

# Contact Report

## Occupational Health and Safety

Occupational Health and Safety Contact Centre 1-866-415-8690 (24 hrs)

<b>Legal Name:</b> COCOCO CHOCOLATIERS INC.	<b>Employer Representative/Title:</b> Brian Beck / President
<b>Work Site Party Name Provided:</b>	<b>Phone Number:</b> (403) 554-6448
<b>Work Site Address:</b> 2320 2 AVENUE SE, CALGARY, ALBERTA	<b>Email Address:</b> bbeck@cococoinc.com
<b>Site Name / Description:</b> Work site - food processing facility	<b>Completed By:</b> OHS Officer Curtis Pidhorney

### Contact Activities

Item	Details	Date
Inspection	<p>On May 8, 2020, the OHS Officer conducted an inspection of the work site (via telephone due to physical distancing requirements in response to the COVID-19 pandemic) as part of the Government of Alberta – OHS 2020 Food Processing Pandemic Focus Inspection program. The inspection was conducted with the Employer Representative, the Employer Design Director, the Employer Retail District Manager and three worker members of the work site health and safety committee. The inspection included a review and discussion of actions taken regarding existing and potential hazards at the work site related to COVID-19.</p> <p>Employer and work site details:</p> <ul style="list-style-type: none"><li>- The Employer legal name is Cococo Chocolatiers Inc.;</li><li>- The Employer's regular and habitual operations are related to food processing;</li><li>- The Employer has one work site in Alberta; and,</li><li>- The Employer has 20 workers in Alberta.</li></ul> <p>Inspection Observations (based on statements by the Employer Representative, the Employer Design Director, the Employer Retail District Manager and three worker members of the work site health and safety committee):</p> <p>1. Hazard Assessment:</p> <ul style="list-style-type: none"><li>- the Employer had assessed the work site for existing and potential hazards related to COVID-19, as required by Alberta OHS Code subsection 7(1);</li><li>- a report of the results of the hazard assessment was completed, as required by Alberta OHS Code subsection 7(2); and,</li><li>- workers were made familiar with the hazard assessment, as required by Alberta OHS Regulation subsection 13(2).</li></ul> <p>2. COVID-19 response actions taken at the work site far include:</p> <ul style="list-style-type: none"><li>- social distancing: signs posted, workers trained, work shifts and patterns adjusted, work from home / remotely where possible, some</li></ul>	May 08, 2020

lunchroom chairs removed, curb side delivery of product;

- sanitization/disinfection: full time cleaner, high touch hard surfaces sanitized multiple times daily, factory equipment sanitized three times daily;
- personal protective equipment: three cloth masks provided to each work with mandatory use in factory if social distancing cannot be met and during interaction with customers during curb side pickup, gloves were used prior to COVID-19 but are used more frequently after, workers trained;
- risk screening: workers trained not to come to work if sick, formal screening program to begin shortly; and,
- hand washing: good hand washing practices followed prior to COVID-19 due to work site being a food processing facility and continue, hand washing and sanitizing stations available, workers trained.

During the inspection, the OHS Officer, the Employer Representative and the worker representative discussed that:

- The Employer may be required to report confirmed positive cases of COVID-19 to Alberta OHS in certain circumstances. See "Publications Delivered" section below for information regarding reporting of work related injuries and incidents; and,
- The Government of Alberta has taken numerous actions to prevent the spread of COVID-19 and that the OHS Officer will email to the Employer Representative links to applicable information after the inspection. See "Publications Delivered" section below for these links.

Item	Details	Date
Publications Delivered	<p>The following internet links were emailed to the Employer Representative after the inspection:</p> <p>COVID-19 Info for Albertans – <a href="https://www.alberta.ca/coronavirus-info-for-albertans.aspx">https://www.alberta.ca/coronavirus-info-for-albertans.aspx</a></p> <p>COVID-19 Support for Employers and Employees – <a href="https://www.alberta.ca/covid-19-financial-support-for-businesses-and-organizations.aspx">https://www.alberta.ca/covid-19-financial-support-for-businesses-and-organizations.aspx</a></p> <p>COVID-19 Alberta Essential Services – <a href="https://www.alberta.ca/essential-services.aspx">https://www.alberta.ca/essential-services.aspx</a></p> <p>COVID-19 Help Prevent the Spread – <a href="https://www.alberta.ca/prevent-the-spread.aspx">https://www.alberta.ca/prevent-the-spread.aspx</a></p> <p>- Social distancing Fact Sheet – <a href="https://www.alberta.ca/prevent-the-spread.aspx#p25621s3">https://www.alberta.ca/prevent-the-spread.aspx#p25621s3</a></p> <p>- Help Prevent the Spread Posters – <a href="https://open.alberta.ca/publications/covid-19-information-help-prevent-the-spread-poster">https://open.alberta.ca/publications/covid-19-information-help-prevent-the-spread-poster</a></p> <p>COVID-19 Guidance for Workplaces (general information website) – <a href="https://www.alberta.ca/guidance-for-workplaces.aspx">https://www.alberta.ca/guidance-for-workplaces.aspx</a></p> <p>- Information Workplace Guidance for Business Owners (specific document from website above) – <a href="https://www.alberta.ca/assets/documents/covid-19-workplace-guidance-for-business-owners.pdf">https://www.alberta.ca/assets/documents/covid-19-workplace-guidance-for-business-owners.pdf</a></p> <p>Respiratory Viruses and the Workplace – <a href="https://ohs-pubstore.labour.alberta.ca/bh022">https://ohs-pubstore.labour.alberta.ca/bh022</a></p> <p>Reporting and Investigating Injuries and Incidents – <a href="https://ohs-pubstore.labour.alberta.ca/li016">https://ohs-pubstore.labour.alberta.ca/li016</a></p> <p>Reporting and Investigating Potentially Serious Incidents (PSIs) – <a href="https://ohs-pubstore.labour.alberta.ca/li016-1">https://ohs-pubstore.labour.alberta.ca/li016-1</a></p>	May 08, 2020

This Contact Report was delivered electronically to: Brian Beck on May 08, 2020

Issued by Occupational Health and Safety

The Alberta Occupational Health and Safety Act requires that orders issued be posted in a conspicuous place as soon as practicable until conditions have been met.

Section 70 and 71 of the Occupational Health and Safety Act allow for orders and some decisions to be reviewed and/or appealed. Visit [alberta.ca/labour-and-immigration.aspx](http://alberta.ca/labour-and-immigration.aspx) or call 1-866-415-8690 for more information. The initiation of a review or appeal does not suspend the order or decision unless a stay is granted. Requests for review and/or appeal must be initiated within 30 days of the initial date of service.

To obtain a copy of Alberta's Occupational Health and Safety legislation, visit: [www.qp.alberta.ca](http://www.qp.alberta.ca)

To stay current on all COVID-19 information, including guidelines for workplaces, visit <https://www.alberta.ca/guidance-for-workplaces.aspx>

Orders put in place by the Chief Medical Officer of Health can be viewed at <https://www.alberta.ca/covid-19-orders-and-legislation.aspx>