

Biological Hazard Management Plan

Phase 3- Travel Permitted Outside of Own Community

Purpose

As part of our risk management program, BCFSC has conducted a companywide risk assessment and created a risk registry that inventories the hazards Safety Advisors face. The organization has created procedures for the management of the identified hazards based on the risk assessment process.

Scope

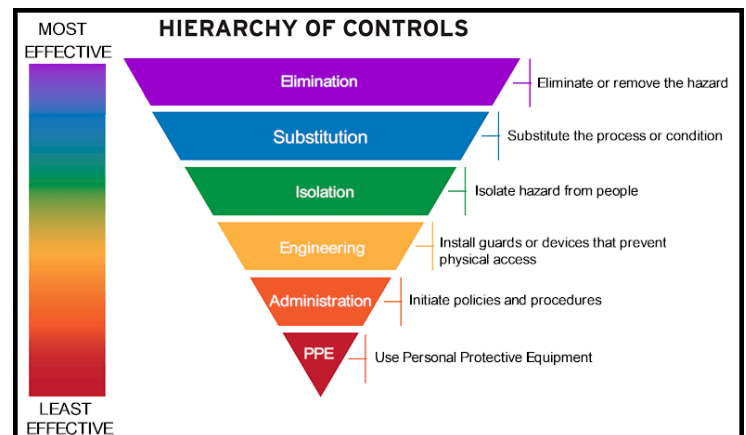
This procedure applies to all BCFSC Safety Advisors who have the potential to be exposed to a biological hazard during field work activities. The information contained in this procedure should be used to minimize the risks associated with the hazard and it meant to be used in conjunction with the field level risk assessment tool to ensure the hazards have been adequately controlled. The management plan is for work during Phase 3 of the BC Governments Re-Start and allows Safety Advisor travel within BC.

Procedure

BCFSC has identified the protective mechanisms in this procedure as the most effective way to mitigate the risk of exposure to biological hazards. Please refer to the risk assessment by Task in Appendix 1 for more information and detail. Please note that these risk assessments and recommendations are based on assuming the person or surface has the potential to come in contact with a biological hazard, such as the COVID-19 virus.

Controls

The following controls are to be applied in order of the hierarchy of controls with the most effective and preferred method being elimination (top level) working down to the least preferred method of PPE. Please note that in the instance that a hazard cannot be eliminated, the appropriate control may be a combination of any or all other control mechanisms in the hierarchy. The be certain you have reduced the risk to the lowest possible level, complete a field level risk assessment using the Field Level Risk Assessment Form.



Safety Advisor: Hierarchy of Controls

Prior to applying controls to the circumstance, first and foremost the worker must feel comfortable and safe attending a client’s worksites.

Preference Level	Control Category	Control Application Details
1	Elimination	<ul style="list-style-type: none"> Do not perform any work around any persons displaying flu like symptoms Maintain 2m(6ft) physical distance from other persons at all times Do not perform work outside of your home if you are sick or have COVID-19 symptoms
2	Substitution	<ul style="list-style-type: none"> Pre-planning activities can be performed using phone calls, webinars or email
3	Engineering	<ul style="list-style-type: none"> Respect any physical barriers in work environments including client site
4	Administration	<ul style="list-style-type: none"> Worker education is very important especially with biological hazards, all safety advisors will be trained in all COVID-19 procedures prior to arranging off site activities Follow the stronger of any client or site-specific rules or BCFSC standards Client screening questionnaire prior to field activity Field level risk assessment completed before field activity Perform hand hygiene frequently (at least each time gloves are removed) with an alcohol-based hand rub and if your hands are not visibly dirty or with soap and water if hands are dirty and after PPE disposal. Carry hand sanitizer with you at all times Avoid touching your eyes, nose, and mouth. Practice respiratory hygiene by coughing or sneezing into a bent elbow or tissue and then immediately disposing of the tissue Routine clean and disinfect handled material and other frequently touched surfaces Use only your own office supplies. Do not use client supplies or share your supplies. When dealing with material such as equipment and paper, handle with gloves, disinfect and place in storage for 24 hours prior to handling again (see specific risk assessment details in appendix 1 per task)
5	PPE	<ul style="list-style-type: none"> N95 respirator is preferred but in the event of supply shortage use a face-shield, or face -covering such as cloth mask or bandana (in conjunction with training on safe donning and doffing procedures) Gloves (proper use and disposal to be taught prior to field activities)

Each Safety Advisor traveling to perform work on a client site will be given a disinfecting kit. This kit can be utilized during travelling. Supplies are to be replenished as required. The kit will include the following cleaning, disinfecting, and protection supply:

1. Bottled water
2. Dry towels
3. Disinfecting wipes or spray
4. Masks
5. Latex gloves
6. Alcohol-based hand sanitizer

All safety advisors will be provided with education in the effective use of the sanitization products prior to field activities.

