



Covid 19 Safety Plan

Statement of Purpose

Our company is committed to providing a safe and healthy workplace for all employees, management, and visitors. A combination of measures will be used to reduce the risk of COVID-19 transmission in our workplace as we resume the “new normal” level of operations. Our Safety Plan will protect not only our own workers, but also others who enter our premises. All Pacific Coast Distribution Ltd. staff must follow the procedures outlined in this plan to prevent or reduce exposure to COVID-19.

Development of the Safety Plan

PCD’s Safety Plan has been developed by our Safety and Compliance Manager and is based on guidance published by the Provincial Health Officer (“PHO”), the BC Centre for Disease Control (“BCCDC”), WorkSafeBC’s “Offices: Protocols for returning to operation” and input from staff members. Questions regarding the Safety Plan should be directed to our General Manager, Chris Funk or our Safety and Compliance Manger, Lindsay Pozniak.

This is an active document and will be reviewed and revised as needed. If you have any suggestions on how we can improve our processes please provide your suggestions to: Lindsay@pacificcoast.ca

Health Hazards of COVID-19

What is COVID-19?

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19. While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.

Symptoms

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include: fever, chills, new or worsening cough, shortness of breath, sore throat, headache, or muscle aches.

Transmission

Three primary routes of transmission are considered likely with COVID-19, all of which need to be controlled. These include contact, droplet, and droplet transmission in the air after a cough or sneeze.

Contact transmission, both direct and indirect

Direct contact involves skin-to-skin contact, for example: shaking hands, hugging, helping with personal hygiene, etc.

Indirect contact involves a worker touching a contaminated intermediate object such as a table, doorknob, telephone, or computer keyboard, and then touching the eyes, nose, or mouth. Contact transmission is important to consider because COVID-19 viruses may persist for minutes on hands and potentially hours on surfaces.

Droplet transmission

Large droplets may be generated when an infected person coughs or sneezes. Droplets travel a short distance (one to two metres) through the air and can be deposited on inanimate surfaces or in the eyes, nose, or mouth of other persons in close proximity.

Airborne transmission

Airborne (inhalable) particles can be generated from coughs and sneezes.

Reducing the Risk of COVID-19 Transmission

To reduce the risk of the COVID-19 spreading through droplets in the air, it is necessary to implement protocols to protect against the identified risks. Different protocols offer different levels of protection. Wherever possible, the protocol that offers the highest level of protection should be used. Second, third, or fourth level protocols are considered if the first level isn't practicable. In some cases, more than one level of protection may be needed to deal with a risk — for example, physical distancing and masks. WorkSafeBC has described the following examples of the “hierarchy of controls”:

First level protection (elimination)

Elimination involves removing the risk of exposure entirely from the workplace. For example, policies and procedures can be implemented to limit the number of people in the workplace at any one time and to keep workers at least 2 metres (6 feet) from co-workers, clients and others.

Second level protection (engineering controls)

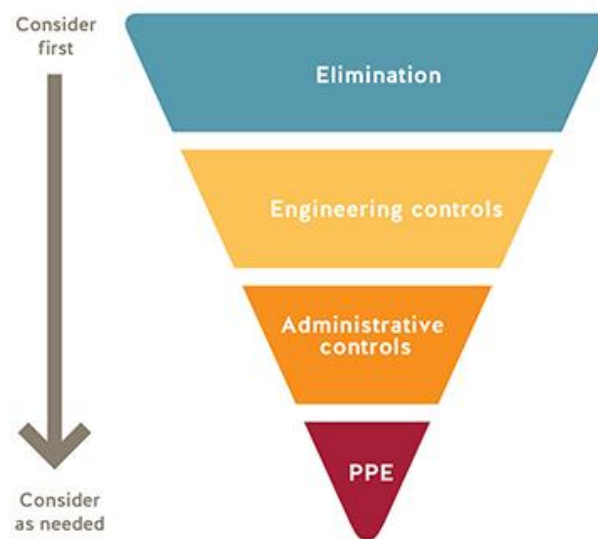
Engineering controls involve making physical changes in the workplace. For example, if you can't always maintain physical distancing, barriers such as plexiglass can be installed to separate people.

