



THE UNIVERSITY
WOMEN'S CLUB
of VANCOUVER
at H Y C R O F T

COVID-19 Safety Plan

At the University Women's Club of Vancouver, we have developed a COVID-19 Safety Plan, outlining the control measures, policies, procedures, protocols, communication plans, training, and monitoring processes necessary to reduce the risk of transmission of SARS-CoV-2 at our workplace. One of a family of coronaviruses, SARS-CoV-2 is the biological hazard that causes the illness COVID-19 (BCCDC).

Our plan follows the [six-step process](#) as outlined by WorkSafeBC. By [Order of the Provincial Health Officer](#) dated May 14 2020, employers are required to **post a copy of their COVID-19 Safety Plan on their website and at the workplace**. This plan must be readily available for review by workers, as well as visitors, contractors, suppliers, and any other person who could be providing services at our workplace.

A copy of our COVID-19 Safety Plan and other associated documentation must be provided if requested by a WorkSafeBC officer. This COVID-19 Safety Plan is posted on our website here: <https://www.uwcvancouver.ca/wp-content/uploads/2021/01/UWCV-COVID-Safety-Plan-1.14.21.pdf>

STEP 1 - Assess the risks at the workplace

To assess the risk of transmission of SARS-CoV-2, we have consulted:

- [Information about COVID-19](#) as offered by the Public Health Authorities
- Our frontline workers, managers, and Club members
- Our Health and Safety Committee and the Board of Directors

We have identified the areas/jobs/tasks that may present a risk of transmission of the SARS-CoV-2 virus, which causes COVID-19. We also determined who could be at risk of exposure, including members, workers, suppliers, and guests. With this in mind, we took the following:

- Updated our existing, documented risk assessments to include SARS-CoV-2.
- Developed an Exposure Control Plan (ECP) for SARS-CoV-2, which includes a risk assessment. An *ECP* is a document created by a workplace in response to an identified risk, documenting specific and appropriate controls that will minimize or eliminate that risk.

STEPS 2 & 3 - Implement control measures, including policies, procedures, and protocols to reduce the risks

To determine what control measures are required, we have consulted the following:

- The [Hierarchy of Controls](#)
- Our frontline workers and managers
- Our Health and Safety Committee and Board of Directors
- [Guidance and industry-specific information](#) from provincial health authorities



The control measures we have identified as necessary for our facility are listed in our documented risk assessment as indicated in Step 1. Based on that assessment, with reference to the above resources, we have implemented necessary controls and developed/updated the following policies, procedures, and protocols:

- Workplace procedures checklist
- Policy for returning travelers
- Guest policy
- Hand hygiene procedures
- Reporting symptoms in the workplace
- Enhanced Cleaning protocol for common areas
- Supplier delivery procedures
- Long Distance Travelling Guidelines
- Pre-Visit Questionnaire
- Respiratory Protection Program
- PPE Program

Managers have been made aware of these policies/procedures/protocols.

STEP 4 - Develop communication plans and training

To ensure workers, contractors and visitors know how to stay safe at our workplace, we have:

- Developed plans to communicate new and updated policies to all of our employees.
- Conducted a training needs assessment and updated our training to include training on procedures and protocols.
- Posted awareness posters throughout our workplace(s): Distancing reminders, Sanitizing stations procedures, Handwashing instructions.
- Posted occupancy limit signage throughout Hycroft.
- Chosen the use of virtual meeting tools and/or phone calls in lieu of in-person meetings or training sessions, whenever possible. However, all required control measures, such as physical distancing, must be in place if communication or training must take place in person.
- Work with Managers on monitoring workers and enforcing policies/procedures/protocols.



STEP 5 - Monitor our workplace and update our plans as needed

As the pandemic situation changes, we are doing the following to monitor changes in our operations and workplace(s) to ensure that control measures are effectively providing the expected level of protection and prevention.

- Workers are aware of how to report workplace hazards.
- Workers are aware of how to report symptoms of COVID-19.
- We review all workplace inspections to check for new areas/jobs/tasks of concern.
- We audit our cleaning and hygiene practices and protocols.
- We have established a corrective action process (i.e., corrective action log or other method to monitor the completion of corrective actions).
- We consult with our local Health Authority.
- We update our policies/procedures/protocols accordingly.
- We re-assess communication and training needs accordingly.

STEP 6 - Assess and address risks from resuming operations or getting back to normal

For areas within our operations or workplace that have not been operating normally during this pandemic and would now be re-started or re-occupied, we have completed the following:

- Reviewed our existing risk assessments for the jobs and areas affected. We have considered the effects of the control measures discussed in this Plan on existing safeguards and controls and revised our risk assessments accordingly.
- Consulted with our local Health Authority.
- Ensured all work areas have been inspected before resuming operations.
- Re-assessed communication and training needs accordingly.
- Communicated plans to workers and members before they return.