



## **LVCU COVID-19 SAFETY PLAN**

Revised as of December 22, 2020

3<sup>rd</sup> Revision

### Background

This Plan is intended as a safety plan under WorkSafe BC requirement to outline the steps and procedures LVCU has put in place to ensure the risk of exposure to COVID-19 is minimized at our workplace. This is a live document and are subject to change as conditions change and the situation evolves. This plan also provides the basis and background for the development of the LVCU Response to Suspected or Positive Covid-19 Case document.

### Requirement for Safe Work Practices

The following safe work practices are based on the orders and guidance provided by the Provincial Health Officer and the guidance provided by the BC Centre for Disease Control and WorkSafeBC. The safe work practices are intended to ensure the safety of our employees and members and satisfy our employer obligations under WorkSafe BC in relation to COVID-19.

### Statement of Purpose

Lake View Credit Union (LVCU) is committed to providing a safe and healthy workplace for our staff, members and the general public. A combination of measures will be used to minimize employee/member exposure to COVID-19. All employees must follow the procedures outlined in this Safety Plan to prevent or reduce exposure to COVID-19.

### Responsibilities

#### **Employer responsibilities**

- Make best effort to ensure that supplies (hand sanitizers, disinfecting wipes, washing facilities, masks gloves and etc) are readily available where and when they are required.
- Select and implement the appropriate site-specific control measures such as enhanced janitorial cleaning and disinfection
- Ensure that managers and employees are educated and trained to an acceptable level of competency.
- Ensure that employees use appropriate personal protective equipment (PPE) if required and mandated
- Conduct an on-going review of the safe work practices for their effectiveness.
- Ensure that safe work practices documents such as this document and the LVCU Response to Suspected or Positive Covid-19 document is distributed and made available to all employees.

#### **Management responsibilities**

- Understand and comply with the risk controls put in place
- Ensure that employees are aware of the controls for mitigating the hazards at the location.
- Ensure that employees follow established safe work procedures.
- Ensure that employees use personal protective equipment as required and mandated
- Direct work in a manner that eliminates or minimizes the risk to workers.

#### **Employee responsibilities**

- Know the hazards of the workplace.
- Follow established work procedures as directed by the employer or supervisor.
- Use any required PPE as instructed or mandated



- Report any unsafe conditions or acts to their supervisor. (including, but not limited to, staff not complying with safety controls)
- Know how, when and who to report exposure incidents to immediately upon detection

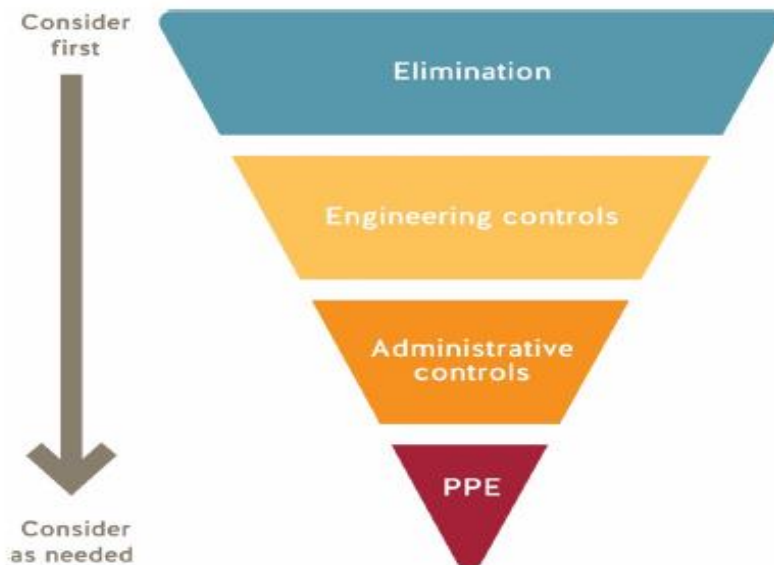
## **FIVE-STEP PROCESS**

### **Step 1: Assess the risks at the workplace**

- We have involved staff representative, supervisor representative, joint OH&S committee and the First Aid attendants in the assessing of risks in our workplace
- We have identified areas where people gather and high-contact surfaces
- We have identified job tasks and processes where workers are close to one another or members of the public

### **Step 2: Implement protocols to reduce the risks**

- We have looked towards WorkSafe BC, staff/supervisor representative, joint OH&S committee, First Aid attendants and the provincial health officer for information, input and guidance



#### (a) First Level Protection – Elimination

- ✓ Posted occupancy limit signage in high traffic areas such as lunchroom, boardrooms, meeting rooms, washrooms and elevators
- ✓ Occupancy limit signage for members is posted in each location, limiting member traffic as well as the areas they can access
- ✓ Implemented signage and floor decals reminding everyone to keep themselves at least 2m (6 feet) apart, wherever possible
- ✓ Implemented work from home options, when possible to reduce contact intensity
- ✓ Trying to implement staggering work arrangements to reduce number of staff in workplace at any given time
- ✓ Conduct virtual meetings as much as possible

#### (b) Second Level Protection – Engineering Controls

- ✓ Plexi glass barriers at frontlines and meeting rooms to limit contact intensity with members