Third level protection (administrative controls)

Administrative controls involve altering work practices to minimize the risk of exposure. For example, rules and guidelines may be established such as cleaning protocols, telling workers to not share supplies, or implementing one-way doors or walkways.

Fourth level protection (PPE)

If the first three levels of protection aren't enough to control the risks, workers and clients may use personal protective equipment (PPE) such as masks. PPE should not be used as the only control measure. It should only be used in combination with other measures.



Responsibilities of Workplace Parties

Employer responsibilities - Our Company will:

- Ensure that the materials (for example, masks, alcohol-based hand rubs, and washing facilities) required to implement and maintain the plan are readily available where and when they are required.
- Select, implement, and document the appropriate site-specific control measures.
- Ensure that company staff members are educated and trained to an acceptable level of competency.
- Ensure that company staff members use appropriate personal protective equipment (PPE) — for example, masks if required.
- Conduct a periodic review of the plan's effectiveness.
- Maintain records of training and inspections.
- Ensure that a copy of this Safety Plan is available to all PCD staff members.

Management responsibilities - Our Managers will:

- Confirm and record daily active Covid-19 symptom screening checks on all onsite workers.
- Ensure that PCD employees are adequately instructed on the controls for the hazards at the location.
- Ensure that PCD employees use personal protective equipment as required.
- Direct work in a manner that eliminates or minimizes the risk to staff members.

PCD Staff Member responsibilities - Staff Members will:

- Conduct COVID-19 symptom health self checks prior to entering the workplace.
- Know the hazards of the workplace.
- Follow established work procedures as directed by management.
- Use any required PPE as instructed.
- Report any unsafe conditions or acts to the General Manager – Chris Funk
- Know how and when to report exposure incidents.

PCD Safety Protocols

The following company safety protocols are organized into:

A. General safety protocols;

B. PCD activity-related safety protocols that are specific to our workplace and are intended to ensure the safety of all employees by minimizing the risk of COVID-19 transmission as they carry out their daily routine activities.

General Safety Protocols

Hand washing

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body — particularly the eyes, nose, and mouth — or to other surfaces that are touched.

Wash your hands immediately:

- Before leaving a work area
- After handling materials that may be contaminated
- Before eating, drinking, smoking, handling contact lenses, or applying makeup

Hand washing procedure:

Use soap and warm running water. (It doesn't have to be hot to do the job.) If water is unavailable, use a waterless hand cleanser that has at least 60% alcohol. Follow the manufacturer's instructions on how to use the cleanser. Alcohol-based hand cleanser dispensers and wipes are located at various locations throughout the Office/Warehouse.



Cough/Sneeze etiquette

PCD employees are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes.

Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions, and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Wash your hands with soap and water or clean them with an alcohol-based hand rub.

Physical distancing

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak.

To appropriately meet social distance requirements, PCD staff members should keep a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible.

Other physical distancing measures that should also be followed include:

- Avoiding crowded places and cancel gatherings (e.g., in-person meetings, assemblies and sports events).
- Avoiding common greetings, such as handshakes.
- Limiting contact with people at higher risk (e.g. older adults and those in poor health).
- No sharing of foods or drinks

Use of masks or face coverings

A mask is a protective barrier that is worn on the face, covers at least the nose and mouth, and is used to contain large droplets generated during coughing and sneezing by the person using the mask. Masks help minimize the spread of potentially infected material from the wearer to other people.

PCD employees are required to wear masks while on the premises but the most important mechanisms at this time for protection from COVID-19 is social distancing, frequent hand hygiene, avoiding touching one's face and cough etiquette. Please refer to "Appendix B" for further guidance on selecting and using masks.

What to do if you have COVID-19 symptoms

A. Developing Symptoms

If a PCD staff member develops symptoms of COVID-19 recognized by the BC Centre of Disease Control while at the office, they must immediately don a mask, notify the General Manager and return home. Please refer to “Appendix A” for a list of the BCCDC recognized symptoms of COVID-19.

If a PCD staff member develops symptoms after having been at work, they must immediately notify the General Manager and remain at home.

