



**BLACK TUSK FIRE AND  
SECURITY INC.**

**COVID-19 SAFETY PLAN**



**FEB. 2021**

# TABLE OF CONTENTS

OVERVIEW .....	1
PURPOSE & SCOPE.....	1
RISK ASSESMENT.....	1
QUESTIONS & CONCERNS .....	1
IN OFFICE PROCEDURES.....	2
OCCUPANCY LIMITS .....	2
OFFICE ENTRY .....	2
SIGNAGE.....	2
PHYSICAL DISTANCING.....	3
STAIRS & HALLWAYS .....	3
ENTERING OR EXITING A ROOM.....	3
OFFICE VISITORS/ THIRD PARTIES.....	3
COMMON SPACES .....	4
KITCHEN.....	4
BOARDROOMS.....	4
MEETINGS.....	4
EMPLOYEE OBLIGATIONS .....	5
STAY INFORMED.....	5
SELF MONITORING .....	5

**EXPOSURE PROTOCOLS .....6**

**GETTING YOUR TEST RESULTS ..... 6**

**CONTACT TRACING..... 6**

**PERSONAL HYGEINE ..... 7**

**PPE .....7**

**COUGH & SNEEZE ETIQUETTE .....7**

**HANDWASHING .....8**

**CLEANING & DISINFECTING ..... 9**

**PROCEDURES..... 9**

**SUPPLIES .....9**

**SHARED EQUIPMENT .....9**

**WORK STATIONS .....9**

**KITCHEN & BATHROOM.....9**

**TECHNICIANS & FIELD ..... 10**

**REPRESENTATIVES ..... 10**

**IN THE FIELD .....10**

**TRAVEL .....10**

**RESOURCES..... 11**

# OVERVIEW

We are required to develop plans to operate safely in accordance with the Order of the Provincial Health Officer to ensure the risk of transmission of COVID-19 at workplaces is minimized. These plans include assessing the risk of COVID19 transmission in the workplace and developing measures to reduce these risks. Measures in the form of Safe Work Procedures and Safe Work Guidelines were introduced to staff since the declaration of the pandemic in Spring of 2020.

## PURPOSE & SCOPE

This Safety Plan has been developed to ensure the safe operation of services during the COVID-19 outbreak. The procedures below will serve to eliminate, reduce and/or control the hazards likely to be encountered by BTFSI staff performing their work tasks, office visitors and customers at our off-site locations.

## RISK ASSESSMENT

BTFSI has focused on WorkSafe BC's Hierarchy of Control being put in place for staff, with focus on elimination of risk first. Office employees will require PPE for protection against corona virus in any specific situations where these risks cannot be eliminated such as working in close proximity to other employees or members of the public. For employees who are required to work outside of the office (at 3rd party businesses, client homes and/or construction sites), BTFSI has focused on a combination of measures, including PPE, physical distancing and frequent hand washing. We have also made various changes to the way we conduct our work, such as: limiting office visitors, in-person meetings and over staffing.

## QUESTIONS & CONCERNS

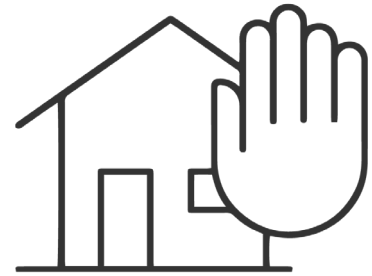
Please direct any questions or concerns about the guidelines in this plan to Melissa Whitley, Human Resources at [hr@btfsi.com](mailto:hr@btfsi.com)

# IN OFFICE PROCEDURES

## OCCUPANCY LIMITS

We have established capacity in our 3 offices based on calculations made for the area in each office. Further calculations have been made for each section of each office:

**6** in the main offices, **2** for the separate manager offices.



## OFFICE ENTRY

Upon entering one of our offices, employees and visitors must immediately wash their hands and/or use one of the sanitizing stations located near the front door. See [Page 8](#) of this safety manual and/or posted signage in the offices for reference to proper handwashing techniques. Employees need to refrain from touching anything prior to doing this.

