



Inline Nurseries (2010) Inc.
COVID-19 WORKPLACE SAFETY PLAN

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COMMON DEFINITIONS

CLOSE CONTACT:

A *close contact* is generally someone who has been near a person with COVID-19 for at least 15 minutes when health and safety measures were not in place or were insufficient. This includes up to two days before someone develops symptoms.

COVID-19 OUTBREAK:

This occurs during (and because of) a case investigation and contact tracing where:

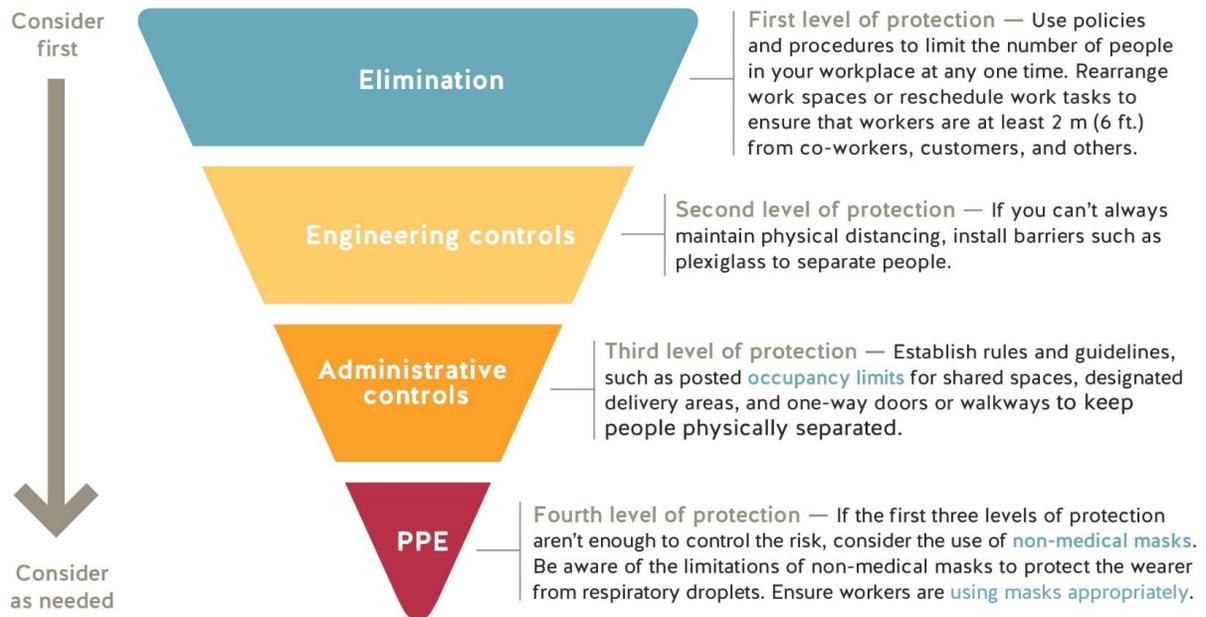
- Two or more contacts are identified as having active COVID-19, regardless of their assigned priority; or
- Two or more patients with COVID-19 are discovered to be linked, and the linkage is established outside of a case investigation and contact tracing (e.g., two patients who received a diagnosis of COVID-19 are found to work in the same office, and only one or neither of them was listed as a contact to the other)

EXPOSURE:

You were exposed if you were in close contact with someone who has tested positive for Covid-19 (within six feet or less of someone who has tested positive for COVID-19 for 15 minutes or more, it is considered close contact)

PURPOSE

We have conducted a risk assessment and have implemented some important changes to ensure the safety of all employees. In accordance with WorkSafe BC's recommendations, we are taking all necessary precautions to minimize the risk of COVID-19 transmission and illness at the workplace. COVID-19 is transmitted in several ways, including through droplets when a person coughs or sneezes, or from touching a containment surface before touching the face. Employers must identify areas where the risk of transmission exists.



The contents of this document have been informed by provincial regulations and recommendations regarding the ongoing COVID-19 situation as well as feedback and input from the team. This plan will be edited and revised as the COVID-19 situation develops and as the province's recommendations change. Every employee will receive an orientation to ensure they understand the components of the plan.

Employees with questions or concerns about this Safety Plan are encouraged to contact their Manager.

EMPLOYER RESPONSIBILITIES

- Ensure that the materials (for example, gloves, alcohol-based hand rubs, and washing facilities) and other resources (for example, worker training materials) required to implement and maintain the plan are readily available where and when they are required.
- Ensure that workers are always able to maintain physical distancing (2 metres apart) while completing their work safely.
- Select, implement, and document the appropriate site-specific control measures.



