

# COVID-19 Safety Plan for: Sheet Metal Industry Training Board

Employers must develop a COVID-19 Safety Plan. To develop your plan, follow the six-step process described at [COVID-19 and returning to safe operation](#).

This planning tool will guide you through the six-step process. You may use this document, or another document that meets your needs, to document your COVID-19 Safety Plan.

Employers are not required to submit plans to WorkSafeBC for approval but, in accordance with the order of the [provincial health officer](#), this plan must be posted at the worksite, and on the website if there is one. This Safety Plan can also be completed from any mobile device using the [COVID-19 Safety Plan app](#).

## Step 1: Assess the risks at your workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

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

### Involve workers when assessing your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- We have identified the tools, machinery, and equipment that workers share while working.
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

## Step 2: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- Review [industry-specific protocols](#) on [worksafebc.com](#) to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.
- Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
- [Orders, guidance, and notices](#) issued by the provincial health officer and relevant to your industry.
- Your health and safety association or other professional and industry associations.

# COVID-19 Safety Plan for: Sheet Metal Industry Training Board

Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



First level protection (**elimination**) — Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

Second level protection (**engineering controls**) — If you can't always maintain physical distancing, install **barriers** such as plexiglass to separate people.

Third level protection (**administrative controls**) — Establish rules and guidelines, such as posted **occupancy limits** for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

Fourth level protection (**PPE**) — If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are **selected and cared for appropriately** and that workers **are using masks correctly**.

# COVID-19 Safety Plan for: Sheet Metal Industry Training Board

## First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

- We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. [Public Health has developed [guidance for the retail food and grocery store sector](#) that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]
- In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- We have **established and posted occupancy limits** for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

### Measures in place

- Occupancy limits established for entire facility, taking into account 2m physical distance, work area for staff and students, and movement within Training Centre and office
- Occupancy limits posted in all rooms including washrooms and other small rooms, such as staff lunch room
- Signage posted throughout facility reminding people to maintain 2m physical distancing onsite
- Rotational schedule of employees working remotely and onsite to reduce number of staff onsite
- Staff provided Protecting Personal and Confidential Information Away from Office policy
- Online meetings via Zoom, Microsoft TEAMS or small in person meetings maintaining physical distance
- Provided remote access to internal O or S drive; Microsoft 365 for sharing of documents
- Building has signage directing all visitors to the front entrance to have contact info collected for contact tracing
- Signage posted outside notifying all visitors of SMITB's COVID-19 safety protocols
- Removed seating in office front entrance to discourage gathering
- Restructured class schedule to allow for reduced number of classes/students onsite
- Extended classes by one week to allow for additional time to facilitate blending learning model including remote theoretical training and onsite technical hands-on learning
- Students complete mandatory orientation and COVID-19 Safety protocols prior to class
- Reconfiguration of Training Centre classrooms, shop and office to allow for 2m physical distance
- Designated instructor stations upstairs and downstairs
- Separate entrances to upstairs / downstairs facilities for segregated staff/student access
- AM/PM shifts with rotational access to Training Centre areas to limit number of students onsite
- Limit number of students on work benches/shop areas to ensure 2m physical distancing
- Removed and reconfigured shop equipment to create more space
- Separate access to microwave, fridge and water upstairs & downstairs
- Designated gender-neutral washroom upstairs; male/female washrooms downstairs with touchless faucets installed
- Instructors use imaging equipment (ELMO projector) to display demonstrations
- Lockers sealed to prohibit use
- Removed vending machines from premises

# COVID-19 Safety Plan for: Sheet Metal Industry Training Board

## Second level protection (engineering): Barriers and partitions

- We have installed **barriers** where workers can't keep physically distant from co-workers, customers, or others.
- We have included barrier cleaning in our cleaning protocols.
- We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

### Measures in place

- Front entrance has plexi-glass barrier and service counter with locked access into office as needed
- Barriers installed between student work areas (metal partitions) where physical distancing isn't practical or possible
- Barriers are included in the cleaning checklist
- Increased air flow throughout facility by leaving door open and exhaust fans on while people are in the shop. Windows are left open in upstairs classrooms
- Purchased air purification products (Bipolar Ionization technology) to upgrade existing HVAC system to improve indoor air quality by reducing airborne particulates, odors and pathogens