Note: the BC Health Authority has requested that anyone travelling to a community in BC (outside of their own community) be respectful of that community and check to ensure that travel to that community is welcome. Travel checks with communities should also include First Nations if required.

In addition, the BC Health Authority has requested that travels to another community be as self-sufficient as practicable.

Appendix 1 Supporting Information for Biological Hazard: Viruses (Covid-19)

Task: Safety Advisor Consulting in Field

Associated Hazards is COVID-19 Biological hazard for the entire assessment

Activity		What Could Go Wrong	Severity	Control Measures	Severity	Likelihood (with controls)	Risk
1	SA traveling to site with vehicle	Vehicle was not cleaned and disinfected properly between clients, SA come contact with contaminated surface inside vehicle	Serious	Prior to vehicle use disinfecting wipes on surfaces where direct contact occurs during vehicle use. Note: SA will travel in their own vehicle whenever possible. If the SA travels in a client vehicle they will practice physical distancing and/or use a Face shield, safety eyewear and mask to limit transmission. Travel in a rental vehicle will include pre & post use sanitation.	Serious	Unlikely	Low
2	SA traveling to site on plane Note: air travel is not preferred but permitted during BC Phase 3 Re-Start.	Traveling through airport SA around large number of people with no symptoms	Serious	Wash your hands often with soap and water or alcohol-based hand sanitizer; avoid touching your eyes, nose or mouth; physical distancing (maintain 2m/6 ft distance from others); consider using a face covering (non-medical mask such as a cloth mask or bandana) to reduce the risk of transmission where physical distancing may be challenging, disposable glove inside the plane	Serious	Unlikely	Low

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3	SA staying in hotel and other housing other than home	SA enters common areas with multiple people unknown if any displaying flu like symptoms	Serious	<p>Avoid close contact with others and keep at least two metres from others. Wash hands regularly (or using alcohol-based hand sanitizer if soap and water are not available). Stay away common areas like gym, breakfast rooms, pools etc.</p> <p>Use sanitation kit to sanitize high touch areas in hotel room (door handles, phones, desk, TVC controllers, tap handles, toilet surfaces ...)</p> <p>Consider asking the hotel for a copy of their room sanitization procedures.</p>	Serious	Unlikely	Low
	SA performs a Site Pre-Visit Assessment of clients workforce and worksite	SA fails to perform the pre-screening activities and the worksite contains COVID-19 infected workers	Serious	<p>SA performs the site pre-visit assessment 1 week prior to site visit and re-confirms with the worksite that there have been no new COVID 19 infections 1 day before the site visit.</p> <p>For multi-site visits in 1 week the SA will confirm the night before that there are no new COVID infections with that company. This will be documented in a daily journal or other similar method.</p>	Serious	Unlikely	Low
4	SA arriving to work site	SA arrives at the worksite performs a screening of the worksite with company contact to confirm there no infected workers. Discovering there was a worker identified with COVID-19 virus symptoms (since	Serious	<p>SA can refuse to complete the work if he or she feels not enough information provided about the infection location of the worker. SA can continue work by: avoiding the work area and worker that has COVID 19 symptoms, maintain a spatial distance of at least 2 meters from others within the facility and using the appropriate personal protective equipment such as face shield; gloves; eye protection with safety glass. SA</p>	Serious	Unlikely	Low

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		prescreening of a client provided to SA)		should be aware of early signs and symptoms of acute respiratory infection if that is displayed in workers at the site			
5	SA working at worksite (Field Work)	SA working at the worksite with potential virus carriers present (no symptoms)	Serious	Wash hands often with soap and water or alcohol-based hand sanitizer; avoid touching eyes, nose or mouth; physical distancing (maintain 2m/6 ft distance from others at all times), consider using a face covering (non-medical mask such as a cloth mask or bandana) to reduce the risk of transmission. If SA using cloth mask client must be aware of that and workers must be informed and given the option to use one. Reduce group sizes to keep people 2m/6 ft distance from each other and from SA.	Serious	Unlikely	Low
6	SA leaving work site in vehicle	SA uses his or her own or rental car to travel. COVID-19 virus transfer can take place from boxes and bags placed in the vehicle from worksite.	Serious	Equipment and boxes must be placed and stored in the trunk / bed / canopy of the vehicle where human contact to the equipment or boxes is minimal from family members. All equipment or boxes must be disinfected on removal from vehicle and storage in area where there will be minimal contact with family members	Serious	Unlikely	Low

