



COVID-19 HEALTH AND SAFETY POLICIES AND PROCEDURES

General Information:

Purpose: We are committed to the health and safety of our staff, their families, our customers, our suppliers, and the people we interact with in the community. This document outlines the policies and procedures that we have implemented in direct response to the COVID-19 pandemic. It has been developed in accordance with the WorkSafe BC guidelines, the provincial health officer and the BC Centre for Disease Control. All staff and any visitors entering our facilities are expected to follow these policies and procedures, taking the necessary precautions to ensure our collective health and safety.

Responsibilities: The Waterplay Group and all employees are responsible for ensuring that reasonable actions are taken to help prevent the spread of COVID-19. These procedures should be considered an addition to our standard health and safety guidelines, on which all staff have been trained. We are in this together and need to be accountable for our actions. The company has:

- Implemented nightly professional cleaning for high touch point areas such as hand railings, doorknobs, bathroom touch points and shared spaces.
- Provided cleaning/sanitization supplies for staff to clean their own work areas, tools, desktops, phones, cellphones, etc. and ensured a liberal supply of sanitization stations throughout the building, Provided a mask and 2 bottles of hand sanitizer to all staff for personal use.
- Provided additional tools to reduce the need to share.
- Implemented “work from home” procedures and equipment for staff that can effectively and efficiently do their jobs from a home office in order to provide work hour flexibility and reduce the number of staff in the office at a time.
- Identified occupancy limits for all areas in order to support physical distancing protocols.
- Provided collaboration tools such as Zoom Meeting and Teams to support remote workers.

Policies and Procedures:

Potential Illness Procedures:

- If you are sick or feeling unwell, even if you believe it is unrelated to COVID-19, stay home and reach out to your manager for further instructions.

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- If you or someone in your household are displaying symptoms of COVID-19, stay home, contact your manager and plan to self-isolate for 10 days.
- If you have come in contact with someone that is confirmed to have COVID-19 or have returned from outside of the country, stay home, contact your manager and self-isolate for 14 days.
- Once you are feeling better, or the isolation period has been completed with no symptoms, you must complete the COVID-19 return to work questionnaire before entering the building (see Appendix A: F001R COVID-19 Staff Assessment).

Business Travel:

Essential business travel must be pre-approved by a member of the Strategic Team who will be evaluating the need against the current government and health authority regulations.

Personal Travel:

We strongly recommend that employees avoid personal travel outside of their home province or state, or to any high-risk areas. Should you choose to disregard this recommendation, we ask that you act responsibly and notify your manager of your travel plans in advance. Upon your return, you may be expected to self-isolate as dictated by the current government and health regulations at that time.

Visitors to the Facility:

All visitors to the facility must be approved in advance by a member of the Strategic Team and complete a pre-screening protocol. They will be expected to wear a mask when entering the facility, check in at reception area, sanitize upon entry, confirm that they are symptom free, review these guidelines and procedures and agree to abide by them. Visitors should be limited to building maintenance/trades, vendors/suppliers that need to come to the facility to perform work, and business contacts. No personal/family visits are allowed at this time.

Limit direct contact with truck drivers as much as possible. If they must enter the facility, it should be through the loading area only and they are to use the designated washroom.

Safe Work and Cleaning Practices:

- All staff and visitors are expected to wear a mask when moving through common areas, when venturing outside their immediate work area, and when physical distancing is not possible (inside or outside the facility). Masks may be removed once you are in your designated work area or in a meeting room where physical distancing is possible.
- All staff and visitors are expected to maintain physical distancing of 2 metres (6 feet) at all times. Occupancy limits, work areas and desk spaces have been assigned in order to accommodate this requirement, but it should also be maintained when moving throughout

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the facility.

If the task you need to accomplish does not allow for this distancing, discuss alternative methods/practices with your manager before proceeding. Non-medical masks are available to help reduce the spread when maintaining distancing is not possible. Please ensure that you are using them in accordance with the guidelines provided.

