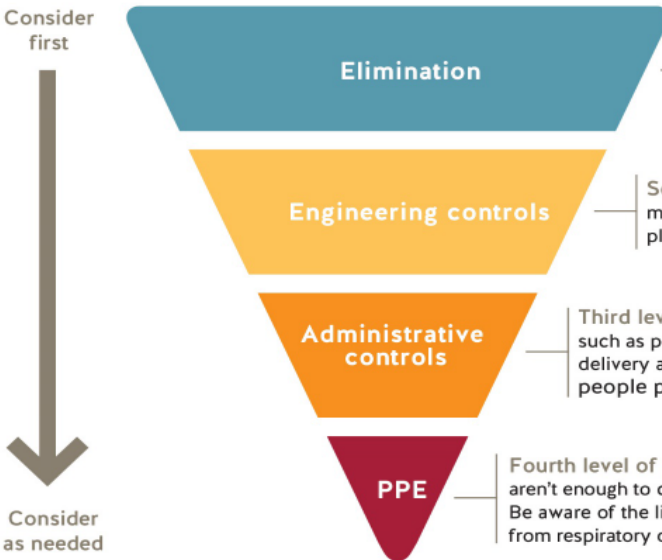


As per WorkSafeBC (WSBC) and the Provincial Health Officer (PHO), all workplaces must complete a Safety Plan to support return to operations. This plan must be posted at the workplace in an area where employees, other workers and the public will have easy access to it. Managers are to complete, in consultation with front-line employees and the JOHSC, and post one of the following Safety Plan Checklists:

- **Safety Plan Checklist – Clinical Operations (insert PHC Links)** (for all areas that provide clinical services and direct patient care – Acute, LTC, MHSU, etc.)
- **Safety Plan Checklist – Non-clinical Operations** (for all areas that do not provide clinical services – corporate offices, administration, support services, plant services, etc.)

Step 1 – Assess the risk at your workplace	
<ul style="list-style-type: none"> ● Employers must assess their workplaces to identify where the risk of transmission of COVID-19 is present. ● This process must involve front-line employees who perform the work, supervisors and the Joint Health & Safety Committee (JOHSC)/Worker Representative in absence of a JOHSC. 	
Step 2 – Implement measures to reduce the risk	
<ul style="list-style-type: none"> ● Manager/supervisor must select and put measures in place to minimize the risk of transmission – review the WSBC Protocols for Healthcare Workers, and applicable Infection & Prevention Control requirements, for more information. ● Measures should include consideration of the hierarchy of controls: 	
	<p>First level of protection — Use policies and procedures to limit the number of people in your workplace at any one time. Rearrange work spaces or reschedule work tasks to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and others.</p> <p>Second level of protection — If you can't always maintain physical distancing, install barriers such as plexiglass to separate people.</p> <p>Third level of protection — Establish rules and guidelines, such as posted occupancy limits for shared spaces, designated delivery areas, and one-way doors or walkways to keep people physically separated.</p> <p>Fourth level of protection — If the first three levels of protection aren't enough to control the risk, consider the use of non-medical masks. Be aware of the limitations of non-medical masks to protect the wearer from respiratory droplets. Ensure workers are using masks appropriately.</p>
Step 3 – Develop procedures & guidelines	
<ul style="list-style-type: none"> ● Managers develop procedures to manage their workplace, including guidelines around who can be at the workplace, how to address illness that arises at the workplace, and how employees can be kept safe in 	

adjusted working conditions.
Step 4 – Communication and training
<ul style="list-style-type: none"> Managers must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.
Step 5 – Monitor your workplace and update plans as necessary
<ul style="list-style-type: none"> Things change as business operates. If a new area of concern is identified, or if it seems like something isn't working, Managers must take steps to update policies and procedures and ensure employees are involved in this process.
Step 6 – Assess and address risks from resuming operations
<ul style="list-style-type: none"> There may be risks arising from restarting operations that need to be managed including: requirements for employees to change or adapt job roles or use new equipment; any processes or procedural changes required that could introduce new risks.

Refer to the **PHC COVID-19 Safety Plan (INSERT WHEN COMPLETE)** for more information