## SIGNAGE

Staff and visitors should follow signage that has been placed around the office areas. Signs and notices will be posted at the entrance and throughout the office that state both staff any visitors displaying signs of fever, cough, headache, other flu-like or COVID-19 symptoms must not enter BTFSI's offices and must leave immediately. Signage for staff self-monitoring of symptoms will also reinforce our pre-work health screening.

**Help prevent the spread of COVID-19**

Please do not enter this workplace if you:

- Have travelled outside of Canada within the last 14 days
- Have been identified by Public Health as a close contact of someone with COVID-19
- Have been told to isolate by Public Health
- Are displaying any of the following new or worsening symptoms:

• Fever or chills	• Extreme fatigue or tiredness
• Cough	• Headache
• Loss of sense of smell or taste	• Body aches
• Difficulty breathing	• Nausea or vomiting
• Sore throat	• Diarrhea
• Loss of appetite	

All other visitors, please wash your hands or clean them with hand sanitizer before and after your visit. Please maintain physical distancing of 2 metres.

**If you are displaying symptoms consistent with COVID-19, refer to HealthLink BC at 811.**

worksafebc.com 11229 **WORKSAFE BC**

**Help prevent the spread of COVID-19**

Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

**Wash your hands:**

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment

worksafebc.com **WORKSAFE BC**

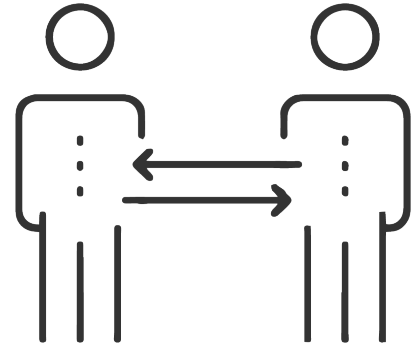
# PHYSICAL DISTANCING

Offices have been assessed and spaced to ensure 2-meter physical distancing between employees.

At this time we have opted not to install plexi-glass barriers at the front of our offices because we are able to ensure appropriate physical distancing and visitor traffic is low.

During the workday, employees must refrain from the following activities:

Hugs, handshakes, pats on the back, hovering over someone's desk, walking close to one another, or eating together (while on break, etc.)



## STAIRS & HALLWAYS

Only one person at a time, no passing.

## ENTERING OR EXITING A ROOM

If you need to enter or exit a room which has other occupants in it, ensure that the current capacity of the room will not be exceeded and please keep your distance. If possible, ask others to move so you can pass or walk around the perimeter of the room to maintain 2m physical distancing.

## OFFICE VISITORS/ THIRD PARTIES

BTFSI offices have low traffic when it comes to visitors in general, but during the pandemic office visitors should be limited. Visitors will be asked to sign into a visitors log for internal contact tracing purposes providing their name and phone number.

Any visitors must sanitize/wash hands upon entering the office and are required to wear appropriate PPE.

Signage has been posted for office deliveries to be left near the front door.

Client pick up/drop off stations have been created near the front door of the offices to limit traffic where employees are working.

# COMMON SPACES

## KITCHEN

Employees are encourage to bring their own containers and cutlery to work. If staff must use the company kitchen supplies, please clean immediately after use.

## BOARDROOMS

Maximum capacity for the board rooms have been posted in front of each door. Please honor the capacity # at all times. All surfaces must be cleaned with sanitizer before and after use and before another group enters the boardroom.

## MEETINGS

Avoid / decrease the frequency of in-person meetings whenever possible. Priorotize using slack, Microsoft teams and/or other methods of communication amongst employees before meeting in person.

Occupancy of meeting areas must be adhered to while conducting in-person meetings and proper PPE must be used by all person of the meeting.