# COVID-19 Safety Plan for: Sheet Metal Industry Training Board

## Third level protection (administrative): Rules and guidelines

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

### Measures in place

- Identified policies and procedures needed for safe operations of office and Training Centre including work from home procedures for staff, daily monitoring of symptoms for staff/students, visitor protocols, etc.
- Board Trustees reviewed and approved draft WorkBC COVID-19 Safety Plan and relevant policies
- Staff reviewed WorkSafeBC COVID-19 Safety Plan and have contributed to developing safety procedures
- WorkSafeBC COVID-19 Safety Plan posted in staff kitchen and on SMWTCS.ca website under Resources section
- SMITB/SMWTCS Health and Safety Committee meets regularly to identify risks and associated risk mitigation strategies and update the WorkSafeBC COVID-19 Safety Plan as needed
- Public Health Orders are monitored regularly and incorporated into operational decisions, communicated to staff/students and visitors via email and/or posting on website
- Exposure Control Plan developed and includes risk identification and mitigation strategies
- Business Continuity Plan developed to identify critical functions and hazard analysis
- Mandatory orientation and COVID-19 safety training provided by staff to all students in first week of class. Students are required to complete a Student COVID-19 Survey prior to attending class
- Student Apprentice Handbook reviewed by staff as part of student conduct expectations
- First Aid attendants reviewed notices issued by provincial health officer and WorkSafeBC re: COVID-19 procedures
- SMWTCS website updated to include Training Centre schedule changes and COVID-19 resources for students and contractors as part of communication plan to stakeholders
- Signage posted at entrances regarding COVID-19 protocols including need to avoid close contact with people and practice good hygiene (handwashing for 20 seconds; avoid touching eyes, nose or mouth; sneeze or cough into elbow or tissue; report flu-like symptoms to staff)
- Taped lines/barriers or directional signage indicate where people should stand, work areas, or flow of traffic one-way
- iPADS, laptops and individual equipment will be issued to students for use while attending training. Stringent cleaning protocols are done during issuance/return of equipment procedures, ensuring safety of staff/students at all times
- Inventory of equipment will be conducted and identify high touch shared equipment
- Shared equipment identified with signage and associated cleaning protocols to wipe down after use and between shifts
- Signage will be displayed to indicate hand washing sinks and hand sanitation stations
- COVID-19 protocols have been developed for each designated area in the Training Centre
- Incident report template has been developed for staff use to document any incidents that arise including students calling in sick who may require COVID-19 testing to track results and resolution of incident

# COVID-19 Safety Plan for: Sheet Metal Industry Training Board

## Fourth level protection: Using masks (optional measure in addition to other control measures)

- We have reviewed the information on [selecting and using masks](#) and [instructions on how to use a mask](#).
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained workers in the proper use of masks.

### Measures in place

- Three layer masks have been ordered for staff and student use, in response to Dr. Tam's recommendation that three layer masks are most effective against COVID-19 virus
- Masks are required to be worn in the building with some exceptions noted below. It is recommended that all staff and students wear a mask at all times while on the premises (inside the building, in the parking lot and walkways)
- Masks may be removed when stationary (e.g. at desk or work bench) and physically distanced (2M) from other people but must be worn when moving around the facility. If students/staff are not able to maintain the 2M distance, then a mask must be worn
- car-pooling is discouraged unless students/staff are committed to wearing a mask at all times while in the vehicle
- Visitors must have facial coverings and will be provided with a single use mask if needed
- Signage is posted to remind staff/students of safe mask wearing procedures including the use of a fresh mask daily covering mouth and nose, and limiting touching face while wearing a mask
- COVID-19 protocols have been developed for each designated area in the Training Centre and will be reviewed with students as part of the Mandatory Orientation and COVID-19 Safety Training
- Students are required to wear facial masks when working in the shop and welding/industrial area
- Other PPE, such as safety glasses, hearing protection, welding masks, etc. will be distributed individually to students or students will bring their own to class. PPE will not be shared, without a thorough disinfecting process