Management will interview the employee to determine what interactions, if any, they may have had with others in the workplace, where in the workplace they had been working and what workplace items, tools or equipment they used or had contact with when at work (e.g. door handles, photocopiers, computers, office phones, etc.). The employee will be advised that those staff members will be told they may have been exposed, but the name of the PCD employee will not be disclosed unless absolutely necessary.

If applicable, the General Manager will notify those other staff members identified by the reporting employee that they may have had an exposure to COVID-19 and that they should contact 8-1-1 for medical advice. The reporting employee will be advised when these conversations have taken place and will be told what information was provided. Disclosures should be minimized to information necessary to address risk.

PCD will ensure that the reporting employee’s workspace, other places in the workplace they may have attended, and any other workplace items, tools or equipment they used or had contact with when at work are promptly cleaned and disinfected.

B. Contacting Public Health for Testing

PCD staff members who develop symptoms of COVID-19 recognized by the BC Center for Disease Control must immediately contact public health or their physician for advice on being tested.

If advised to submit to a test, PCD staff members must do so and report their situation to the General Manager – Chris Funk.

C. Self-Isolation at Home

If the PCD staff member is tested, they must self-isolate at home until the results of the test are known. If the test results come back negative, the staff member must seek medical advice on when they may return to the Office.

If a test is either not available or not recommended, the staff member must self-isolate at home for a minimum of 10 days from the onset of symptoms, and until their symptoms are completely

resolved (i.e. it may be longer than the minimum 10 days). Self-isolating individuals should call public health (8-1-1) or their personal physician for medical advice and for advice on when they are fit to safely return to work.

PCD Staff members who live in the same household as a person with confirmed or clinical COVID-19 symptoms who is self-isolating must self-isolate and not return to work until cleared to do so by the public health officials (8-1-1).

PCD Staff members returning to British Columbia from outside Canada must self-isolate and monitor for symptoms for 14 days after their return. Returning travelers who develop COVID-19 symptoms during the period of self-isolation are required to self-isolate for a further period of 10 days after the onset of symptoms, or until symptoms resolve, whichever is later.

PCD employees who are self-isolating should stay in regular contact with the General Manager regarding the ongoing status of their condition.

D. Sick Leave

Our current policy is that PCD staff members who are unable to work due to illness are provided with three days of paid sick leave.

E. Returning to Work After Self-Isolation

PCD staff members who are self-isolating are not to return to work until

1. they are cleared to do so by public health officials (8-1-1)
2. they have notified the General Manager -Chris Funk, that they have received the required clearance, and
3. the company Pacific Coast Distribution Ltd. has approved their return to work.

Mental well-being during COVID-19

Some PCD employees may be affected by the anxiety and uncertainty created by the COVID-19 outbreak. It's important to remember that mental health is just as important as physical health, and to take measures to support mental well-being. Confidential assistance can be obtained through our PCD Employee Extended Health Service Provider – Maximum Benefits. Please refer to your extended health benefits package to review your coverage and available resources. There is an app available or the website can be found here:

<https://www.maximumbenefit.ca/>

The BCCDC and WorkSafeBC have also posted links to resources that can assist with maintaining mental health in the workplace during this time. The links can be found here:

- [BC Centre for Disease Control: Mental well-being during COVID-19](#)
- [WorkSafe BC: Protecting mental health](#)

PCD Specific Safety Protocols

Limits on Number employees in the Office

PCD will limit the number of people who are attending the office at any given time in accordance with public health guidance. Priority for office attendance will be as follows:

- Office administration roles which cannot be fulfilled remotely
- Shippers/Receivers who are not productive working remotely
- Any employee who wishes to return to the office

Any decisions concerning who will attend the office will be made on a case by case basis. Considerations for continued remote work include:

- Ability to perform productive work remotely
- Ability to ensure safe workspace at home
- High risk health condition
- Living with a person who is in a high-risk category if living arrangements do not allow isolation from that person in the home

All decisions concerning remote work will be made on a case by case basis taking individual circumstances into account.

Working Remotely

- PCD staff members working from home will be provided with advice and assistance concerning workspace ergonomics or necessary IT requirements.
- Regular check-ins will occur.

