

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

This planning tool will guide you through a six-step process to develop a COVID-19 Safety Plan. 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 may be required by order of the [provincial health officer](#) to post their COVID-19 Safety Plans at the worksite and on the website if there is one.

Step 1: Assess the risks at your workplace

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.

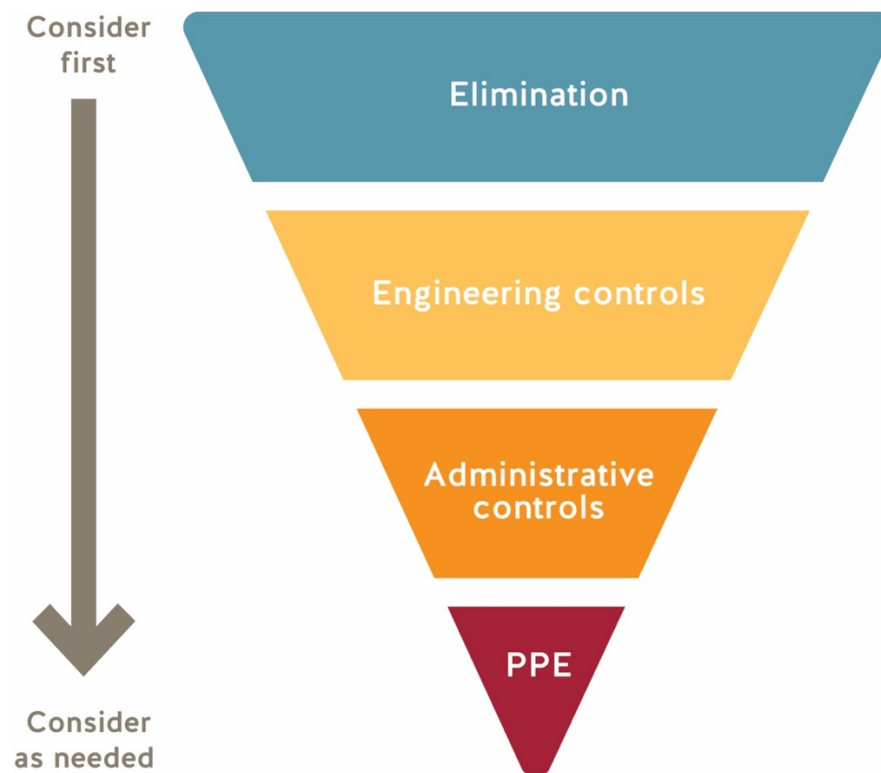
Step 2: Implement protocols to reduce the risks

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.

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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**) — Masks are an important tool in the prevention of COVID-19 transmission. Implement mask policies appropriate to your workplace and ensure that they are in alignment with orders or guidance from the **provincial health officer**. Ensure that masks are **selected and used appropriately**. Signage is available on **using masks correctly**.

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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. Limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. Some sectors may have requirements for occupancy limits prescribed by the [provincial health officer](#). For other employers, an occupancy limit that provides at least 5 square metres of unencumbered floor space per person (workers and patrons) may provide a sensible approach for determining maximum occupancy.
- 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 within facility including staggered movement within Training Centre and office
- Occupancy limits posted in facility areas such as front area, instructor office, etc.
- Signage posted throughout facility reminding people to public health authority protocols
- 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 (for H1 classes) to orient students to LMS (Total Track) used in blending learning model (remote theoretical training and onsite technical hands-on learning) and AutoCAD; 1-1 orientation provided to new students who have not received orientation previously
- Students complete mandatory orientation and COVID-19 Safety protocols first day of class
- Reconfiguration of Training Centre classrooms, shop and office to encourage physical distancing
- 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 address occupational limits
- 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 are available for use, subject to students wearing masks while accessing lockers
- Removed vending machines from premises

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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).
- For buildings with heating, ventilation, and air conditioning (HVAC) systems: We have reviewed available information on **ventilation and air circulation** and have ensured, to the extent that we are able, that these systems are properly maintained and functioning as designed.

Measures in place

- Front entrance has plexi-glass barrier and service counter with locked access into office as needed
- Encouraging physical distancing in student work areas. Face covering/mask wearing is mandatory, especially 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

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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 initial 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 and/or communicable disease prevention plan as needed
- Public Health Orders are monitored regularly and incorporated into operational decisions, communicated to staff/students and visitors via email and/or significant updates (e.g. changes to mask protocols) posted on website
- Exposure Control Plan in development and includes risk identification and mitigation strategies
- Business Continuity Plan in development 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 any health symptoms to staff)
- IT equipment such as laptops and individual equipment (welding helmets) 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
- Shared equipment identified with associated cleaning protocols to wipe down after use
- 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

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

- We have a policy on the use of masks that is appropriate to the workplace, and that is in alignment with orders and guidance from the [provincial health officer](#).
- Masks are [selected and used appropriately](#). [Signage](#) is available for workers on using masks correctly.
- We have provided workers information on the proper use of masks.

Measures in place

- Three layer masks are recommended as most effective against COVID-19 virus
- Masks are required to be worn indoors per current public health order. It is recommended that all staff and students wear a mask at all times while on the premises (in the parking lot and walkways)
- 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

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Implement effective cleaning and hygiene practices

- 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.]
- We are maintaining a clean environment in the workplace through routine cleaning practices.
- Workers who are cleaning have adequate training and materials.

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) available as needed
- 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

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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.

- We have policies in place to support workers in receiving COVID-19 vaccinations to the extent that we are able.
- Employers may implement vaccination policies at their workplace. Employers with vaccination policies have clearly communicated this policy to workers. More information is available at worksafebc.com/en/covid-19/vaccination-and-the-workplace.
- Some employers may have [rapid COVID-19 point-of-care screening programs](#) or have access to [rapid antigen tests](#). Any such programs are conducted in accordance with BCCDC guidance and clearly communicated to workers as appropriate.
- All individuals, including those with [symptoms of COVID-19](#), those who have been in contact with a COVID-19 positive individual, or those who have travelled outside of Canada, must follow the [guidance of public health](#).
- 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.]
- We have posted signage at the main entrance indicating that visitors and workers with symptoms are restricted from entering.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

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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.

- 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.