



**COVID-19 Virus
Exposure Control Plan (ECP)
Lunch Program**

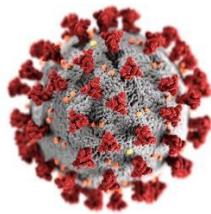


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INTRODUCTION

This Exposure Control Plan (ECP) applies to WestWinds Community Church employees and volunteers who could be exposed to the COVID-19 Virus while doing their assigned work.

WestWinds Community Church is committed to providing a safe and healthy workplace for all of our employees.

A combination of preventative measures will be used to minimize worker exposure to the COVID-19 virus, including the most effective control technologies available. Our work practices will protect not only our employees, but also volunteers, contractors, and/or the public who may enter our facility or carry out work on our infrastructure.

All employees must follow the general precautionary measures and/or procedures outlined in this plan to prevent or reduce exposure to the COVID-19 virus.

Examples of activities which may pose heightened risk of exposures include, but are not limited to:

- Activities including provision of public medical assistance
- Cleaning/servicing public washrooms
- Waste/garbage collection
- Cleaning up homeless debris
- Maintenance of facilities
- Work performed by staff in public spaces
- Work performed within proximity to other staff or the public (social distancing concerns)

- This ECP has been prepared to address the potential risks involved with possible COVID-19 exposures, which for most WestWinds non-public operations is considered to be low.
- It must be remembered that the primary and most likely route of exposure is through close contact with another person since the virus is thought to spread mainly between people who are in close contact with one another (within about 1 to 2 metres). Respiratory droplets produced when an infected person coughs or sneezes can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. You can also get infected if you touch your eyes, nose, and mouth with your contaminated hands.
- There is also the possibility of exposure with contaminated surfaces which is another reason to wash your hands frequently since you may have touched surfaces contaminated with live viruses (handle door, electronic buttons, counter, touch points, etc.).

Note:

This is a Preliminary ECP for the COVID-19 Virus.

This Virus pandemic is a developing issue, and this ECP is based upon current information (Oct 9, 2020).

This ECP will be reviewed and modified as required.

PURPOSE

This Exposure Control Plan (ECP) is designed to:

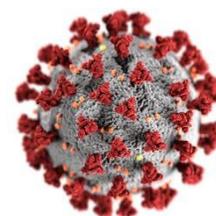
- Protect employees from harmful exposures to the COVID-19 virus,
- Reduce the risk of infection in the event of an exposure, and
- Comply with the WorkSafeBC Occupational Health and Safety Regulation sections 5.54 and 6.3 (Exposure Control Plan).

WestWinds Community Church will strive to find ways to control or eliminate exposure to the COVID-19 virus by developing and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training for its employees.

WestWinds Community Church will follow direction and controls as specified by the BCCDC, the Ministry of Health, and the Provincial or Fraser Health Medical Health Officer(s).

Q: What is the Coronavirus?

A: Coronaviruses are a family of viruses that can cause respiratory illness in people.



Q: How is the novel coronavirus SARS-CoV-2 or nCoV-2019 (known as COVID-19) different from other coronaviruses?

A: Just like there are different types of related viruses that cause smallpox and chickenpox, different coronaviruses cause different diseases in people. The Severe Acute Respiratory Syndrome (SARS) coronavirus causes SARS and the Middle East Respiratory Syndrome (MERS) coronavirus causes MERS. The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses.

Q: Is this virus something new and where did it come from?

A: COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals.

Q: What are the signs and symptoms of COVID-19 infection?

A: Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

NOTE: A COVID-19 self-assessment tool regarding COVID-19 is available online at <https://bc.thrive.health/covid19>. It is meant to assist in determining whether you may need further assessment or testing for COVID-19.

RESPONSIBILITIES

Notes: These responsibilities may change due to activation of the Emergency Operations Centre (EOC) and/or Local Health Authority, Provincial, or Federal requirements.

WestWinds Community Church may have additional or different responsibilities /protocols. These will be documented in the appropriate departmental documents.

