



COVID-19 Exposure Control Plan				
Department	Document	Version	Date Issued	Last Revision
Lab	Exposure Control	2	30/3/2020	5/16/2020

1 Purpose

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19.

While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.

The purpose of this procedure is to communicate Certispec's plan to control employee exposure to COVID-19.

2 Scope and Distribution

This exposure control plan applies to Certispec employees who may become exposed to COVID-19 while performing work on behalf of Certispec.

This procedure will be available to all employees through SiteDocs and SharePoint

3 Responsibilities

3.1 Sr. Managers

Sr. Managers are responsible for:

1. Developing policies, processes and procedures regarding pandemic management.
2. Coordinating the incident command system as per the Emergency Preparedness and Response Sub-Program.
3. Keeping apprised of news regarding COVID-19 and communicating official recommendations from government and regulators to all affected parties within Certispec.
4. Educate employees on the hazards and risks of COVID-19 exposure in the workplace.
5. Educate employees on this Exposure Control Plan and any efforts or requirements relating to preventing spread of the virus in Certispec workplaces.
6. Support workers maintaining social distancing (2m separation) in the workplace, such as by limiting the number of workers in meeting rooms. This includes facilitating working from home where possible.
7. Where maintaining social distancing is not possible, implementing physical barriers through equipment or PPE, safe work procedures and decontamination procedures to prevent the spread of COVID-19.
8. Ensuring handwashing facilities are available to employees and where possible, providing employees with hand sanitizer.
9. Requiring contractors to have COVID-19 exposure control plans.
10. Reviewing and updating this plan at least annually or periodically as practicable if changes to practice or assessments are needed.



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3.2 Managers

Certispec Managers are responsible for:

1. Ensure employees receive this Exposure Control Plan and are familiar with the contents.
2. Educate employees on the hazards and risks of COVID-19 exposure in the workplace.
3. Participate in COVID-19 incident command team meetings. Communicate information from the meetings with direct reports as necessary.
4. Support workers maintaining social distancing (2m separation) in the workplace.
5. Providing job-specific safe work procedures, decontamination procedures, personal protective equipment and barriers where a job requires employees to work within 2m of each other.

3.3 Dispatchers

Dispatchers are responsible for:

1. Participating in COVID-19 incident command team meetings.
2. Communicating COVID-19 safety requirements to staff.
3. Communicating with staff regarding their health (e.g. if they have been experiencing flu like symptoms, fever, coughing, difficulty breathing).

3.4 Supervisors

1. Following Certispec and site-specific COVID-19 protocols and requirements.
2. Communicating with their manager regarding COVID-19 protocols and requirements.
3. Communicating with staff regarding their health (e.g. if they have been experiencing flu like symptoms, fever, coughing, difficulty breathing).
4. Ensuring COVID-19 protocols and requirements are implemented on-site with the staff they supervise including frequent hand washing, common area sanitization and social distancing.
5. Participating in developing SWPs when 2m social distancing cannot be maintained.

3.5 Employees

1. Staying home and reporting to their manager if they are exhibiting symptoms of COVID-19, if they have traveled outside of Canada in the past 14 days or if they have been in contact with someone who has tested positive for COVID-19.
2. Informing their manager if they test positive for COVID-19.
3. Following Certispec and site-specific COVID-19 protocols and requirements.
4. Washing their hands frequently and/or using hand sanitizer.
5. Maintaining 2m distance between themselves and other persons while at work.
6. Following SWPs when performing work that requires them to be within 2m of another person (including PPE, hand hygiene and decontamination procedures).
7. Communicating unsafe conditions and practices to their supervisor or Joint Health and Safety Committee representative.
8. Reporting potential exposure incidents to their manager or Joint Health and Safety Committee representative.



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4 Definitions

Coronavirus disease (COVID-19) is an infectious disease caused by a new virus.

The disease causes respiratory illness (like the flu) with symptoms such as a cough, fever, and in more severe cases, difficulty breathing.

Contaminated means the presence of the reasonably anticipated presence of saliva droplets or contact with a person.