- Ensure that supervisors and workers are educated and trained to an acceptable level of competency.
- Ensure that workers use appropriate personal protective equipment (PPE) — for example, face shields/masks, gloves, gowns, eye protection, and respirators.
- Conduct a periodic review of the plan’s effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.
- Ensure that a copy of the Safety Plan (also known as an exposure control plan) is available to workers.
- Ensure employees are familiar with the safety plans of places they would visit (i.e. Delivery Drivers).

SUPERVISOR RESPONSIBILITIES

- Ensure that workers are adequately instructed on the controls for the hazards at the location.
- Ensure that workers use proper respirators, they have been fit tested, and the results are recorded.
- Ensure that physical distancing measures are maintained.
- Direct work in a manner that eliminates or minimizes the risk to workers.

WORKER RESPONSIBILITIES

- Maintain physical distance (2 metres).
- Know the hazards of the workplace.
- Follow established work procedures as directed by the employer or supervisor.
- Use any required PPE as instructed.
- Report any unsafe conditions or acts to the supervisor.
- Know how and when to report exposure incidents.



PHYSICAL DISTANCING MEASURES

This means making changes in your everyday routines to minimize close contact with others, including:

- avoiding crowded places and gatherings.
- avoiding common greetings, such as handshakes.
- limiting contact with people at higher risk (e.g. older adults and those with compromised immune systems).
- keeping a distance of at least 2 metres (approximately 2 arms lengths) from others.

To ensure we meet physical distancing measures we will reduce the number of people at the worksite and have considered the following:

- Continuous work-from-home arrangements.
- Virtual meetings.
- Rescheduling work tasks.
- Limiting the number of clients and visitors in the workplace.
- We have established and posted occupancy limits for common areas such as break rooms and meeting rooms.
- No more than 6-8 employees will be permitted on any floor of the main office area at any one time (this will be reviewed and updated as deemed safe).
- Everyone is asked to maintain 2 metres of physical distancing while on site

ORIENTATION & MEETINGS

- We will clearly communicate these rules and guidelines to employees through a combination of training and signage.
- Employees who are cleaning will have adequate training and materials.
- Limit the number of persons in the orientation or meeting – a chair spacing between workers. This may require hosting the meetings more often.
- Where practical, move orientation meeting outdoors and conduct a verbal meeting – reinforce physical distancing.



- Use the Public Health Authority Health Assessment tool questions to verify that workers are not feeling sick and so they are aware of what the symptoms are so they can self-monitor. (<https://bc.thrive.health/>)
- Disinfect used pens, tables, and chairs after each meeting.
- As part of the verbal orientation, discuss:
 - Physical distancing of 2 meters.
 - Importance of personal hygiene.
 - Location of hand washing and hand sanitization stations.
 - What the company is doing at the site to promote a safe workplace and remind them that their health is important to us.
 - Where the safety posters are located.
 - The importance of reporting to their supervisor if they are feeling unwell and leaving the nursery.

COVID-19 SYMPTOMS

- Employees **must** stay home if they have **any** COVID-19 symptoms listed below:



Symptoms Chart: COVID-19 vs. Cold vs. Flu vs. Seasonal Allergies

	COVID-19 Symptoms range from mild to severe	COLD Gradual onset of symptoms	FLU Abrupt onset of symptoms	SEASONAL ALLERGIES
Incubation period	2-14 days	1-3 days	1-4 Days	Varies
Symptom onset	Gradual	7-10 days	3-7 Days	Varies
SYMPTOMS				
Fever	Common	Rare	Common	Sometimes
Fatigue	Sometimes	Sometimes	Common	Sometimes
Cough	Common (usually dry)	Mild	Common (usually dry)	Sometimes
Sneezing	No	Common	No	Sometimes
Aches and pains	Sometimes	Common	Common	No
Runny or stuffy nose	Rare	Common	Sometimes	Common
Sore throat	Sometimes	Common	Sometimes	No
Diarrhea	Rare	No	Sometimes for children	No
Headaches	Sometimes	Rare	Common	Sometimes
Shortness of breath	Sometimes	No	No	Sometimes
Itchy nose, eyes or roof of the mouth	No	No	No	Common
Watery, red or swollen eyes	No	No	No	Common

Sources: World Health Organization | Centers for Disease Control | American College of Allergy, Asthma & Immunology

HEALTH VERIFICATION OF WORKERS

- At start of shift, Supervisors will confirm the health status of all workers and notify their manager of any issues. Document issues.
- Each day Managers will ask for updates of workers that have left the site for self-isolation. Document changes.
- At end of shift, Supervisor to confirm the health status of all workers and notify your Manager of any issues.



