

Safe Work Plan				
COVID-19: <i>PRD Operations Staff Safe Work Plan</i>				
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Department/Lab	PRD Operations	Document #		
Note: This SWP applies to the following PROGRAMS/COURSES:				
Program		Course Code		
PRD Operations (Grounds, HVAC, Electrical, Plumbing, Maintenance)				

Overview

COVID-19 is a respiratory disease caused by a new type of coronavirus. Public Health Ontario advises the virus is spread predominantly through respiratory droplets produced by an infected person when coughing, sneezing, or talking to others who are in close proximity (within 2 Meters) to them.

The following interim guidance includes recommendations to help reduce the risk of community exposures to acute respiratory illnesses, including COVID-19, in academic labs.

If an employee or student begins to feel unwell while on campus, please contact ext.4444 immediately to receive instruction and guidance on next steps.

Scope

This document will provide guidance on working safely based on all COVID-19 related H&S sector-specific and Public Health guidelines. This safe work plan applies to all Fleming staff, students and community members operating within the lab space or participating in the courses listed above. This safe work plan must be used in conjunction with all Fleming College operational procedures and established safety protocols.

Restricted Campus Access

All occupants must be pre-approved prior to arrival. All individuals attending campus are required to complete "Return to Campus" training in advance and participate in daily health-related screening as per Public Health recommendations. Additionally, all employees and students are required to wear a non-medical mask or face covering while on campus and practice physical distancing and personal hand hygiene.

Recognize the COVID related hazards

- Sustained close contact (greater than 15mins)
- Shared materials, tools, equipment
- Congregation

Expected Controls to Reduce COVID Transmission

The following controls reflect current Public Health measures to reduce transmission of COVID-19 in the work and learning environment. All participants are expected to practice these safety measures during the course of work.

Close Contact

- Ensure 2m. or 6ft. physical distancing at all times.
- Daily attendance will be taken. Ideally make note of partnerships and assigned workstations.
- If project/pair work is required, staff and students will be assigned consistent partner for the entirety of the course. Activities that require contact will only be completed with assigned partners.
- Sustained close contact (greater than 15mins) requires a procedural mask AND eye protection.

Shared Equipment

- Assigned equipment to be used as much as possible to reduce sharing.
- Students will be encouraged to bring in their own tools when possible.
- When shared equipment and tools must take place, vigilant hand hygiene will be the primary control.
- Diligent hand hygiene will occur before and after contact with a piece of equipment.
- The instructor podium and electronics i.e. safety phone, computer keyboard, mouse, monitor, etc. will be disinfected prior use and after use using wipes provided.
- Equipment can be left to “rest” for min of 72 hours or disinfected prior to redeployment.

Congregation

- Respect all directional floor markings and posted safety signs.
- Use of staggered schedules to reduce potential of hallway, breakroom etc. congregation.
- Numbered workstations are assigned for duration of all lab activities.
- Workstations are pre-stocked, by lab technologist in advance to minimize student’s movement during the lab.
- Demonstrations will be led by instructor in smaller groups to avoid close congregation.
- Consider the use of technological support such as document cameras.
- Use of plexiglass barriers can be considered for close contact discussions in addition to face coverings.
- Unapproved close contact between individuals is strictly prohibited.

Sanitation

- All labs and workspaces will be provided with hand sanitizer and disinfectant wipes. Care will be taken to use only what is required to prevent waste of supplies.
- All consumables such as wipes will be discarded in the garbage cans provided after use.
- All unnecessary equipment will be removed from the lab/workspace space to promote wipeable surfaces and encourage physical distancing.
- Vigorous hand hygiene must be practiced after using shared equipment or high touch surfaces.

- It is extremely important that everyone washes and/or sanitizes hands o before touching your face, eyes, or mouth;
 - o before putting on your personal protective equipment (PPE);
 - o before eating, drinking, smoking or vaping;
 - o after removing your PPE or your soiled work clothing;
 - o after working on a surface touched by other people; and
 - o after using a tool or equipment that is shared with other people.

CAUTION: DO NOT USE HAND SANITIZER WHEN COMPLETING FLAME WORK DUE TO THE FLAMMABILITY OF THE ALCOHOL IN THE HAND SANITIZER. Each lab is equipped with a sink, running water and soap for use upon entry into the lab. Directions of effective hand washing signs are present at all sinks.

Shared Responsibility

- All participants are expected to read and practice all safety measures outlined in this document.
- All participants are responsible for identifying safety related hazards in the workplace.
- The Supervisor is responsible for ensuring all safety measures are known and adhered to by all workers in the workplace.

Please complete this section

1. Overview of Tasks

- a. Perform work responsibly and safely in compliance with applicable regulations and standards
- b. Perform safe set-up, operation and maintenance of all equipment
- c. Utilize a variety of tools and equipment for day-to-day tasks throughout campus
- d. Proper utilization of PPE (masks, gloves, sanitizer, wipes)
- e. Knowing the hazards of their workplace and their respective areas

2. Recognize Hazards - Potential exposure while performing work

- Close contact (where physical distancing is a challenge)
- Shared equipment
- Congregation (lunches, breaks, commonly used areas)
- Use of fleet vehicles
- Direct contact with contract workers
- Offsite supplies with various vendors

3. Detail the controls that are implemented to reduce hazards

- **Close contact (where physical distancing is a challenge)**
Physical distancing at 2-meters is identified as best practice for the prevention of transmission. When not feasible to do so, a procedural face mask & eye protection must

be worn. Limit room occupancy to one (1) person, unless task at hand absolutely requires more than one person to be performed safely, e.g. lifting heavy items