Social Distancing means maintaining a minimum 2m physical distance between persons.

5 Materials

General:

- Soap and warm water
- Hand sanitizer
- Latex gloves
- Bleach solution

Materials and PPE specific to a job-task will be detailed in the safe work procedures (SWP).

6 Risk Identification and Assessment

All Certispec employees have the potential for occupational exposure to COVID-19.

It is reasonably anticipated that such contact may occur when employees are in contact with each other or other affected parties (e.g. terminal staff).

COVID-19 is not believed to be transmitted through airborne transmission. Covid-19 is believed to be spread through the droplets expelled when a person coughs or sneezes. These droplets can be inhaled before they fall to the ground or other surface, resulting in possible exposure.

Social distancing of 2m between is intended to reduce this exposure mechanism. Additional protections including facing away from others when sneezing or coughing, sneezing or coughing into ones elbow or a tissue, wearing a mask (not a respirator) to contain droplets, and anything else that limits the spread of droplets.

6.1 Routes of Transmission

Exposure to COVID-19 may occur in several ways including through droplet transmission and contact transmission. At this time, airborne transmission is not known to occur with COVID-19.

Contact transmission of COVID-19 can occur directly or indirectly.

Direct transmission: can occur for example if droplets containing the virus move from one person to another when they contact each other such as when shaking hands or hugging. The virus enters the recipient when they then touch their eyes, nose or mouth with contaminated hands, sleeve, etc.



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Indirect transmission: occurs when a person touches a surface that has droplets on it such as an elevator button, table, document, etc. and then touches their eye, nose, mouth etc. Surface contact is of note as COVID-19 can survive on many surfaces for days.

Frequent hand washing, social distancing and avoiding touching ones face are meant to reduce the likelihood of these forms of transmission. Specific measures to wipe down frequently touched surfaces are in place at Certispec offices and field offices.

6.2 Risk Assessment

The following assessment provides basic information for protection of workers in some but not all types of work situations.

- Certispec Sr. Managers and Managers are considered **Low Risk** when working remotely or in the office (this includes the Prince Rupert Office).
- Laboratory staff are considered LOW RISK when working in the Cariboo and PCT Laboratories.
- Field supervisors and workers visiting worksites are considered **Moderate Risk**.
- No Certispec workers are expected to have work in **High Risk** scenarios.

The table below focuses on PPE and personal hygiene, but does not address work procedures or engineering controls which are also considered in this Exposure Control Plan.

COVID-19 Risk Assessment	Low risk: Workers who typically have no contact with pandemic influenzas infected persons.	Moderate risk: Workers who may be exposed to infected persons from time to time in relatively large, well ventilated workspaces.	High risk: workers who may have contact with infected patients, or with infected persons in small, poorly ventilated workspaces.
Hand hygiene	Yes (washing with plain or antimicrobial soap and water; or use of hand wipes that contain effective disinfectant)	Yes (washing with plain or antimicrobial soap and water; or use of hand wipes that contain effective disinfectant)	Yes (washing with plain or antimicrobial soap and water; or use of hand wipes that contain effective disinfectant)
Disposable Gloves	Not required	Not required (unless handling contaminated objects on a regular basis)	Yes in some cases e.g. when working directly with pandemic influenzas patients.
Apron, gown or similar body protection	Not required	Not required	Yes in some cases e.g. when working directly with pandemic influenzas patients
Eye protection – Goggles or Face shield	Not required	Not required	Yes in some cases e.g. when working directly with pandemic influenzas patients.



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Airway Protection - Respirators	Not required	Not required (unless likely to be exposed to coughing and sneezing)	Yes (minimum N95 respirator or equivalent)
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Risk Assessment by WorkSafe BC, retrieved March 30, 2020, 15:00.

7 Risk Control

Eliminating personal contact between employees is the preferred means to eliminate or minimize employee’s exposure to COVID-19. Due to the nature of Certispec’s work, such controls are not always practical. Certispec will implement provincial government and OHS regulatory recommendations for controlling exposure. Additional controls are detailed in this section and in task specific SWPs.

