications or feels unsafe is encouraged to seek assistance as soon as possible, starting with speaking with your Supervisor, Plant Manager or a member of the Human Resources Department. As a reminder, our benefits package does provide resources through our Employee Assistance Program. You can call the toll-free number anytime at 1-877-207-8833 or access their resources online at www.lifeworks.com. The username is CIBP and the password is eap.

Step 4: Communication and Training

The health and safety of those working at Garibaldi Glass remains our number one priority. The following steps have been taken to address and communicate COVID-19 health and safety concerns in the workplace:

- ✓ Everyone entering the workplace, including visitors, understands how to keep themselves safe while at Garibaldi
- ✓ A Return-to-Work orientation to ensure team members are trained in workplace protocols.

- ✓ Posted signage at all entrance, including occupancy limits of meeting rooms and effective hygiene practices.
- ✓ Posted signage at the main entrance indicating who is restricted from entering the facility
- ✓ Supervisors are able to monitor employees and the workplace to ensure policies and procedures are followed.
- ✓ Safety and HR Team sends regular updates and reminders to all team members.

Step 5: Monitoring the Plan and Continuous Improvement

Garibaldi Glass will continue to refine and update the Safety Plan and all related policies and procedures as operations resume, and in response to the advice of provincial health experts. The Joint Occupational Health and Safety Committee and Continuous Improvement Coaches will continue to work proactively with the Return-to-Work Committee to address and resolve all workplace health and safety concerns.

Step 6: Assessing and Addressing Risks from Resuming Operations

The pandemic is an extraordinary event that has required the implementation of many new measures and policies. Garibaldi acknowledges that there may be new risks that arise and need to be managed as team members return to the workplace. Team members who may have concerns with returning to work should contact their Shift Coordinator immediately to discuss return to work options.

Revision History

Rev A Document created and reviewed by Sarah Steinke (HR Leader) and Andy Chhun (Health & Safety Coordinator) on July 13, 2020

Rev B Document reviewed as per new Provincial Health Orders by Sarah Steinke (HR Leader) and Andy Chhun (Health & Safety Coordinator) on November 20th, 2020