- Use the regional PHA Health Assessment tool <https://bc.thrive.health/> Document Issues.
- Any employee displaying COVID-19 symptoms will be sent home immediately to isolate and will be directed to complete the PHA Health Assessment tool and follow the instructions accordingly.
- Employees must advise their Managers if they have been directed to get a COVID-19 test and of the results.

CONFIRMED CASES OF COVID-19

- All employees are to report any confirmed cases of COVID-19 to one of the Directors/Owners immediately.
- The three owners will meet and appointment a lead.
- The lead will activate the safety plan and notify the managers of next steps and/or responsibilities.
- Managers will notify employees of confirmed COVID-19 cases.

RETURNING TO WORK AFTER TESTING POSITIVE FOR COVID-19

- Every situation is unique therefore it is critical that employees returning back to work after testing positive for COVID-19 should follow the instructions of Public Health or their clinician.
- Your local public health authorities make the final decisions about how long quarantine should last, based on local conditions and needs. Follow the recommendations of your local public health department when you need to quarantine.

RECENT TRAVEL

- Employees who have recently traveled outside of Canada (within the last 14 days) or live with someone who has recently traveled must self-isolate.



HYGIENE PRACTICES

- Hand sanitizer will be readily available and will be expected for employees to use when they enter the building.
- Wash your hands with soap and water for 20 seconds – before you eat and at the end of the workday, during the work-shift whenever possible, and when you get home from work.
- Do not shake hands; avoid physical contact.
- Do not share food, drinks, cigarettes, personal hand tools.
- Do not touch your face, eyes, nose, mouth with unwashed hands (i.e., smoking, drinking water, eating, etc.).
- Follow good respiratory etiquette by covering your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough.
- Regularly clean and disinfect commonly touched surfaces and tools.

NON-MEDICAL FACE MASKS & FACE SHIELDS

- Employees must wear a face mask or shields when using any common spaces (any area outside of their personal workspace).
- Disposable masks are available to all employees on site.
- Employees may choose to wear their own reusable mask in keeping with BCCDC guidelines, if it is kept clean and properly covers their face to prevent transmission.

BUILDING ACCESS

- Front door will always remain locked.
- There will be hand sanitizer available to workers to use as they enter the building.
- We have implemented a policy prohibiting employees, contractors, or visitors with COVID-like symptoms from entering the building.
- We have posted signs outside the building to notify contractors and visitors.
- A record of all visitors (including contractors) to the worksite will be kept.
- Visitors and clients will be encouraged to attend the appointments alone.



- Floor markings will be placed for safe distancing in any waiting areas.
- People wanting to visit the nursery will be asked to make a scheduled appointment.

PROPERTY ACCESS

- Anyone visiting the property but not visiting the main building will need to be recorded.
- Each Manager and Director (and the Maintenance department) is responsible for recording the presence of contractors and visitors using internal communication.

RECEIVING & REVIEWING CONTRACTOR COVID-19 PLANS

- All visitors (including contractors) must sign-in at the Reception.
- Review this plan with all contractors and sub-contractors upon arrival.
- Review your contractor COVID-19 Safety Plan to how it will relate to your operation and the safety of your employees.

VISITOR ENTRANCE & EXIT

- The main visitor entrance will remain locked.
- Visitors are redirected to the Shipping & Receiving entrance.

EMPLOYEE ENTRANCE & EXIT

- The entrance/exit will remain the same south west door.

STAIRWELLS

- Avoid passing each other on the stairs. Wait on the landing until person has exited stairs.

PRIVATE OFFICES

- All doors in the office will be kept slightly ajar to reduce door handle touching in the office.
- When needing to notify other team members of a DO NOT DISTURB, place a sticky note on the office door or window.



SHARED OFFICE SPACE

- Up to 2 employees will be scheduled in a shared room in the office at any one time, with occupancy limits posted on doors.
- No more than 6-8 employees will be permitted in shared common area office space of the main office area at any one time (This will be reviewed and updated as deemed safe).
- Arrows are placed on the main office floor to direct employees in a one-way flow in and around the kitchen and main office area

WORKSTATIONS

- Plexiglass shields available are located at both reception desks (Front Desk and Accounting).

OFFICE EQUIPMENT IN COMMON AREAS

- The cleaning and disinfecting of these high touch surfaces (they will be marked) are the responsibility of the person using the surface after its use.
- If an area is being used by multiple people (i.e. the kitchen or the boardroom table), the surface should be cleaned and disinfected between each person's use.
- For common areas, employee should be proactive, and wipe down areas they notice have not been wiped down.