Lead Pastor

- Identify infectious diseases that are, or may be, in the workplace – such as COVID-19
- Develop and implement an Exposure Control Plan (ECP)
- Assist with the risk assessment process and consult on risk controls, as needed
- Ensure that the materials and other resources such as training are provided to support this ECP
- Ensure workers receive the appropriate level of ECP training
- Provide the appropriate PPE to minimize employee exposure to COVID-19
- If due to supply chain disruption WestWinds Community Church becomes unable to obtain the necessary resources (including PPE), WestWinds Community Church will and re-evaluate this ECP
- Ensure that a copy of the exposure control plan is available to all employees including Board Members, Staff, and volunteers
- Conduct a periodic review of the ECP effectiveness (annual review required)

Board Of Directors

- Assist with the risk assessment process and consult on risk controls, as needed
- Ensure that awareness and information resources are shared consistently with employees
- Ensure that all necessary PPE and other equipment are provided to employees
- Ensure employees have been trained on the selection, care, maintenance and use of any PPE.
- Make this Exposure Control Plan (ECP) available to employees
- Assess the risk(s) related to the COVID-19 virus for the purpose of discussion at board meetings
- Support in the development of supporting resources.
- Ensure workers are following the applicable Safe Work Practices and use all required PPE correctly
- Communicate concerns with Lead Pastor when they arise

Workers

- Participate in training and instruction
- Review awareness and informational resources provided
- Follow established safe work practices as directed by the Lead Pastor
- Practice consistent and effective Social Distancing, whenever possible
- Use and maintain the assigned personal protective equipment in an effective and safe manner
- Report to the Lead Pastor any exposure incidents (know how and when to report)
- Refuse work that they have reasonable cause to believe will put themselves or others at risk.
- Rely on information from trusted sources including WestWinds Community Church, Fraser Health, BCCDC, PHAC, and the WHO

Lead Pastor - Health and Safety

- Act as a resource person for assisting in developing specific safe work procedures, education and training programs
- Support and participate in the development of supporting resources (such as Safe Work Procedures) or other practices
- Maintain written records on safety
- Review the ECP annually (or when under review) with the employer and update as required
- Review incident investigation reports, including those relating to COVID-19

RISK IDENTIFICATION AND ASSESSMENT

(NOTE: Information is based upon current available information as of March 29, 2020).

COVID-19 Virus

The COVID-19 virus is transmitted via larger liquid droplets when a person coughs or sneezes. The virus can enter through these droplets through the eyes, nose or throat if an employee is in close contact with a person who carries the COVID-19 virus.

The virus is known to be airborne (e.g. transmitted through the particles floating in the air) and it is not something that is absorbed through the skin. The COVID-19 virus can be spread by touch if a person has used their hands to cover their mouth or nose when they cough or sneeze.

Droplet Contact

Some diseases can be transferred by large infected droplets contacting surfaces of the eye, nose, or mouth. For example, large droplets that may be visible to the naked eye are generated when a person sneezes or coughs. These droplets typically spread only one to two metres and are too large to float in the air (i.e. airborne) and quickly fall to the ground.

Influenza and SARS are two examples of diseases capable of being transmitted from droplet contact. Currently, health experts believe that the COVID-19 virus can also be transmitted in this way.

Airborne Transmission

This occurs when much smaller evaporated droplets or dust particles containing the microorganism float in the air for long periods of time. Transmission occurs when others breathe the microorganism into their throat or lungs. Currently, health experts believe that the COVID-19 virus can be transmitted through airborne transmission. Masks are mandatory.

[See Appendix D: Help prevent the spreads of COVID19: How to use a mask](#)

[See Appendix A: COVID-19 Info Sheet](#)

Risk Assessment

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. Using this guideline as a reference, we have assessed the risk level to our employees, depending on their potential exposure in the workplace.