Office Access

- PCD Staff members are required to conduct COVID-19 symptom health self checks prior to entering the building. If symptoms are present, do not enter.
- Signage is posted at all entrances restricting access to those who are exhibiting symptoms of COVID-19.
- Wash or sanitize your hands upon entering the office. Hand sanitizer will be provided at the entrance.
- Management will conduct and record daily health screens on all personnel.
- PCD employee start and end times are staggered to reduce crowding at entry and exit doors in order to maintain the physical distancing requirement.

Office Operation and Logistics

Movement Around the Office

- Walkways will be one-directional, where possible.
- Please keep moving in the walkways to avoid blocking the way for others.
- Keep a physical distance of two metres when speaking to colleagues and do not congregate where others may need to pass by. Communicate by telephone, email, or other electronic means if space does not permit physical distancing.
- Masks are required to be worn when you are mobile and away from your workstation. If you require more information or guidance on the use of a mask, please refer to “Appendix B” at the end of this safety plan.

Workspaces

- All PCD staff member desks and cubical workstations will be physically distanced at least 2 meters
- The reception front desk will be modified to include a plexiglass barrier.

Shared Equipment

- Non-essential equipment and supplies (such as pens, staplers, hole punches) will be removed from communal spaces.
- Shared equipment such as printers, copiers, fax machines must be disinfected after each use. Disinfectant wipes will be available next to the copier station.

- Signs will be posted to remind everyone of procedures for using and cleaning equipment.
- Hands must also be washed or sanitized after using the shared item.

Cleaning

- There will be increased cleaning of high touch surfaces throughout the day. Every two hours, PCD's designated employee has the duty of sanitizing all door knobs, the printer/copier, washrooms and kitchen appliance handles.
- PCD will disinfect the entire premises (office & warehouse) daily using an electric atomizer fogger. Every room will be sprayed floor to ceiling with a hospital grade sanitizing solution (Vital Oxide) that will eliminate 99.999% of harmful bacteria and viruses within minutes.

Washrooms

- In order to ensure physical distancing, the maximum number of people in a PCD washroom at a time is **one** single person.
- Washrooms will be cleaned and disinfected every two hours.

Kitchen Use

- Maximum of **six** people in the kitchen at a time, with the following guidelines:
- Upon entering, please wash your hands.
- All individuals are physically distanced from each other.
- In order to limit opportunities for transmission through shared cutlery and dishes, we strongly encourage everyone to bring their own water bottle, coffee mug, eating dish and cutlery for use at the office and to take it home to be cleaned each day.
- Refrain from providing and consuming communal foods
- PCD personnel are encouraged to eat lunch outside or at their desk.
- Office/Kitchen door is to remain open throughout the workday to reduce contact with door handles.

Clients and Visitors

- Clients and other visitors should only attend the office under exceptional circumstances and only with the prior approval. Other means of communication (telephone, email, Skype, Zoom, meeting off-site) should be used wherever possible.
- Procedure for Visitor Attendance. In cases where visitor attendance at the office can be accommodated, the following will apply:
 - Meetings must be scheduled in advance with Reception.
 - When booking appointments, visitors should be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.
 - Signage is posted on entry door to inform everyone of the measures in place.
 - When arriving, visitors will check in with Reception, and will be asked to use the available hand sanitizer and to wear a mask while on the PCD premises.
 - Visitors must also verbally confirm they are COVID -19 symptom free with reception.
 - Should a client or visitor have COVID-19 symptoms or self-identify as being positive for COVID-19, alternate arrangements will be made by the General Manager. The visitor or guest and the client or visitor will be asked to leave our office. Alcohol based hand rub, masks and tissues will be available at reception so that clients or visitors who self-identify can perform hand hygiene and don a mask prior to leaving.
 - Waiting area has been arranged to maintain the physical distancing requirement.
 - Visitors will be asked to wait in the designated area of the waiting room.
 - Non-essential communal items will be removed from waiting area and meeting rooms.
 - Beverage service will not be provided.
 - Main Reception will keep visitor registration information; a record of the date and time the visitor was in the office, and the purpose of their visit.