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7	Meeting between client and SA	Scheduled meeting with client at work site in one room with multiple people potential COVID-19 virus transfer.	Serious	Indoor meetings should be avoided. SA maintains a spatial distance of at least 2 meters from others at all times. If this distance cannot be maintained use appropriate personal protective equipment such as face shield (non-medical mask such as a cloth mask or bandana); gloves; eye protection with safety glass. SA should be aware of early signs and symptoms of acute respiratory infection if that displayed in workers at the site All on site meetings should only include the essential participants. If possible, use alternative methods for site meetings (teleconference, online meetings). Note: if a SA becomes ill or develops symptoms while on-site the activities immediately stop, the host is informed and you call your supervisor for further direction.	Serious	Unlikely	Low
8	Scheduling consulting/ site visit	SA entering work sites with workers diagnosed or suspected being diagnosed with COVID-19 virus.	Serious	All sites visit must be assessed by SA. Perform a site pre-visit assessment. This to be completed and sent to supervisor before scheduled site visit, initial assessment 1 week prior to site visit, confirmation of assessment the day before the site visit. SA to request a copy of COVID 19 policies at initial site pre-visit assessment which include PPE requirements at site to comply with work site requirements. The site COVID 19 policies are to be provided to your supervisors 2 days prior to the site visit.	Serious	Unlikely	Low

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9	SA documentation review	Prolonging site visit or infection from documentation	Serious	SA to arrange for the documentation review to take place prior to the site visit. Arrange for the site to forward all relevant documentation 1 week prior to visit for review. Alternatively, if documentation is reviewed on site take pictures of documentation so the review can take place offsite. Use gloves when reviewing documentation on site.	Serious	Unlikely	Low
	SA worker interviews	SA interviewing workers infected with COVID-19 virus.	Serious	SA maintains a spatial distance of at least 2 meters from others within the facility at all times. If this distance cannot be maintained use appropriate personal protective equipment such as face shield (non-medical mask such as a cloth mask or bandana); gloves ; eye protection with safety glass. SA should be aware of early signs and symptoms of acute respiratory infection if that displayed in workers at the site. Note: SA should arrange prior to arrival on site a safe place to perform interviews that includes physical distancing of 2m(6ft).			
10	SA Health Monitoring Form	SA visits a worksite while they are infected with COVID-19 virus.	Serious	Use the Health Monitoring Form to record morning and evening temperature daily health and any contact outside of your family bubble. For 2 weeks prior to site activity the SA will monitor daily temperature, health and interactions outside of family bubble.	Serious	Unlikely	Low

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11	SA frequency of site visits	SA are to allow for a gap of a minimum of 1 week between small employer multi-site visits	Serious	Book employer multi-site visits with a minimum of 1 week between trips	Serious	Unlikely	Low
12	SA meals	Public meals not available when traveling or dining in a restaurant	Serious	Carry any required meals, beverages or snacks when performing multi-site visits to avoid having to eat at restaurants or at client facilities. Dining in a restaurant is permitted but not preferred.	Serious	Unlikely	Low

Appendix 2: Recommended PPE and Other Protective Means

Route of entry or transfer	PPE	Use of time	Note
Skin	Heavy duty gloves, latex gloves, medical exam gloves	Perform hand hygiene frequently with an alcohol-based hand rub, or with soap and water if hands are dirty.	Avoiding touching your eyes, nose, and mouth; hand hygiene after disposing of the mask.
Skin	Coverall/ Tyvek coverall / long sleeved shirt and pants	Working in field	Available in orange with 2" reflector tape High visibility vest must meet minimum company and regulatory requirements (preferable Type 2 or better)
Respiratory	Half mask respirator with approved fit testing, mask or Face shield	Working in field with close contact to large group of people if the 2m distance is not kept	Practice respiratory hygiene by coughing or sneezing into a bent elbow or tissue and then immediately disposing of the tissue;
Eye protection	Face shield or goggles	Working in field with close contact with workers if the 2m distance is not kept	Mask or Face shield is preferable, but SA would not conduct work when airborne mist droplets are anticipated
Transporting	Safety Boots appropriate for site	Standard PPE for industry	Viruses die very quickly on porous surfaces like sand rock etc. No risk transmitting virus via boots
Transporting/ equipment	Sanitation kit	Equipment used in the field before and after use	High touch areas sanitized before and after field visits. Tools, equipment and office supplies used during field visit sanitized after field visit