OVERALL RISK	LOW RISK	MODERATE RISK	HIGH RISK
	Workers who typically have no contact with people infected.	Workers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces; or workers working together who are unable to maintain social distancing in small work spaces	Workers who may have contact with infected patients or with infected people in small, poorly ventilated workspaces
Hand Hygiene	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
Hand protection (gloves)	required	Not required, unless handling contaminated objects on a regular basis	Yes , in some cases, such as when working directly with infected persons.
Aprons, gowns, or similar body protection	Not required	Not required	Yes , in some cases, such as when working directly with infected persons.
Eye protection (goggles or face shield)	Not required	Not required	Yes , in some cases, such as when working directly infected persons.
Airway protection ie. Mask	Required	Required	Required

[See Appendix B: Position Risk Assessment](#)

CONTROLLING EXPOSURE

The Occupational Health and Safety Regulation requires the employer to implement infectious disease controls (to mitigate the risks of exposure) in the following order of preference:

1. Elimination or Substitution
2. Engineering Controls
3. Administrative Controls
4. Personal Protective Equipment

Elimination Control of face-to-face contact is the best control possible. Controls would include closing facilities to the public, distance control at reception counters, relying on phone, email or regular mail to answer public questions. If practicable, conduct financial transactions by electronic means rather than cash or cheque.

Engineering Controls would be such examples of working from inside an enclosure when receiving bill payments or selling passes/tickets online for events. Additional examples may include physical barriers, which limit personal human contacts.

Administrative Controls include hand washing and cough/sneeze etiquette. Masks are to be worn in all indoor spaces. Allow a reasonable personal distance space to reduce human-to-human transmission. An increase in cleaning frequencies for shared work surfaces and equipment. Increasing distances between individuals working in an office setting.

Personal Protective Equipment - Required. Mandatory mask in all situations. Gloves and masks when handling food.

Elimination Controls Implemented

The main public control that has been implemented is that WestWinds Community Church facility has been closed to the public partially in response to a Provincial Health Officer Order regarding crowd size. This eliminates the potential of spreading through possible contact with infected people.

As the building opens all protocols will be implemented following Provincial Health Officer Orders and WorksafeBC.

Regarding exposure as a result of contact with an infected WestWinds employee the main elimination control is to ensure that if you exhibit any symptoms or know you have been in close contact with an infected person that the provincial and federal instruction to not come to work and self-isolate.

Engineering Controls Implemented

Additions of barriers to distance the public have been implemented.

Additional controls may be implemented to reduce exposures to the public as operations continue.

Administrative Controls (General Safe Work Practices / Precautionary Measures)

Social (Physical) Distancing

Social or more commonly being referred to as physical distancing is the newest element for workplace/individual safety and is receiving widespread attention since COVID-19 was declared a pandemic by The World Health Organization.



Social or physical distancing can be defined as “remaining out of congregate settings, avoiding mass gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible.”

Social or physical distancing accepts or acknowledges that the coronavirus is likely widespread, community transmission is already occurring, and the number of diagnosed cases is going to rise as more people receive testing.

Social or physical distancing, along with other risk reduction methods, attempts to slow the spread of COVID-19 and reduce the speed of new diagnoses, especially severe cases, in need of prehospital and in-hospital care.

According to the Centre for Disease Control (CDC), COVID-19 is mainly spread from person to person between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs or sneezes.

The basics of preventing virus transmission and social distancing remain the same:

- Try to maintain at least a 2-metre distance from others as much as possible (e.g., 2 arms-length from another person)
- Mask are mandatory.
- If two people are entering a hallway or staircase, wait until the area is clear before proceeding
- Ensure hands are cleaned and disinfected well and often (i.e., wash thoroughly with soap and water for at least 20 seconds)
- Avoid touching your face, nose, and mouth (and avoid rubbing your eyes)
- Practice proper coughing or sneezing etiquette
- Dispose of anything that meets your mouth such as tissues or plastic eating utensils
- Avoid contact with individuals displaying symptoms of COVID-19 (cough, fever, breathing difficulties)
- Avoid congregating in groups larger than 50 unless otherwise ordered by the authorities.
- As of November 19th 2020 all gatherings are suspended.

[See Appendix C: Physical Distancing Info Sheet](#)

Hand Hygiene

Hand washing, proper coughing and sneezing etiquette, and not touching your face are key to the prevention of transmission and therefore minimize the likelihood of COVID-19 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. Hand washing also prevents the transfer

to other surfaces that are touched.

Wash your hands “well” and “often” with soap and water for at least 20 seconds. If soap and water is not available, use an alcohol-based hand rub (sanitizer) to clean your hands.