7.1 Engineering Controls

Certispec is not employing engineering controls, however disinfection of frequently touched hard surfaces at offices, laboratories and in vehicles is in place.

7.2 Administrative Controls

The primary methods of controlling COVID-19 are procedural including:

Frequent handwashing:

- Before leaving a work area
- After handling items or touching surfaces that may be contaminated
- Before eating, drinking, smoking, handling contact lenses, putting on masks, respirators or glasses.

Social Distancing:

- Maintain 2m distance from others
- Limiting the number of people in a room – including laboratories (maximum 4 people where at least 2m minimum distance can be maintained)
- Working from home where possible (management team)
- No car sharing
- Self-isolating at home if aware of having flu-like symptoms (fever, cough, sneezing, difficulty breathing) for 14 days or until symptoms have passed.
- Self-isolating for 14 days if returning from international travel or if living with someone who has tested positive for COVID-19.
- Following the guidelines from public health authorities as they apply to your situation.

Cough/Sneeze Etiquette

- Maintain social distancing (2m)
- Face away from others when sneezing or coughing
- Sneeze or cough into your elbow, sleeve or a tissue
- Wash hands frequently

7.3 Personal Protective Equipment

Certispec employees do not need PPE to protect themselves from contracting COVID-19. It is recognized that some employees may want to use their own PPE in an effort to reduce exposure potential or



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alleviate concern on their own part or the part of others around them. The following section is intended to identify good practices for the use of certain types of PPE, but is not considered directive or intended to meet a regulatory requirement for training or use. Task-specific requirements for PPE will be detailed in SWPs.

Gloves

Disposable gloves are not a replacement for handwashing. When used they should be put on with clean, freshly washed or sanitized (but not still wet with sanitizer) hands. Taking them off is best done by pulling one glove down and away from the palm without touching the wrist of the hand it's being taken off from. The removed glove is then bundled and held in the other hand. The clean hand is then used to pull the remaining glove over and around the grasped glove with all the outside of the glove and the other glove now inside. The glove should then be double bagged and disposed of and the hands washed or sanitized.

Masks

The use of masks to contain droplets by persons who may have COVID-19 is a recommendation of public health authorities. Workers who may have COVID-19 are asked to not come to work, and to follow up by phone with their healthcare provider or call 811.

If not done properly, using masks may increase the risk of contact transmission of COVID-19 in a person not already infected.

Masks take several different forms, notably surgical or dust-mask types, and respirators including disposable N95 respirators that are similar in appearance to dust masks. Except for workers in High Risk scenarios such as health care, respirators including disposable N95 respirators are generally not required, and have not been assessed as appropriate for Certispec staff in the course of their duties.

Staff who wish to use personal masks may do so. The best way to avoid accidental transmission while donning a mask is to use freshly cleaned hands and to avoid touching the face while putting it on. While wearing a mask one should avoid touching their face, which can be difficult if the mask is not adjusted appropriately. Taking off a mask should be done with freshly cleaned hands and include cupping the mask and releasing the ear loops then pulling the mask down and away from the face before bagging and disposing of it. Hands should immediately be washed or sanitized.

Eye protection

Safety goggles are intended to protect from spray, mist or fog. Safety glasses are intended to protect from flying objects. Face shields are intended to protect the face from flying objects or spray and are used in conjunction with safety goggles or safety glasses depending on the hazard.

Certispec employees are expected to use safety glasses as typical PPE when visiting project work sites. There is no expectation of workers to use eye protection in relation to COVID-19, however workers are welcome to wear them in the workplace.

Putting on and removing eye protection should be done with freshly cleaned hands. Eye protection believed to be contaminated should be cleaned and disinfected or bagged and disposed of.



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8 Education and Training

Certispec employees have been provided with information regarding COVID-19 safety via SharePoint. This Exposure Control Plan will be stored online in SiteDocs under Resources, COVID-19 and on SharePoint. Supervisors will ensure all direct reports are provided with this plan and review it.