In order to reduce the likelihood of close contact transmission, we are avoiding paired work as much as possible. If you need to have close contact (less than 6ft PD) paired work for other safety related reasons please follow these steps;

- Advise your Manager via spark message – who, when and why
 - Ensure eye protection is on
 - Replace cloth face covering with procedural masks (wash hands prior to removal)
 - Limit close contact as much as possible, while working safely
- **Shared equipment**
Whenever possible, shared equipment such as tools will be dedicated to each operations staff member. Vigilant hand hygiene and routine disinfection practices will need to be taken if any tool or equipment is being shared. Sanitization wipes provided to each staff member to ensure tools can be wiped down.
 - **Congregation (entering and exiting labs etc.)**
Floor markings, entry/exit guidelines along with staggering breaks to ensure physical distancing within all campuses in order to avoid social congregations throughout any area. Removing furniture in PRD lunchroom so that this can be reiterated will take place and stored. Proper signage will be posted as well in PRD storage areas and lunchrooms regarding physical distancing and proper hygiene for use of shared appliances (fridges, microwaves etc.) All breaks and lunches to be offset to help eliminate social congregations.
 - **Use of fleet vehicles**
After each use by any PRD Operations staff member, all fleet “high touch” points such as door handles, steering wheel, seat belt buckles, shift levers and key fob should be wiped after each use ensuring clean vehicle for the next person. A supply kit is provided in each fleet vehicle with wipes, sanitizer and Kleenex along with a vehicle cleaning checklist.

Employees should avoid travelling together in vehicles as much as possible. In addition, the provincial legislation requires each person to wear a face covering while using employer vehicles.

If you need to travel in a vehicle with another employee please follow these steps;

- Advise your Manager via spark message – who, when and why.
 - Ensure you have a procedural mask and eye protection on for sustained close contact.
 - Read and practice the safety measures contained in the Use of College Vehicle Safe Work Plan
- **Direct contact with contract workers**
All contractors and companies onsite will have an approved Return to Work Covid19 plan before entering any campus. After plan approval, a list of contractor names will be given so that it can be shared with security and staff. All contract workers must follow the same guidelines while working onsite. Anyone not following these guidelines will be asked to leave site. All contractors must be pre-approved through the Building Access Request Form - <https://department.flemingcollege.ca/safety/campus-access-request/>

- **Offsite Vendors**

All Operations staff must notify their manager or the backup manager when leaving site and try to avoid non-essential trips outside of campus. Use alternatives such as online purchasing, over the phone purchasing and having it delivered to site as much as possible.

4. Space Readiness

- **Sanitation supplies**

- Access to soap and water (ways to properly clean hands) or alcohol-based hand sanitizer
- Washroom facilities
- Sanitizing commonly touched surfaces or areas (door handles, equipment etc.)
- If sharing tools is necessary, enable sanitization of shared equipment.
- Posting signage on hygiene around the workplace and commonly used areas so everyone can understand to do their part

- **PPE requirements**

- **Trades** – For all trades staff that are in enclosed areas (HVAC, plumbing, electrical), masks, nitrile gloves and eye protection should be worn. Disposable masks are available when needed for one time use and can be immediately disposed of. Masks are to be worn within the building in common areas. When physical distancing is compromised, a procedural face mask & eye protection must be worn.
- **Operations** – Masks to be worn inside buildings, public areas or in the company of others at all times. Additional PPE is readily available such as gloves, eye protection and various styles of face masks that can be reused. When physical distancing is compromised, a procedural face mask & eye protection must be worn.
- **PPE available for staff:** For all PRD staff, there is readily available supplies of gloves, safety glasses, face shields and 3 ply surgical masks.
- **Note:** Any other requirements can be discussed with reporting manager such as disposable coveralls.

- **Furniture Removal/Relocation/Assignment**

- **Lunchrooms** – All lunchrooms will be spaced accordingly and furniture removed in order to accommodate staff. All staff expected to follow occupancy limitations in lunchroom. (Sutherland capacity – 2 on computers; eating not permitted) (Frost capacity is 1)
- **Offices** – Shared offices will have the staffing work areas properly distanced. Masks to be worn in shared office spaces for staffing safety along with sanitizer supplies
- **Computers** – Shared computers will need to be wiped down after each use and wipes are available for cleaning

- **Floor Markings general signage**

The necessary floor markings will be allocated in areas throughout the building for staff safety in all common areas.

- **Entry/Exit Guidelines**

All staff will use the Fleming Safe App for prescreening purposes before entering the building. Link found below.

<https://department.flemingcollege.ca/safety/fleming-safe-app-screening-tool/>

5. Occupancy Exceedance

Yes

No

Risk Mitigation Strategies Details Here (If needed):

Evaluation of Safe Work Plan

- a. Review and update this plan at the onset of each new section to ensure it reflects updates, amendments to legislation and best practices.
- b. Ongoing review of stock of disinfecting wipes, cleaning supplies and personal protective equipment.
- c. Weekly inspections to ensure spaces remain decluttered and organized.
- d. Frequent review and revision of Safe Work Plan to reflect ongoing policy revision and amendments.

Approvals

Revision History

Date	Rev.	Revision Summary	by
Sept 29/20	0	Original	RT
Oct 20/20	1	Revised	
Jan 8/21	3	Revised	RT
Jan 19/21	4	Revised	RT