- Wash your hands frequently and avoid touching your face. At a minimum, wash or sanitize your hands upon entering the building, before and after breaks and before leaving the building. Signs are posted to encourage this behaviour and to identify correct handwashing procedures. Sanitization stations are located around the building for easy access.
- Disinfect your personal workspaces, desks, keyboards, telephones and cell phones daily.
- Disinfect surfaces in common spaces prior to every meeting/engagement. Sanitization products are provided.
- Disinfect common touch points like coffee pots, water cooler buttons, taps, etc. frequently throughout the day.
- Disinfect your hands before entering common areas such as the lunchroom/coffee stations and/or touching commonly used surfaces.
- As much as possible, do not share tools and disinfect all shared tools before returning them to their central location.
- Wear gloves while operating the forklifts and disinfect at the start of each shift and when returning from breaks. Maintain schedule in a logbook.
- Only 1 person is allowed in the company vehicle at a time. When dropping off or picking up materials at vendor sites, ensure that you are maintaining physical distancing. Disinfect the vehicle touch points and your hands before and after each visit. The vehicle will be equipped with the appropriate products and you should carry a personal mask in case it is needed.
- Maintain similar practices during personal time in order to reduce the risk of exposure to yourself, your family and your co-workers.

For a further review of the items considered in building this safety plan and policy/procedure guidelines, see Appendix B: WorkSafe BC COVID-19 Safety Plan.

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APPENDIX A: F001R COVID-19 Staff Assessment

Managers are to review the following questions with their staff who have been off sick and are planning to return to work. In order to maintain the health and safety of our work environment and our staff, this assessment is to be completed and a record stored prior to allowing an employee to return to work. Completed records are to be stored here:

<\\splashmain.waterplay.com\share\ISO\ISO Records\F001R COVID-19 Staff Assessment>

Date of assessment:

Manager:

Employee:

Employee return to work date:

1. Are you experiencing any of the following:

- Severe difficulty breathing (e.g. struggling to breathe or speaking single words)
- Severe chest pain
- Having a very hard time waking up
- Feeling confused
- Losing consciousness

YES

Initial

NO

Initial

2. Are you experiencing any of the following:

- Mild to moderate shortness of breath at rest
- Inability to lie down because of difficulty breathing
- Chronic health conditions that you are having difficulty managing because of difficulty breathing

YES

Initial

NO

Initial

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3. Are you experiencing any of the following:

- Fever
- Cough
- Sneezing
- Sore Throat

YES

Initial

NO

Initial

4. Have you travelled to any countries outside of Canada (including the United States) within the last 14 days?

YES

Initial

NO

Initial

5. Did you **provide care** or have **close contact** with a person with COVID-19 (probable or confirmed) while they were ill (cough, fever, sneezing, or sore throat)?

YES

Initial

NO

Initial

6. Did you have **close contact** with a person who travelled outside of Canada in the last 14 days who has become ill (cough, fever, sneezing, or sore throat)?

YES

Initial

NO

Initial

Employee Signature

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APPENDIX B: WorkSafe BC COVID-19 Safety Plan

See next page for WorkSafe BC COVID-19 Safety Plan

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COVID-19 Safety Plan

Employers must develop a COVID-19 Safety Plan. To develop your plan, follow the six-step process described at [COVID-19 and returning to safe operation](#).

This planning tool will guide you through the six-step process. Each step has checklists with items you need to address before resuming operations. You may use this document, or another document that meets your needs, to document your COVID-19 Safety Plan.

WorkSafeBC will not be reviewing or approving the plans of individual employers, but in accordance with the order of the [Provincial Health Officer](#), this plan must be posted at the worksite.

Step 1: Assess the risks at your workplace

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 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.

Involve workers when assessing your workplace

Identify 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 frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- We have identified areas where people gather, such as break 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. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- We have identified the tools, machinery, and equipment that workers share while working.
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

Step 2: Implement protocols to reduce the risks

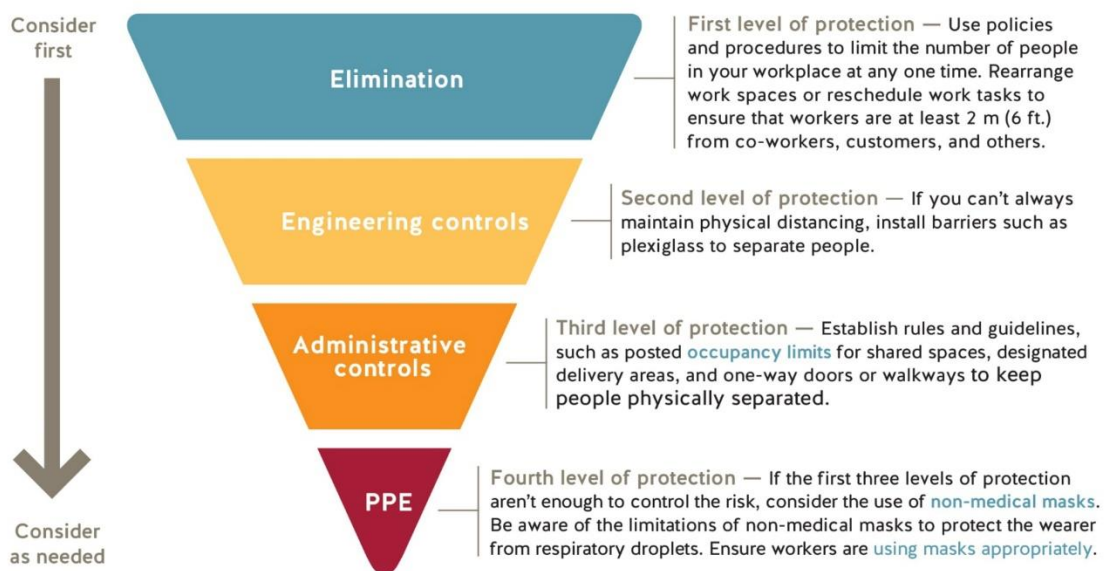
Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- Review [industry-specific protocols](#) on worksafebc.com to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.
- Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
- [Orders, guidance, and notices](#) issued by the provincial health officer and relevant to your industry.
- Your health and safety association or other professional and industry associations.