On arrival at a project or office location, workers will determine:

- o Location of handwashing facilities or hand sanitizer
- o How to report symptoms of COVID-19
- o Any local requirements, such as sign-in/out or limitations on locations or numbers of workers

Workers will review and acknowledge this plan and associated procedures for personal protection.

9 Health monitoring

Workers who may have COVID-19, including having flu-like symptoms should immediately report to their Manager by phone ideally and at least while maintaining social distance (2m from others). DO NOT report to the worksite and DO NOT report to terminal or vessel first aid.

10 References

1. WorkSafeBC: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information>
2. BC Center for Disease Control: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>
3. Public Health Agency of Canada: <https://www.canada.ca/en/public-health.html>
4. World Health Organization: <https://www.who.int/>

11 Documentation and Record Keeping

Records of training/review of this ECP will be stored on SiteDocs.

This plan will be posted:

- 1) On Certispec’s public website
- 2) On SiteDocs > Resources > Safe Work Procedures and Exposure Control Plans
- 3) Physically in Certispec owned- workplaces and site offices where permitted by the worksite-owner.

12 Authorization

	NAME	TITLE	Initials	DATE
Author	Laura McNeice	COR Consultant	LM	30/3/2020
Authorized by	Garth Collyer	Regional Manager		
Joint Committee Representative	<u>Paul Bryant</u>	<u>JHSC Employee Representative</u>	<u>PB</u>	<u>2020/05/18</u>



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13 Procedure Revision History

This procedure will be reviewed by the Joint Health and Safety Committee when there is significant organization or regulatory changes that affects the procedure or at minimum annually. Changes to the procedure will be recommended from the committee to management. Changes to the procedure will be documented in the table below.

Rev no.	Effective Date	Significant Changes	Previous Rev no.
May 16, 2020	May 19, 2020	<ol style="list-style-type: none"> 1. Update number of persons permitted in one room/laboratory to 4 where 2m minimum distance can be maintained. 2. Updated posting requirements under Documentation and Record Keeping. 	1

Appendix A: Guidelines for De-Contaminating Surfaces

1 Decontaminating Surfaces

The procedures for cleaning potentially contaminated surfaces:

1. Keep the potentially contaminated material away from your face.
2. Put on disposable gloves.
3. Gently pour a solution of 1-part bleach to 9-parts warm water – onto a paper towel.
4. Wipe the potentially contaminated surface with the paper towel with bleach solution.
5. Let the surface site for 15 minutes.
6. Remove gloves and place in a garbage bag with all other soiled cleaning materials.
7. Double bag and securely tie up garbage bags and discard.
8. Thoroughly wash hands with soap and water.

2 Laundering potentially contaminated clothing

If clothing or cloth is potentially contaminated:

1. Set the washing machine to HOT water.
2. Add regular detergent and 3/4cup of bleach diluted with 4 cups of water.
3. Put contaminated clothing into the machine after detergent and bleach solution has been added.
4. Launder for a minimum of 25 minutes.

3 How to wash your hands

It's generally best to wash your hands with soap and water. Over-the-counter antibacterial soaps are no more effective at killing germs than is regular soap.

Follow these steps:

1. Wet hands with clean, running water — either warm or cold.
2. Apply soap and lather well.
3. Rub hands vigorously for at least 20 seconds. Remember to scrub all surfaces, including the backs of your hands, wrists, between your fingers and under your fingernails.
4. Rinse well.
5. Dry hands with a clean towel or air-dry them.

4 How to use an alcohol-based hand sanitizer

Alcohol-based hand sanitizers, which don't require water, are an acceptable alternative when soap and water aren't available. If you use a hand sanitizer, make sure the product contains at least 60% alcohol. Follow these steps:

1. Apply the gel product to the palm of one hand. Check the label to find out the appropriate amount.
2. Rub hands together.
3. Rub the gel over all the surfaces of hands and fingers until hands are dry.
4. Wash your hands with soap and water as soon as possible.