“Well” means:

- Wet hands and apply soap
- Rub hands together vigorously for at least 20 seconds ensuring the lather covers all areas – palm to palm, back of hands, between fingers, back of fingers, thumbs, fingernails (using palm), and wrists
- Rinse hands thoroughly with water
- Dry hands with paper towel (or a hand dryer), use the paper towel to turn off the tap, dispose of the paper towel

“Often” includes:

- Upon arriving and when leaving work
- After coughing or sneezing
- After using the bathroom
- When hands are visibly dirty
- Before, during and after you prepare food
- Before eating any food (including snacks)

[See Appendix D: Handwashing Guidelines](#)

Cough/Sneeze Etiquette

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

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing
- Use tissues and immediately dispose into the garbage as soon as possible and
- wash your hands afterwards
- Turn your head away from others when coughing or sneezing

Personal Protective Equipment Controls

Use of Gloves

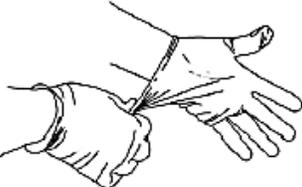
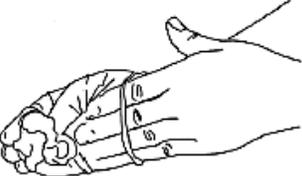
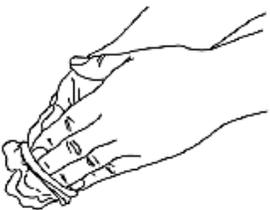
All personnel shall wear disposable or reusable gloves when a potential for exposure exists (as identified in the Risk Assessment chart includes situations where handling contaminated objects on a frequent basis).

It must be remembered that the risk of exposure from contact with a contaminated surface (and then touching your facial area) is considered to be extremely low and that proper hand hygiene should always be the focus to control this potential route of exposure. The use of gloves should always be considered secondary to proper hand hygiene (i.e., washing)

- When there is a greater risk of glove breakage due to additional hazards from broken glass, sharp edges, etc., wear suitable work gloves over top of disposable gloves.
- While wearing gloves, avoid touching personal items that could become contaminated.

- Extra gloves should be readily available.
- Disposable gloves should be removed:
 - As soon as possible if they become damaged or contaminated, and
 - Promptly after completing the task.
- Reusable gloves must be cleaned and disinfected properly.

For disposable gloves to be effective, they must be removed safely to prevent exposure. Follow these steps to ensure that your hands do not contact any contaminants left on used gloves:

<p>1. With both hands gloved, grasp the outside of one glove at the top of your wrist.</p>	
<p>2. Peel off this first glove, peeling away from your body and from wrist to fingertips, turning the glove inside out.</p> <p>3. Hold the glove you just removed in your gloved hand.</p>	
<p>4. With your ungloved hand, peel off the second glove by inserting your fingers inside the glove at the top of your wrist.</p>	
<p>5. Turn the second glove inside out while tilting it away from your body, leaving the first glove inside the second.</p>	
<p>6. Dispose of the entire bundle promptly in a waterproof garbage bag. Do not reuse the gloves.</p> <p>7. Wash your hands thoroughly with soap and water as soon as possible after removing the gloves and before touching any objects or surfaces.</p>	

Source: WorkSafeBC

Eye and Face Protection

Eye and face protection should be available to emergency responders, first aid attendants, and crew members performing work that poses a risk of eye or face contamination. As outlined in the Exposure Control Plan for Biological Agents:

1. Face shields should be worn where there is a risk of splashes of blood or other body fluids.
E.g. Administering first aid
2. Safety glasses or face shields are recommended where splash hazards are present when cleaning up blood or other potentially infectious materials.

Respiratory Protection

A. Use of Surgical Masks and cloth masks

Masks should be used by people to prevent transmission to other people. A mask will help keep a person's droplets in.

It is mandated that everyone wear a mask to protect themselves and others from respiratory illnesses, including COVID-19. The use of facemasks is crucial for everyone as well as healthcare workers and other people who are taking care of someone infected with COVID-19 in at-home or in a healthcare facility (Centre for Disease Control).