#### (c) Third Level Protection – Administrative Controls

- ✓ Posters being placed in common staff & member areas reminding staff to follow social distancing and occupancy limit protocols set in place



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- ✓ Posting Visitor Entry Check poster at entrance asking visitors not to enter if they do not meet the Entry Check requirement
  - ✓ Posting Staff Entry Check poster at staff entrance asking staff not to enter if they do not meet the Entry Check requirement
  - ✓ Where operationally feasible, staggering work schedules would be put into effect to reduce the number of employees in the workplace at any one time
  - ✓ Employees who are working from home must review and sign off on LVCU Work from Home policy

(d) Fourth Level Protection – PPE

- ✓ Face masks has been mandated since November 2020 and an LVCU Mask Policy has been developed and communicated to all staff
- ✓ A training video on how to use and care for masks has been provided to all staff. Guidelines on how they should approach visitors coming in without a mask has also been communicated.
- ✓ Staff are reminded that face masks are not meant to replace other safety measures and all other LVCU COVID safety protocols are still in place

(e) Implement Effective Cleaning and Hygiene Practices

- ✓ WorkSafe BC information on cleaning and disinfecting surfaces has been reviewed and communicated to LVCU janitors
- ✓ Our workplace has enough handwashing facilities on site and they are visible and easily accessed
- ✓ Enhanced cleaning/janitorial to ensure that our workplace is being properly disinfected daily
- ✓ Posters being placed in common staff & member areas reminding everyone to follow hand-washing and general hygiene protocols set in place
- ✓ Hand sanitizers provided in central locations and near high touch surfaces such as doorknobs, Front ATM vestibule and elevator buttons for members and staff
- ✓ Disinfectant supplies and instructions will be provided so all staff are to sanitize and wipe down all their desk components (keyboard, computers, phones, mouse) weekly.

### **Step 3: Develop policies**

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

- Employees are required to conduct daily health checks to ensure that they are not entering the workplace if they are exhibiting symptoms. This is further supported by workplace entry check signage that reminds workers and others that they should not enter the workplace if they are ill.
- Communication to all employees that they should stay home if they are sick and exhibiting symptoms of a flu-like illness
- Anyone directed by Public Health or anyone who has arrived from outside of Canada must self-isolate and monitor for symptoms
- Limit on the number of visitors in the workplace
- First Aid attendants has been provided OFAA protocols for use during the COVID-19 pandemic
- We have a work from home policy, mask policy and workplace violence & harassment policy that has been communicated to employees
- At every communication, employees are reminded to bring forward their concerns and issues if they have any so we are able to finetune our COVID measures
- Employees are aware that LVCU COVID Safety Plan is a live document and is subject to change as the pandemic evolves and we receive more directions from health authorities

**Step 4: Develop communication plans and training**

Ensure that everyone knows how to keep themselves safe while at our premises

March 3, 2020	Employee Memo on COVID-19
March 17, 2020	Employee Memo on COVID-19
March 23, 2020	Communication to staff on types of leave provisions available to staff needing to stay home due to various COVID related reasons
March 31, 2020	Employee Memo providing support for managing anxiety & mental wellness during the Pandemic
May 15, 2020	Communication and training to staff on LVCU Safety Plan and LVCU Response to Suspected or Positive Covid-19 Case policies. Both documents are posted on LVCU website and ADP Payroll App so employees would be able to access it anytime and anywhere by logging onto their Payroll App on their mobile phone
August 12, 2020	Communication to employees that they must conduct LVCU COVID-19 self-assessment prior to coming to work. If their response is Yes to any of the questions in the self-assessment, they must stay home and notify their supervisor or HR Manager immediately and await further instructions.
September 9, 2020	OFAA protocols provided to First Aid attendants
October 1, 2020	Revised and updated LVCU Safety Plan and communicated to all staff. Website and ADP Payroll site will be updated with revised document.
November 19, 2020	Communication to all staff the LVCU Mandatory Face Mask policy
November 20, 2020	LVCU Mask training video communicated to all staff via Teams
November 24, 2020	Communication to all staff of requirement to conduct daily health checks, as well as update Daily Visitor Log via Teams
December 22, 2020	Revised and updated 3 <sup>rd</sup> version of LVCU Safety Plan and communicated to all staff. Website, ADP Payroll site and COVID Teams Channel will be updated with revised document.

**Step 5: Monitor your workplace and update plans as necessary**

Things may change as our business operates. If new areas are identified, we will take steps to update policies and procedures and OH&S, staff and supervisor representatives will be involved in this process.

It is evident that everyone at LVCU has done a great job in doing our part to help flatten the curve. With BC's Restart Plan currently on pause in Phase 3, it is more important than ever that we continue doing what we have been doing to not only keep our staff safe and healthy but our members and the general public as well.

LVCU HR Team has and will continue to meet regularly to monitor and stay on top of the evolving situation. As the situation continues to evolve, so will our response.

**Suspected or Positive Covid-19 Exposure**

In the case of a suspected or positive exposure to Covid-19 in any of LVCU premises, please refer to and utilize the LVCU Response to Suspected or Positive Covid-19 Case document.