# EMPLOYEE OBLIGATIONS

## STAY INFORMED

Employees are encouraged to stay up-to-date on the pandemic, current public health orders and follow public health advice as the situation progresses and information changes. Employees are asked to be mindful of how their personal choices affect the work environment (take steps to minimize exposure to COVID-19 while away from work)

## SELF MONITORING

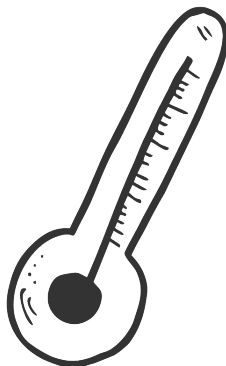
Employees are required to complete a self-assessment screening each morning prior to coming into work. Employees who are experiencing any symptoms of sickness, flu or COVID-19 must stay at home. Common Symptoms of COVID-19 include:

- new or worsening cough
- shortness of breath or difficulty breathing
- temperature equal to or over 38°C
- feeling feverish
- chills
- fatigue or weakness
- muscle or body aches
- new loss of smell or taste
- headache
- gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- feeling very unwell

If you are feeling unwell you must not report to work, and should contact the 811 public health line for direction and advice. You may require a COVID-19 test and may not return to work until symptoms have subsided and you have a negative test result. While waiting for your test result, you must self-isolate & avoid contact with other people.

Use the BC COVID Self-Assessment Tool

<https://bc.thrive.health/covid19app>





# EXPOSURE PROTOCOLS

## GETTING YOUR COVID-19 TEST RESULTS

If you are required to get tested for COVID-19: you need to email your results to HR in order to be cleared to come back to work. [hr@btfsi.com](mailto:hr@btfsi.com)

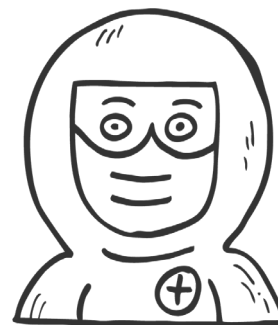


In the unfortunate event of a positive COVID-19 case from a BTFSI employee, BTFSI will be taking all necessary actions advised by Vancouver Coastal Health based on the situation and risk of transmission through their investigation and contact tracing. Through the precautionary safety measures as described in this manual we are prepared to limit or eliminate the risk of transmission between both employees and customers.

## CONTACT TRACING

If a public health representative contacts you directly for contact tracing: you must follow their recommendations, which may include getting tested and not reporting to work until cleared to do so by the health authority.

Go to: [www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation) for more information on self-isolation and requirements for exposure.



# PERSONAL HYGEINE

Employees must practice proper hand hygiene techniques often, as it is considered on the most effective ways of reducing the spread of infection.

Touching your face, including eyes, nose or mouth should be avoided and hands cleaned/sanitized after doing so.

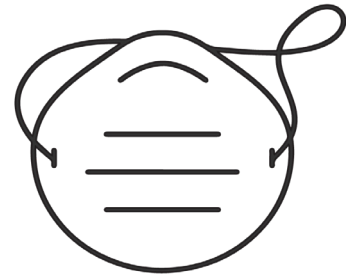
If soap and water are unavailable use appropriate sanitizer with 70% alcohol as recommended. Hand sanitizer will be available in all workspaces and company vehicles .

## PPE

Where required, PPE must be available, and training must be provided. Please reference this [guide](#) on proper wearing and care for face masks.

Technicians / Field Employees are required to be using PPE whenever possible and in accordance with the guidelines in this manual as well as any third party protocols.

As mandated by the Public Health Officer, a mask or facial covering is required to be worn in any indoor shared public area.



## COUGH & SNEEZE ETIQUETTE

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:

- 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 hands regularly and immediately after coughing or sneezing.



# HANDWASHING

## Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment

## TECHNIQUE

**Step 1:** Wet hands with warm water.

**Step 2:** Apply soap.

**Step 3:** Wash hands for at least 20 seconds (including your palms, back of each hand, between fingers, thumbs and under nails).