# COVID-19 Safety Plan for: Sheet Metal Industry Training Board

## Implement effective cleaning and hygiene practices

- We have reviewed the information on [cleaning and disinfecting](#) surfaces.
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [[Handwashing](#) and [Cover coughs and sneezes](#) posters are available at [worksafebc.com](http://worksafebc.com).]
- We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- Workers who are cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

### Cleaning protocols

- SMITB contracted Arodal Janitorial Services Ltd as our cleaning company. Arodal uses Green Seal approved cleaning products and environmentally responsible procedures executed under WHMIS specifications
- Arodal has provided copies of their COVID-19 cleaning protocols aligned to Health Canada standards. Contract includes schedule for cleaning protocols for all common areas and surfaces, indicating frequency and timing of routine and frequent environmental cleaning, as well as cleaning materials used
- Intensive cleaning protocols (fog/electrostatic the facility) in place should there be a positive COVID-19 case onsite
- Scheduled cleaning documented on a checklist signed by cleaning crew while on premises
- COVID-19 protocols have been developed for each designated area in the Training Centre and include instructions on cleaning and disinfecting surfaces
- Staff, students and visitors must sanitize their hands upon entry to the facility
- Signage posted at entrances regarding COVID-19 protocols including need to avoid close contact with people and practice good hygiene (handwashing for 20 seconds; avoid touching eyes, nose or mouth; sneeze or cough into elbow or tissue; report flu-like symptoms to staff)
- Signage posted to remind staff and students to wash their hands frequently, and at a minimum will be required to wash hands before and after class, breaks and eating
- Eating or drinking will be allowed in designated areas with cleaning protocols specified
- Signage displayed to indicate hand washing sinks and hand sanitation stations located throughout facility
- Washrooms are available on both levels of the facility and signage posted to indicate hand washing sink
- Touchless faucets installed in all washrooms
- Shared equipment identified with signage and associated cleaning protocols to wipe down after use and between shifts
- Work areas are decluttered to reduce touch points
- Hand sanitizer is available in key programs areas
- Daily health symptom screening protocols in place for staff and students
- Tool Box Talks hosted daily and include monitoring students/staff for healthy symptoms and class safety issues to be reviewed by the Health and Safety Committee



# COVID-19 Safety Plan for: Sheet Metal Industry Training Board

## Step 3: Develop policies

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

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

- Anyone who has had **symptoms of COVID-19** in the last 10 days must self-isolate at home.
- Anyone who has been identified by Public Health as a close contact of someone with COVID-19.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada must **self-isolate for 14 days and monitor** for symptoms.
- Visitors are prohibited or limited in the workplace.
- First aid attendants have been provided **OFAA protocols** for use during the COVID-19 pandemic.
- We have a **working alone policy** in place (if needed).
- We have a **work from home policy** in place (if needed).
- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate **violence prevention program** is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the **BC COVID-19 Self-Assessment Tool**, or call 811 for further guidance related to testing and self-isolation.]
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

## Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices. [A customizable **occupancy limit poster** and **handwashing signage** are available on [worksafebc.com](https://worksafebc.com).]
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including **visitors** and **workers** with symptoms.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.



# COVID-19 Safety Plan for: Sheet Metal Industry Training Board

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

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process. [Reviewing and updating your COVID-19 safety plan: A guide for employers](#) will help you review your safety plan to ensure it's effective and functioning properly.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Workers know who to go to with health and safety concerns.
- When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

## Step 6: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

- We have a training plan for new staff.
- We have a training plan for staff taking on new roles or responsibilities.
- We have a training plan around changes to our business, such as new equipment, processes, or products.
- We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- We have identified a safe process for clearing systems and lines of product that have been out of use.

### Be advised that personal information must not be included in the COVID-19 Safety Plan

Personal information is any recorded information that uniquely identifies a person, such as name, address, telephone number, age, sex, race, religion, sexual orientation, disability, fingerprints, or blood type. It includes information about a person's health care, educational, financial, criminal, or employment history. Visit <https://www.oipc.bc.ca/about/legislation/> for more information.