B. Use of N95 Filtering Facepiece Respirators

The N95 mask (filtering facepiece respirator or FFR) is typically worn by workers directly involved in an **aerosol** generating medical procedure (as defined by Health Canada). N95 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. N95s help minimize the spread of potentially infectious material. **N95 masks must be fit tested.**

C. Use of cloth masks

On November 19, 2020, the provincial health officer (PHO) announced that the Minister of Public Safety and Solicitor General would be issuing a public safety order under the *Emergency Program Act* around mandatory use of masks. On November 24, the Minister of Public Safety and Solicitor General issued an order requiring everyone to wear masks in many indoor settings. There are exemptions for:

- People with health conditions or with physical, cognitive or mental impairments who cannot wear one
- People who cannot remove a mask on their own
- Children under the age of 12¹

[See Appendix F](#)

¹ <https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/mandatory-masks-in-workplaces>

WRITTEN SAFE WORK PRACTICES (SWPS)

There are Safe Work Practices being developed, specific to COVID-19.

It is expected that additional SWPs and other resources will be developed as WestWinds Community Church responds to the COVID-19 pandemic situation.

EDUCATION AND TRAINING

WestWinds Community Church has established the following means of sharing information across the organization:

- Regular Email notices
- Postings in the Health & Safety book in the main office
- Various awareness, education, and training materials circulated to employees

HEALTH MONITORING

Employees concerned that they may have come into contact with someone who may be ill, or feel that they may themselves be infected, are to take the following actions:

1. Report the incident to the Lead Pastor
2. Call HealthLinkBC at 8-1-1 for further direction
3. Contact a health care provider via telephone

NOTE: A COVID-19 self-assessment tool regarding COVID-19 is available online at <https://bc.thrive.health/covid19>. It is meant to assist in determining whether you may need further assessment or testing for COVID-19

MENTAL HEALTH / WELLNESS

Employees that experience mental health issues (e.g., stress, anxiety, overwhelming worry/concern, etc.) as a result of the COVID-19 pandemic are encouraged to speak to their Lead Pastor for support.

Employees may also contact the District office for support and/or counselling (Confidential):

BCPAOC: 604-533-2232

In Emergency Situations, please call 911 or the Fraser Health Crisis Line at 1-877-820-7444.

RECORD KEEPING

Records shall be kept as per existing processes such as personnel files, training summaries, etc.

Incidents (injuries, illnesses, or exposures) will be investigated and documented in accordance with the Incident Investigation process.

PROGRAM REVIEW

This ECP will be reviewed at least annually and updated as necessary by the employer.

APPENDICIES

Appendix A: COVID-19 Info Sheet (Public Health Agency of Canada)

Appendix B: Position Risk Assessment

Appendix C: COVID-19 Physical Distancing Info Sheet (BC CDC)

Appendix D: Handwashing Guidelines (Island Health)

Appendix E: Guidelines Help prevent the spread COVID-19: How to use mask (Work Safe)

ABOUT CORONAVIRUS DISEASE (COVID-19)

WHAT IT IS

COVID-19 is an illness caused by a coronavirus.

Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

SYMPTOMS

Symptoms may be very mild or more serious. They may take up to 14 days to appear after exposure to the virus.


FEVER


COUGH


DIFFICULTY BREATHING

HOW IT IS SPREAD

Coronaviruses are most commonly **SPREAD** from an infected person through:

- ▶ respiratory droplets when you cough or sneeze
- ▶ close personal contact, such as touching or shaking hands
- ▶ touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

PREVENTION

The best way to prevent the spread of infections is to:

- ▶ wash your hands often with soap and water for at least 20 seconds
- ▶ avoid touching your eyes, nose or mouth, especially with unwashed hands
- ▶ avoid close contact with people who are sick
- ▶ when coughing or sneezing:
 - cover your mouth and nose with your arm or tissues to reduce the spread of germs
 - immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards
- ▶ clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs.
- ▶ stay home if you are sick to avoid spreading illness to others

IF YOU HAVE SYMPTOMS

If you have **SYMPTOMS** of COVID-19 — fever, cough, or difficulty breathing:

- ▶ stay home to avoid spreading it to others
 - if you live with others, stay in a separate room or keep a 2-metre distance
- ▶ call ahead before you visit a health care professional or call your local public health authority
 - tell them your symptoms and follow their instructions
- ▶ if you need immediate medical attention, call 911 and tell them your symptoms.

