

COVID-19 Safety Plan for Best Color Press

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 to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Step 1 : Assess the risks at your workplace

We have involved frontline workers, supervisors, and the joint health and safety committee.

We have identified areas where people gather, such as lunch rooms, production lines, reception and shipping areas.

We have identified job tasks and processes where workers are close to one another or members of the public.

We have identified the tools, machinery, and equipment that workers share while working.

We have identified surfaces that people touch often, such as doorknobs, reception counter and light switches.

Step 2 : Implement protocols to reduce the risks

We have reviewed industry-specific protocols on worksafebc.com to determine whether any are relevant to our industry.

We have liaised with frontline workers, supervisors, and the joint health and safety committee.

We have reviewed orders, guidance, and notices issued by the provincial health officer and relevant to our industry.

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First Level Protection (Elimination)

- We have established and posted an occupancy limit for our premises
- In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- We have established and posted occupancy limits for common areas such as lunch room and meeting room.
- We have implemented measures to keep workers and others at least 2 m (6 ft.) apart, wherever possible.

Measures in place:

- Arrange work from home for staff
- Occupancy limits for workers
- Limit number of people in lunch room
- Ensure workers are at least 2 m (6 ft.) from co-workers and customers

Second Level Protection (Engineering)

- We have installed barriers where workers can't keep physically distant from co-workers, customers and visitors.
- We have installed temperature scanner at main entrance.

Measures in place:

- There are barriers installed at lunch room and computer room.
- Everyone entering the premise are required to scan their temperature before proceeding to other areas.

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Third Level Protection (Administrative)

- We have identified rules and guidelines for how workers should conduct themselves.
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Measures in place:

- Open all inside doors (except fire door) to avoid touching of the doorknobs
- Everyone entering the company must wear a mask
- Everyone entering the company must use hand sanitizer to clean their hands
- Practice social distancing throughout the company

Fourth Level Protection (Using Masks)

- We have a policy on the use of masks that is appropriate to the workplace, and that is in alignment with orders and guidance from the provincial health officer.
- Masks are selected and used appropriately. Signage is available for workers on using masks correctly. We have provided workers information on the proper use of masks.

Measures in place:

- We have distributed memo to each staff.
- We have poster to show how to wear the mask correctly.

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Implement effective cleaning and hygiene practices

- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.
- We are maintaining a clean environment in the workplace through routine cleaning practices. Workers who are cleaning have adequate training and materials.

Cleaning protocols

- We have installed sufficient hand sanitizer dispensers on site.
- We have policies that required staff to wash their hands frequently.
- We have cleaner to do cleaning every day.

Step 3: Develop policies

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- We have policies in place to support workers in receiving COVID-19 vaccinations to the extent that we are able.
- All individuals, including those with symptoms of COVID-19, those who have been in contact with a COVID-19 positive individual, or those who have travelled outside of Canada, must follow the guidance of public health.
- Visitors are limited in the workplace.
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
- We have a work from home policy in place (if needed).

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- Our policy addresses workers who may start to feel ill at work. It includes the following: Sick workers should report to first aid, even with mild symptoms.
- 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.

Step 4: Develop communication plans and training

- We have a training plan to ensure everyone is trained in workplace policies and procedures. All workers have received the policies for staying home when sick.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices
- We have posted signage at the main entrance indicating that visitors and workers with symptoms are restricted from entering.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitor the workplace and update the plans as necessary

- 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.