COVID-19 Safety Plan

Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You might likely need to incorporate controls from various levels to address the risk at your workplace.



COVID-19 Safety Plan

First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

- We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. [Public Health has developed [guidance for the retail food and grocery store sector](#) that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]
- In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- We have **established and posted occupancy limits** for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

Measures in place

The following measures have been taken to ensure physical distancing protocols can be met and reduce the potential exposure for all staff:

1. Workplace Flexibility: *For office staff, Waterplay has employed a policy of working from home where it can be done effectively and efficiently to reduce the number of staff in the office and make it easier to maintain physical distancing measures. Even with adequate space, we have encouraged fewer people in the office to help reduce potential exposure to our manufacturing staff.*

Staff working from home have been provided WorkSafe BC guidelines for maintaining health and safety while working from home, access to collaboration tools such as Zoom and Teams, equipment to set up their home office and guidelines on safe COVID-19 practices should they need to enter the workplace.

2. Manufacturing Shifts: *The Manufacturing/Fabrication and Logistics teams are working split shifts that allow us to reduce the number of people in the space during each shift and allow time for adequate cleaning between shifts.*

3. Physical Distancing: *We have implemented additional measures to ensure physical distancing of at least 2 metres such as: assigning workspaces that ensure enough distance and designating some desks and unusable; palletizing more of our product to reduce the need for multiple people to load containers; separating work areas and tasks in our shop to ensure that staff are working within their designated areas the majority of the time; posting occupancy limits in all shared areas, meeting spaces and lunch rooms; reinforcing physical distancing in our daily huddles, communications and toolbox talks.*

4. Visitor Limitations: *Business essential visitors are allowed into the facility with prior approval from the Strategic Team. They must be prescreened and follow posted procedures.*

5. Additional Limitations: *The majority of meetings are conducted via Zoom or Team meeting, even for people that are in the office. Where a face to face meeting is deemed necessary, the posted occupancy limits for meeting rooms are maintained. Staff generally take their breaks and their lunch in their own workspace rather than congregating in the lunch room. Doors have been propped open between areas to allow movement of staff while limiting the need to touch surfaces.*

COVID-19 Safety Plan

Second level protection (engineering): Barriers and partitions

- We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.
- We have included barrier cleaning in our cleaning protocols.
- We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

Measures in place

Describe how barriers or partitions will be used in your workplace.
If this information is in another document, identify that document here.

We are not implementing the use of barriers or partitions at this time. We have assessed the working environments and adjusted schedules to avoid the need for this step at this time.

COVID-19 Safety Plan

Third level protection (administrative): Rules and guidelines

- 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.

Measures in place

The following rules and guidelines have been implemented, reviewed in team meetings, discussed during weekly toolbox talks, reinforced through regular emails (e.g. Daily Huddle Email) and signage throughout the building:

- * If you are sick or feeling unwell, even if you believe it is unrelated to COVID-19, stay home and reach out to your manager for further instructions.*
- * If you are displaying symptoms of COVID-19, stay home and self-isolate for 10 days and contact your manager for further instructions.*
- * If you have come in contact with someone that is confirmed to have COVID-19 or have returned from outside of the country, stay home and self-isolate for 14 days. Contact your manager for further instructions.*
- * Once you are feeling better, or the isolation period has been completed with no symptoms, you must complete the COVID-19 return to work questionnaire before entering the building (see attached - F001R COVID-19 Staff Assessment).*
- * Any business travel must be pre-approved by a member of the Strategic Team in advance.*
- * Wash your hands frequently and avoid touching your face. At a minimum, wash or sanitize your hands upon entering the building, before and after breaks and before leaving the building. Signs are posted to encourage this behaviour and to identify correct handwashing procedures. Sanitization stations are located around the building for easy access.*
- * Disinfect your personal workspaces, desks, keyboards, telephones and cell phones daily.*
- * Disinfect surfaces in common spaces prior to every meeting/engagement. Sanitization products are provided.*
- * Disinfect common touch points like coffee pots, water cooler buttons, taps, etc. frequently throughout the day.*
- * Disinfect your hands before entering common areas such as the lunchroom/coffee stations.*
- * Disinfect work areas and tools at the end of every shift.*
- * As much as possible, do not share tools and disinfect all shared tools after each use and your own tools at the end of your shift.*
- * When operating the forklift, you must wear gloves. It will be disinfected at the beginning of every shift and at the end of each break. A schedule will be maintained in the logbook.*
- * When engaging with other employees, maintain 2 metres of physical distance between each other at all times. If the task does not allow for physical distancing, wear masks and follow that instructions posted on correct use.*
- * Only 1 person is allowed in the company vehicle at a time. When dropping off or picking up materials at vendor sites, ensure that you are maintaining physical distancing. Disinfect the vehicle touch points and your hands before and after each visit. The vehicle will be equipped with the appropriate products and you should carry a personal mask.*
- * To the extent possible, limit visitors allowed into the facilities to only those necessary for the continuation of business. Visitors must be approved by management in advance, must be screened to ensure they are symptom free and must follow all corporate Safety protocols during their time on premise.*
- * Maintain similar practices during personal time in order to reduce the risk of exposure to yourself, your family and your co-workers.*

COVID-19 Safety Plan

Fourth level protection: Using masks (optional measure in addition to other control measures)

- We have reviewed the 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.

Measures in place

If a situation arises where the other measures such as physical distancing are not practical to maintain, then masks are to be worn. Such instances may include:

- * Requirement to handle product that cannot be addressed with machinery or with one individual alone.*
- * Administration/receipt of first aid*
- * Access to other facilities such as suppliers, stores, etc.*

Instructions regarding the correct use of masks have been posted and reviewed with staff.

In addition to the supply of masks and sanitization products provided for work related activities, we have also provided all staff with 2 personal bottles of hand sanitizer and 1 disposable mask for their personal use (outside of business).

COVID-19 Safety Plan

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

- We have reviewed the information on **cleaning and disinfecting** surfaces.
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [**Handwashing** and **Cover coughs and sneezes** posters are available at worksafebc.com.]
- We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- Workers who are cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

Cleaning protocols

We have chosen to maintain coffee stations and access to the fridges, utensils and plates. All dishes are washed in the dishwashers provided throughout the building an adequate supply is available to ensure that there is no need to re-use between dishwasher cleanings.

The following cleaning protocols have been implemented in addition to the regular weekly cleaning that was in place prior to the COVID-19 outbreak:

- * Nightly professional cleaning of all frequently touched public surfaces such as the kitchen/coffee stations and fridges, door handles and door "push plates", faucets, public spaces*
- * Cleaning of individual tools/equipment at the end of each shift and shared tools prior to return to the main area.*
- * Forklift sanitization at regular intervals coinciding with the start/end of shift, and during breaks.*
- * Disinfect common touch points like coffee pots, water cooler buttons, taps, etc. frequently throughout the day.*

Step 3: Develop policies

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- 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-19 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 **OFAA protocols** for use during the COVID-19 pandemic.
- We have a **working alone policy** in place (if needed).
- We have a **work from home policy** in place (if needed).
- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate **violence prevention program** is in place.

Our 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, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the **BC COVID-19 Self-Assessment Tool**, or call 811 for further guidance related to testing and self-isolation.]
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your 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, including occupancy limits and effective hygiene practices. [A customizable **occupancy limit poster** and **handwashing signage** are available on worksafebc.com.]
- 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.

COVID-19 Safety Plan

Step 5: Monitor your workplace and update your plans as necessary

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Workers know who to go to with health and safety concerns.
- When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

Step 6: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

- We have a training plan for new staff.
- We have a training plan for staff taking on new roles or responsibilities.
- We have a training plan around changes to our business, such as new equipment, processes, or products.
- We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- We have identified a safe process for clearing systems and lines of product that have been out of use.