Deliveries

- Suppliers making in-coming small deliveries will be asked to leave the delivery outside of the front entry door.
- Reception will safely retrieve the small delivery and distribute accordingly.
- Large deliveries and pickups (e.g. printer paper deliveries and pick up of recycled paper for shredding) will continue to be made as in the past but the delivery/pickup employee will be required to wear a mask and will be escorted by a member of PCD staff (from the

required 2 metres distance) while making their delivery/pickup and until departing the office. The PCD staff escort will disinfect any surfaces touched by the delivery/pickup employee after departure and then carry out proper hand hygiene.

Travel

- PCD staff members must follow all public health directions concerning personal or business-related travel.
- Travel means visiting a location outside Metro Vancouver, the Sea to Sky Corridor or the Fraser Valley.
- Travel for business should be minimized and should be undertaken only where “essential”. Considerations for whether travel is essential include:
 - does it have to happen?
 - can it be done virtually?
 - can the employee drive instead of fly?
- If an overnight stay is required, considerations for hotel selection include:
 - single occupancy only
 - select hotels based on COVID management plan
 - review hotel safety plans
- Any PCD staff member who has travelled outside British Columbia or who has travelled within British Columbia by air must advise the General Manager – Chris Funk, for contact tracing purposes.

Warehouse Operations

- Access is restricted to anyone who exhibits symptoms of COVID-19.
- For the safety of PCD Warehouse Personnel, drivers and visitors will not be granted admittance to the warehouse facility at this time. Drivers must remain outside or in their vehicles and contact the PCD Warehouse Manager via cell phone for shipping/receiving instruction.
- Signage is posted on the entry door to inform everyone of the measures in place.
- PCD employees must wash or sanitize their hands upon entering the warehouse. Hand sanitizer will be provided in the entry way area.

- While shipping/receiving work is in progress, employees must maintain physical distancing.
- Where the physical distancing guidelines cannot be followed in full, PCD warehouse staff are encouraged to work back-to-back or side-to-side (rather than face-to-face)
- Whenever possible and safe, it is advised a single worker loads or unloads a vehicle. Or, staff members are coordinated into established teams.
- Shared equipment such as forklifts, electric reaches, pallet jacks, brooms or hand tools must be disinfected after each use. Disinfectant wipes will be available on each machine.
- Hands must be washed or sanitized after using a shared item.
- Masks are required to be worn in the warehouse. If you require more information or guidance on the use of a mask, please refer to “Appendix B” at the end of this safety plan.

Mechanic Shop Service

- PCD shop employees must conduct a personal COVID-19 symptom health check prior to entering the premises. If symptoms are present, they are not permitted to enter.
- To minimize the risk of COVID-19 transmission, access is limited to PCD mechanics and the Fleet Manager **only**.
- Signage is posted on shop entry door to display the measures in place and must be obeyed.
- The entry door will remain locked from the exterior of the shop at all times to ensure no visitors will enter the premises.
- For PCD mechanics and Fleet Manager, hand sanitizer is required to be used upon entering the shop.
- Disinfectant wipes have been provided to PCD mechanics to disinfect the vehicles or equipment before and after each contact. This means all high-touch areas, such as tools, vehicle door handles, steering wheels, driver seats, and gear shifts, etc.
- Hands must be washed or sanitized after using shared item or between vehicle repairs.
- PCD mechanics are required to maintain a distance of 2 metres (6 feet) between workers and others wherever feasible. If physical distancing is not possible, masks have been provided and are required to be worn. If you require more information or guidance on the use of a mask, please refer to “Appendix B” at the end of this safety plan.

