

COVID-19 Safety Plan

Health Hazards of COVID-19

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 in contact to other people, the more time you spend near them, and the more people you expose yourself to. The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time. Symptoms can occur between 2-14 days after exposure and can include:

- Fever
- Cough
- Sore throat
- Difficulty breathing
- Sneezing

RotorLink Technical Services Commitment

RotorLink Technical Services is committed to providing a safe and healthy workplace for our staff and customers. Assessments will be continuously performed. From these assessments, protocols and procedures will be created and updated as new information is provided and as our operations change. All RotorLink employees must follow the protocols and procedures to prevent and reduce the exposure of COVID-19.

Responsibilities

Employer Responsibilities

The employer is responsible for ensuring the workplace is a safe environment for all workers and visitors.

The employer will:

- Identify infectious diseases that are or may be in the workplace
- Identify areas that people commonly come into contact
- Inform workers how they can be exposed to infectious diseases in the workplace
- Educate, train, and supervise workers on safe work procedures
- Provide disinfecting supplies for the workers
- Inform workers to seek medical attention as needed

Manager/Supervisor Responsibilities

Managers and supervisors communicate with the workers and are responsible to ensure workers are following all safe work procedures.

Managers and Supervisors will:

- Ensure the workers are instructed on the controls for the hazards at their worksites
- Ensure the workers understand the safe work procedures as listed and discussed
- Ensure all applicable workers have the required PPE
- Coordinate work in a manner that eliminates or minimizes risk to workers

Employee Responsibilities

Employees are responsible for the safety of themselves and people around them.

Employees will:

- Know the hazards in their workplace
- Follow established work procedures and safety protocols as directed by their employer or worksite
- Use PPE as required
- Report any unsafe conditions or acts to their supervisor, manager, or site employer
- Maintain physical distancing from co-workers, visitors, and the public
- Know how and when to report exposure incidents

Risk Assessment

- We have involved frontline workers, supervisors, and the joint health and safety committee.
- We have identified areas where people gather, such as the office, packing area, and photobooth areas.
- 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, or at other work locations.
- We have identified the tools and equipment that workers share while working. This includes forklift, ladders, packing supplies, etc.
- We have identified surfaces that people touch often. These include doorknobs, light switches, printer/photocopier, scanner, sink faucets, coffee machine, water cooler, refrigerator, telephones, staplers, etc.
- 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 communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.
- Workers who are cleaning have adequate training and materials.

Implement Protocols

We are constantly communicating with our staff and reviewing the daily updates from our governments.

Considerations when creating protocols are:

- Frontline workers, supervisors, and the joint health and safety committee.
- Orders, guidance, and notices issued by the provincial health officer.

We have clearly communicated these rules and guidelines to workers through a combination of training, written and verbal communications.

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.

- We have a working alone policy in place (if needed).
- We have a work from home policy in place (if needed).

Our policy addresses workers who may start to feel ill at work. It includes the following:

- 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.

Develop Communication Plans

Ensuring all workers and visitors know how to keep themselves safe while at our workplace.

- All workers have informed about the policies for staying home when sick.
- We have posted signage at the workplace on effective hygiene practices.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Monitoring our Workplace and Updating our Plans as necessary

- Things may change as our business operates. If we identify a new area of concern or if it seems like something isn't working, steps to update our policies and procedures will be taken. Management, workers, and the safety committee will be involved.
- 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.

WORKING AT THE OFFICE

Measures in place

- Spacing out desks to keep 2M (6 FEET) Distance
- Changes to work schedules
- Changes to how tasks are done
- Occupancy limits for workers
- Posted signage at the main entrance, limiting or prohibiting visitors from entering the premises, including visitors and workers with symptoms
- Encouraging frequent hand washing
- Installing additional hand sanitizing stations, pumps, and disinfectants
- If worker is sick or showing flu-like symptoms, they are required to seek medical attention (811 or family doctor) and stay at home

Policies in place

- Wiping down communal equipment after each use
- Sanitizing personal desk area before going on lunch and at the end of workday
- Sanitizing commonly touched areas such as door knobs, handles, and doors twice daily; around noon and at end of day
- Cleaners come in on a weekly basis and sanitize individual desks and countertops. Floors are vacuumed and mopped as per their regular cleaning practices

REMOTE WORKING/WORKING ALONE

Measures in place

- Work-from-home arrangements (if needed)
- Virtual meetings
- Rescheduling work tasks

Policies in place

- Remote workers must email/whatsapp/text their supervisor/manager upon the start and end of their shift and lunch break.
- If no communication by the worker within 30 minutes of the scheduled check-in/out time, their supervisor/manager will follow up by email/whatsapp/text.
- If no reply is received within 15 minutes, the supervisor/manager will call the worker which will be documented by email/whatsapp/text once contact has been made and the safety of the worker is confirmed.
- If no contact has been made by phone, another phone call will be made 15 minutes later where an email/whatsapp/text will be followed once the safety of the worker has been confirmed.
- If no answer has been made at this point in time, the worker's emergency contact will be called.
- If the worker's emergency contact can't confirm the worker's whereabouts or safety, emergency services will be called.

WORKING OFF-SITE

Measures in place

We understand the limitations of masks to protect the wearer from respiratory droplets and understand that masks should only be considered when other control measures cannot be implemented. We have trained workers in the proper use of masks.

- Technicians are trained to ask questions regarding COVID-19 safety before potentially entering a home or office
- Technicians have been provided hand sanitizer wipes and pumps to wipe down their vehicle, hands, and equipment as needed

Policies in place

- Technicians will wear facial coverings when physical distancing is not an option

TRAINING NEW WORKERS

New hires will be informed of our policies and protocols to ensure they are adhering to our COVID-19 safety plan.

Measures in place

During training, the following will take place:

- Show where washrooms, hand sanitizer and cleaning stations are
- Inform of safety protocols and procedures

Procedures in place

- Physical distancing: When physical distancing is not possible, facial coverings must be worn by all people and the space sanitized immediately after