FOR MORE INFORMATION ON CORONAVIRUS:

 1-833-784-4397
 canada.ca/coronavirus
 phac.info.aspc@canada.ca



Public Health
Agency of Canada



Agence de la santé
publique du Canada



SOURCE: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/about-coronavirus-disease-covid-19.html>

Appendix B: Position Risk Assessment

Position	General Risk Level	Control Measures/Procedures
First Responders	High	Regular and effective hand hygiene / General Precautionary Measures / Operational Guidelines / PPE
First Aid Attendants / unable to maintain social distancing	Moderate	Regular and effective hand hygiene / General Precautionary Measures / Safe Work Practices / PPE
Caretakers / Janitors / Building Service Workers	Low to Moderate	
Front Counter/Office Staff: Main office	Low to Moderate	Regular and effective hand hygiene / General Precautionary Measures
Board Members / General Staff	Low	Regular and effective hand hygiene

NOTES:

- The above table is a very general assessment to give the idea of potential risk
- Individual positions and tasks will involve specific risks which will require assessment by the Lead Pastor in consultation with employees



Physical distancing

Protect yourself, your loved ones and your community from COVID-19

March 23, 2020

Physical distancing means making changes in your everyday routines in order to minimize close contact with others.

Keeping about two metres apart when we are outside our homes is something we can all do to help stop the spread of COVID-19.



Here are some other tips to practice physical distancing while keeping up mental wellness:

- ✓ Greet with a wave instead of a handshake, kiss or hug
- ✓ Exercise at home or outside
- ✓ Get groceries and medicines at off-peak times
- ✓ Go for a walk with family or others you are living with
- ✓ Work from home
- ✓ Use food delivery services or online shopping
- ✓ Go outside for some fresh air
 - Go for a run, bike ride, rollerblade, snowshoe, walk the dog or get the mail while maintaining safe physical distance from others
- ✓ Use public transportation at off-peak times
- ✓ Have kids play in the backyard or park

Remember to:

- Stay at home when you're sick, even if symptoms are mild
- Avoid crowded places and non-essential gatherings
 - No play dates, group walks, basketball games or gathering on the beach
- Take care of your mental well-being through checking in with loved ones and self-care
- Cough and sneeze into your elbow or sleeve
- Wash your hands regularly



Learn more at bccdc.ca/covid19

March 23, 2020
Physical distancing: Protect yourself, your loved ones and your community from COVID-19



SOURCE: <http://www.bccdc.ca/Health-Info-Site/Documents/COVID19-Physical-distancing.pdf>

How to Clean Your Hands with Soap and Water

Use soap and water if your hands are visibly soiled.
Use Alcohol Based Hand Rub if your hands are not visibly soiled.



Wet hands and apply soap. Cover all areas of your hands as shown below.
Rinse hands and pat dry with disposable towel. Turn off tap with towel.



Effective Date: October 2014

Revised Date:

© Island Health 2014

Clean hands C·A·R·E



9 - 90554

SOURCE: http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf

Help prevent the spread of COVID-19: How to use a mask



1 Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



2 Inspect the mask to ensure it's not damaged.



3 Turn the mask so the coloured side is facing outward.



4 Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose



5 Put the loops around each of your ears, or tie the top and bottom straps.



6 Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7 Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



8 Don't touch the mask while you're wearing it. If you do, wash your hands.



9 Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

Removing the mask

1 Wash your hands with soap and water or use an alcohol-based hand sanitizer.

2 Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.

3 Dispose of the mask safely.

4 Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."

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?

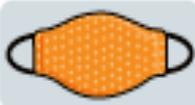
Some regulated industries or industry associations may recommend or require the use of certified medical masks or single-use respirators to protect workers against chemical, physical, or biological hazards, including COVID-19.

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.

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