Driver Precautions & Safety Protocol

- In order to minimize the spread of the virus, drivers have been assigned to set vehicles.
- If for some reason a driver is reassigned to a new vehicle, they must use the hard-surface disinfectants, hand sanitizer, and personal protective equipment that has been supplied by PCD to practice routine cleaning and disinfecting of high-touch surfaces in the truck.
- Prior to starting any trip, commercial vehicle drivers must self monitor their health diligently for symptoms of COVID-19. Please refer to “Appendix A” for the BCCDC list of symptoms.
- Drivers that are symptomatic should remain home, self isolate, contact 811 for medical advice and public health for testing. The driver must also notify PCD’s General Manager - Chris Funk immediately.
- Commercial vehicle drivers should follow proper hand hygiene procedures when pumping gas, touching the service station door handles, or handling any automotive products that may be required when performing vehicle maintenance, such as filling windshield washer fluid and adding motor oil. This includes washing their hands or applying hand sanitizer immediately thereafter.
- As much as possible, physical distancing practices should be observed, staying at least two metres (or six feet) away from other people. Commercial vehicle drivers should keep appropriate distances between themselves and others and avoid direct physical contact (including handshaking). This includes contact with customers, shipping/receiving personnel and those at rest stops.
- When indoors or in other situations where physical distancing cannot be maintained, drivers should wear a non-medical mask or face covering. If you require more information or guidance on the use of a mask, please refer to “Appendix B” at the end of this safety plan.
- As often as possible or at the very least; by the end of each trip, it is recommended that drivers clean their vehicle interiors. In order to effectively clean and disinfect their vehicle, a driver should put on disposable gloves, avoid hand contact with their face

(especially nose and mouth), and wipe all high touch areas with a hard-surface disinfectant.

- High touch surfaces in trucks that should be regularly cleaned include but are not limited to:
 - Keys or FOBs
 - Starter button on vehicles with FOBs
 - Inside and outside door handles, inside door grab handles, pads and armrests
 - Steering wheel
 - Driver seat and seat adjuster
 - Shift lever and console
 - Dashboard
 - Power window and power door lock switches
 - Radio and climate control buttons
 - Turn signal and wiper stalks
 - Touch screen (ELD tablet)
 - Any other parts that are commonly used and that may have been touched (glove compartment, fridge, microwave, sleeping areas, for example).
- Dispose of soiled disinfection cloths, disposable gloves and any other items in contact with contaminated surfaces in a waste disposal bag. Seal the waste disposal bag and discard in trash bin.
- Wash hands when finished using proper hand washing techniques.
- If PPE supplies, disinfecting products or hand sanitizers are required by a driver or stock need to be replenished, please reach out to the PCD General Manager – Chris Funk.

*** Special Note: To all of the truckers that are working long hours, risking their well being and delivering our necessities***

Thank you!!

PCD Staff Member Training

All PCD Staff Members will be given a copy of this COVID-19 Safety Plan. Any new hires will be trained upon onboarding. And being that COVID19 has presented all of us with challenges we have never seen before, it's important to consider that any of the adjustments we are making today may need further adjustment tomorrow. Training will be refreshed regularly or as required with possible amendments.

Record Keeping

PCD's General Manager will keep relevant records such as records of attendance at the office, remote work, reported symptoms, self-isolation, sick leave etc. Privacy obligations will be respected concerning this information.

Annual Review

This Safety Plan will be reviewed regularly, as advised by BC Provincial health and at least annually.

(Revised & issued. Nov.10, 2020)

Symptoms of COVID-19

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. The most common symptoms of COVID-19 include:

- Fever (see below)
- Chills
- Cough or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches

While less common, symptoms can also include:

- Stuffy nose
- Conjunctivitis (pink eye)
- Dizziness, confusion
- Abdominal pain
- Skin rashes or discoloration of fingers or toes.

Fever: Average normal body temperature taken orally is about 37°C. For more on normal body temperature and fevers, see HealthLinkBC's information for [children age 11 and younger](#) and for [people age 12 and older](#). Infants less than three months of age who have a fever should be assessed by a health care provider.

Children have similar symptoms to adults, but are less likely to have fever, shortness of breath or cough. COVID-19 causes mild illness in the majority of cases in children.

COVID-19 symptoms can range from **mild to severe**. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days.

COVID-19 health and safety

Selecting and using masks in non-health care settings

The most effective ways to prevent the spread of COVID-19 infection include having sick workers stay at home, physical distancing, handwashing, and cleaning and disinfecting work areas. Employers should only consider using masks as an additional control measure if physical distancing is not possible and workers are in close, prolonged contact with others.

