

Safe Work Plan				
COVID-19: <i>Physical Resources Office</i>				
Created by	Gareth Nelmes	Supervisor Approved		Pages 4
Created Date	September 28, 2020	Revised Date	12 Mar 21	
Department/Lab	PRD	Document #		
Note: This SWP applies to the following PROGRAMS/COURSES:				
Person		Location		
Elizabeth Waudby		Portable #1		

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 office environments.

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 office space 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.

Please complete this section

1. Overview of Tasks / Outline of Activities in Lab

Administrative role within the Physical Resources Department. This role is predominately desk-based working on Evolve, eBase and the Microsoft

Office Suite. Some tasks do involve interactions with third party vendors such as Moving Companies and other College Staff.

- Working with College Staff from other departments;
 - Could involve face to face meetings to review financial information.
 - Exchange of paperwork when necessary – using electronic means where possible.
- Moving items from Offices to allow projects to be completed;
- Working with third parties and showing them around the Campus.

2. Recognize Hazards - Potential exposure while performing work

(In reviewing office activities please add any additionally identified hazards to the list below)

- **Required close contact with Third Parties**
- **Required close contact with Members of the College.**
- **Shared equipment** (photocopier, office supplies)
- **Use of College owned vehicles**

3. Detail the controls that are implemented to reduce hazards

Close Contact with Third Parties – A procedural face mask and safety glasses should be worn when working in close proximity with people from a third party vendor. Good hand hygiene should be practiced before and after the meeting. Avoid touching the face until hands can be washed or sanitized after the meeting.

Close Contact with Members of the College – A procedural face mask and safety glasses should be worn when meeting other individuals from the College in person. A procedural face mask and eye protection is required to be worn when inside College buildings. The face covering can be removed when sat at a personal workstation. Lunch can be taken at the desk or in designated area as defined by signage in the main campus building. Personal belongings should be stored in a pedestal or filing cabinet which is used by the staff member only.

Shared Equipment – Sharing of office equipment (staplers, pens etc.) shall be stopped to minimize the risk of spreading COVID-19 between members of the College. Where it is not possible to prevent sharing of equipment (photocopiers for example) the user should sanitize their hands before and after using the equipment and not touch their face while using the equipment. This will help minimize the risk of spreading COVID-19 from person to person.

Use of College owned Vehicles – When the use of any College owned vehicle is necessary the position should follow the Vehicle Cleaning Checklist to minimize exposure to COVID-19 for themselves and other users of the vehicle. The high touch points within the vehicle should be sanitized prior to starting the journey and on completion of the journey. Vehicles are provided with hand sanitizer and sanitizer wipes for cleaning the frequently touched controls. If any of the supplies are missing, the vehicle should not be used until the required items are restocked.

4. Space Readiness

- Hand sanitizer is available throughout the office.
- Procedural face masks required for close contact with Third Parties.
- Furniture relocation to minimize contact with Third Parties.
- Plexiglass barriers, where required, around desks to reduce spread of COVID-19
- Enter Portable #1 through door at back of portable and exit through the front door.

5. Office Occupancy Exceedance

If this office has an approved and planned exceedance, please detail additional mitigation strategies for this inherent risk.

☐ Yes

☒ No

Risk Mitigation Strategies Details Here (If needed):

Evaluation of Safe Work Plan

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

Approvals

Revision History

Date		Rev.	Revision Summary	by
28-Sep-20		0	Original	GN
18 Nov 20		1	Revision 1	GN
12-Mar-21		2	Revision 2	GN

Tip Sheet

Mitigation Control Strategies

Please review the following examples of mitigation control strategies as related to the inherent risks associated with the acute respiratory illnesses including COVID-19.

Elimination/Substitution Controls:

- Remote work where possible
- Staggered shifts, lunches, breaks
- Virtual learning and demos
- Removal of unnecessary equipment/furniture/materials
- Material handling tools
- Point of Sale Extension Poles

Engineering Controls:

- Plexiglass Barriers
- Workstation Partitions
- Use of a document camera
- Enlarged Screen

Administrative Controls:

- Floor Markings
- Entry/Exit Guidelines
- Assigned workstation/equipment/tools
- Increased sanitation/disinfection protocols
- Job Rotation for work behind plexiglass partitions

PPE Controls:

- Procedural Masks
- Safety Glasses
- Gowns/Coveralls
- Gloves