

Safe Work Plan				
COVID-19: <i>Physical Resources Office</i>				
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<b>Created Date</b>	September 29, 2020	<b>Revised Date</b>	12 Mar 21	
<b>Department/Lab</b>	PRD	<b>Document #</b>		
<b>Note: This SWP applies to the following PROGRAMS/COURSES:</b>				
<b>Person</b>		<b>Location</b>		
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## 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.

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Please complete this section

### 1. Overview of Tasks / Outline of Activities in Lab

Technical role within the Physical Resources Department. PRD Facilities Project and Resources Officer role is approximately 50% desk-based

working on eBase, AutoCAD and the Microsoft Office Suite. Approximately 50% of the tasks do involve interactions with third party vendors and Contractors completing work on the campuses as part of the Capital Projects. Interactions start with site walk throughs and continue through the construction phase of the projects.

## **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**
  - Site visits for quoting purposes
  - Review of work completed with Contractors
  - Site meetings to confirm scope of work and address questions with Contractors
- **Close contact with Members of the College**
  - Meetings to discuss requirements for projects
  - Conducting weekly project meetings
  - Ad-hoc meetings to discuss developing issues on the site
- **Shared equipment** (photocopier, office supplies)
- **Using 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 at all times 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 sanitized after the meeting.

*Close Contact with Members of the College* – A procedural face mask and safety glasses should be worn if meeting any other individuals 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 their desk. Food can be consumed at their desk or in designated areas within the college buildings. All eating areas are designated with appropriate signage. Personal belongings should be stored within the pedestal provided with each desk and not stored in a public location.

*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 campus buildings.
- Procedural face masks and safety glasses required for close contact with Third Parties.
- Furniture relocation to minimize contact with Third Parties.
- Provide small bottles of hand sanitizer that can be used during site visits.
- Follow signage and floor decals when moving around the building.

#### 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
29-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:

- Face Shield
- Safety Glasses
- Gowns/Coveralls
- Gloves