This document provides guidance on using masks and single-use respirators in non-health care settings. For health care settings, refer to the [BC Centre for Disease Control](#).

How COVID-19 spreads

COVID-19 is an infectious disease that mainly spreads between humans through direct contact with an infected person or their respiratory droplets. Respiratory droplets are generated by breathing, speaking, coughing, and sneezing. Your exposure risk is greatest when you have prolonged close contact with an infected person.

The virus can also spread if you touch a contaminated surface and then touch your eyes, mouth, or nose. A surface can become contaminated if droplets land on it or if someone touches it with contaminated hands.

Should your workers use masks in the workplace?

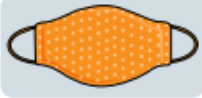

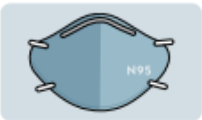
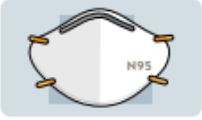
Some regulated industries or industry associations may recommend or require the use of certified medical masks or single-use respirators to protect workers against chemical, physical, or biological hazards, including COVID-19.

As an employer, you need to understand the limitations of masks as a protective measure. If masks are recommended, you must ensure

they are selected and used appropriately. If your workers are wearing masks, ensure they are aware of the following:

- Make sure you know how to wear your mask. Follow manufacturer or industry specifications and directions.
- Don't wear masks below the nose or chin. This can increase the risk of exposure.
- Keep your mask clean and dry. If it gets wet, it's less effective at preventing the spread of droplets.
- Change masks as necessary. You may need several masks available as they build up moisture during the day and become less effective. If your mask becomes wet, soiled, or damaged, replace it immediately.
- Make sure you know how to clean your mask. Wash cloth masks every day using the warmest water setting. Store in a clean, dry place to prevent contamination. Disposable masks cannot be laundered.
- Practise good hygiene even if you're wearing a mask. Don't remove your mask to cough or sneeze. After coughing or sneezing, wash your hands. Don't touch your eyes, nose, or mouth.

Types of masks and their use in non-health care settings

Type	Use
<p>Cloth or non-medical masks</p> 	<ul style="list-style-type: none"> • May offer some level of protection by preventing the spread of droplets from the wearer to others around them. • Not a proven method of protection for the wearer because they may not prevent the inhalation of droplets. • May be considered by employers for use by workers or customers as a protective measure when physical distancing is not practical or feasible. • Should never be relied upon as a sole protective measure.
<p>Medical masks</p> 	<ul style="list-style-type: none"> • Medical masks (also known as procedure or surgical masks) are used by health care workers for direct patient care where physical distancing can't be maintained. • May be used in other jobs where there's a risk of exposure to blood or bodily fluids. • When worn properly, can protect the wearer and others around them against droplets. • Are single-use items that are not designed to be cleaned and reused. • There is a variety of certified medical mask types, some of which may be difficult to source because of supply limitations.
<p>Medical N95 respirators</p> 	<ul style="list-style-type: none"> • Used primarily by health care workers where there is significant risk of exposure to very small airborne particles and aerosols. • Offer protection from droplets and splashes. • Most often used during and after aerosol-generating procedures performed on patients infected with COVID-19 or other infectious agents. • Fit closely over the nose and mouth to form a tight seal. Must be fit-tested and worn properly. Subject to the fit-testing requirements of the Occupational Health and Safety (OHS) Regulation. • Should not be used by non-health care workers.
<p>Industrial N95 respirators</p> 	<ul style="list-style-type: none"> • Used primarily in non-medical settings to protect workers from inhaling dust, fumes, and other hazardous aerosols. • When worn properly, can protect the wearer against droplets. If the respirator has a valve, droplets could be spread through the valve, so may not protect others. • Fit closely over the nose and mouth to form a tight seal. Must be fit-tested and worn properly. Subject to the fit-testing requirements of the OHS Regulation.

Let's all do our part

When workplaces in British Columbia are healthy and safe, they contribute to a healthy and safe province. As COVID-19 restrictions are lifted and more

businesses resume operations, let's all do our part. For more information and resources on workplace health and safety, visit [worksafebc.com](https://www.worksafebc.com).

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