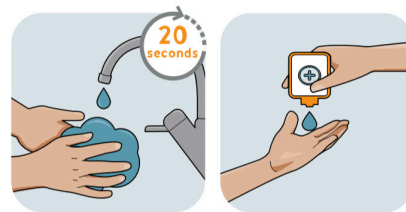
**Step 4:** Rinse well.

**Step 5:** Dry hands well with paper towel.

**Step 6:** Turn off tap using paper towel.

If soap & water are not available, use an alcohol based hand sanitizer.

## Help prevent the spread of COVID-19



Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

### Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment

[worksafebc.com](https://www.worksafebc.com)

**WORK SAFE BC**

# CLEANING & DISINFECTING PROCEDURES

## SUPPLIES

Employees in each office will be supplied with cleaning and disinfectant supplies.



## SHARED EQUIPMENT

When it is necessary to use a common workstation or piece of equipment, such as printer or POS machine, the surface should be disinfected before and after use.

If you are in doubt about the cleanliness of an area or item, employees are encouraged to disinfect the area or item before and after use to reduce the risk of contamination.

## WORK STATIONS

Office Employees will be responsible for cleaning their workstations. Employees should be using disinfectant and/or disinfectant wipes at the beginning and end of each workday (to sanitize desks, keyboards, phones and other items). Cleaning supplies are provided on site for all employees.

## KITCHEN & BATHROOM

All offices have cleaning supplies designated for kitchen and bathroom cleaning. Professional cleaning is done on a weekly or bi-weekly basis. In between these cleans, designated office staff will be asked to clean high-touch points at the start and end of each workday.

## CLEANING SCHEDULES

A representative from each office will wipe down all high touch areas of the office/washrooms and entry points each day morning and evening as well as a full professional clean & disinfect once a week by housekeeping staff.

# TECHNICIANS & FIELD REPRESENTATIVES

**BTFSI** staff must check in with the 3rd party site representative and/or client about any specific safety or hygiene protocols they should be aware of when they get to site.

- Office Staff have been asked to inquire when setting up the service call and include necessary information on calendars.
- Technicians are to only report to the site they have been scheduled for, including the allocated time frame

## IN THE FIELD

**Technicians need to be:**

- Washing hands and/or using sanitizer (whichever is available) upon entering any site and prior to leaving
- Disinfecting tools, etc. and vehicle area (steering wheel) after each site visit with sanitary wipes
- Proper use of PPE including rubber gloves and face masks.
- Properly disposing of gloves and wipes after each site.
- When customers are on site they must also be wearing masks for staff to step on premises. If customers refuse or decline to wear a mask, staff will not enter the building and will wait until a time the customer is not present in the location.
- Limiting use of on-site washrooms, unless given permission by the staff or customers.

## TRAVEL

Employees are to be using separate vehicles to travel to and between work sites.

**Lysol wipes, sanitizer, mask, and gloves** are to be kept fully stocked in company and employee vehicles at all times.



# RESOURCES

## COVID-19 SELF ASSESSMENT

<https://bc.thrive.health/covid19app>

## SELF ISOLATION GUIDELINES

[www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation)

## MASK WEARING AND CARE

<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-how-to-use-mask?lang=en>

## HANDWASHING TECHNIQUE

<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-handwashing?lang=en>

## EMPLOYEE SYMPTOM CHECK

<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en>

## WORKSAFE BC UPDATES

<https://www.worksafebc.com/en/about-us/covid-19-updates>

## EMPLOYEE MENTAL HEALTH RESOURCES (worksafe bc)

<https://www.worksafebc.com/en/resources/health-safety/books-guides/addressing-mental-health-effects-covid-19-guide-for-workers?lang=en>

## PHONE RESOURCES

**1-888-COVID19:** for non-medical information on the virus covering everything from travel recommendations to social distancing.

**8-1-1:** for health-related support (if you are experiencing COVID-19 symptoms).