GUESTS & VISITORS

- If any employee member wishes to bring a visitor to Inline premises, they must (1) get the permission of the Manager to ensure all people at Inline are accounted for and accommodated.

PUBLIC & COMMON AREAS

- All magazines from the waiting area will be removed.
- Employees are required to wear face masks in all common and public areas.



- Inline will use tape markings to indicate where people can safely stand or sit in areas where more than one person can be at a time (reception area).

EMPLOYEE BREAK ROOM & KITCHEN

- Maximum occupancy: 8.
- The lunchroom has been arranged to safely accommodate eight (8) employees at one time.
- Employees are encouraged to stay in their office unless their task requires contact with others/the use of common areas.
- In an effort ensure all individuals can use the kitchen, employees are encouraged to limit their time in the kitchen and stagger their kitchen time with others in the office.
- Employees should either eat in their own offices or in the drop-in space.
- Employees should avoid using communal cutlery and dishes whenever possible and bring their own cutlery and dish/bowl for eating lunch or use disposable plates and cutlery that are available.

CLEANING PROTOCOLS

- There are posters and signage around the building reminding employees of best practices for hygiene.
- Lysol disinfecting wipes and disinfecting spray available for use in the common areas and in each individual office.
- One person will be responsible in each section to regularly disinfect high touch areas and communal spaces, including door and cabinet handles, light switches, elevator buttons, bathrooms, counter tops, etc.
- Employees will be provided with the appropriate supplies and are required to regularly disinfect their workspace and at the end of each day. This includes their desk, supplies, and equipment used.



WORK-FROM-HOME ARRANGEMENTS

- Please see Inline Nurseries' *Work from Home Policy* for more information.

CUSTOMERS ARRIVALS

- Clients will remain outside and call the Front Desk when they have arrived.
- All visitors will be asked to use the sanitizer available if coming into the worksite.
- Pay stations will be sanitized after each use by the Receptionist.

WAITING AREA

- Maximum occupancy = 2 people.
- No more than two clients will be allowed in the waiting area at one time.
- Markers will be available to indicate where to wait.
- The high touch areas (clearly identified) will be sanitized by the Front Desk Receptionist after each client.

DELIVERY PROTOCOLS

- Drivers will be following these guidelines as recommended by our Governing Health Officials.
- Please be mindful and respectful of social distancing as we will do the same while at your location.
- Inline Nurseries' Logistics department will email you a copy of your confirmation with a request that you scan the documents back to Inline Nurseries once the product is received with a signature/approval.
- Drivers will be required to keep their hands clean and follow sanitization practices for the vehicle assigned to them.
- Gloves will be provided and used during deliveries.
- Drivers will contact the customers once they arrive in the receiving area.
- Customers have two options for delivery:



1. The Driver will unload the carts/pallets/loose material themselves and expect customers to honour the social distancing protocols of two metres apart from one another. We will pick up carts on a later date.
 2. Customer unloads the plant material as our driver patiently waits for your team to unstack your order.
- We offer curb side only delivery service for landscape orders.
 - At any time, if our drivers feel their health and safety are compromised, they reserve the right to refuse delivery of your product.

WORK PODS

- All outside workers will be placed in a work pods of 5-7 persons or less; do not mix the unit personnel but keep them as a family unit.
- Keep the same people working in the same groups, consider skill sets when first creating the pods.
- Instruct all workers to follow all provincial guidelines when away from the workplace to minimize risk at the workplace.
- Under no circumstances should that designated work pods mix and mingle with workers outside their work pods

PRODUCTION AREA

- Continuity of employees will be maintained in the production area (working pods).
- Workers will maintain two-meter physical distancing when possible and will wear a mask to prevent transmission.
- Breaktimes are staggered to ensure physical distancing in break area where the number of employees exceeds the occupancy limit.
- Hand sanitizer is easily accessible.
- Hand wash station is available.
- Mobile login-in/out is available in the Production area through a mobile device.



- Regular sanitization is followed on high touch areas, including vehicles, trailers, tables, and tools.

NURSERY WORK

- Continuity of employees will be maintained in the production area (working pods).
- Employees will maintain two-meter physical distancing.
- Workers will maintain two-meter physical distancing and when not possible will wear a face shield or mask to prevent transmission.
- Breaktimes are staggered to ensure physical distancing in break area where the number of employees exceeds the occupancy limit.
- Hand sanitizer is easily accessible.
- Hand wash station is available.
- Employees will sanitize buttons, switches, and working surfaces of aeration system.
- Mobile login-in/out is available in the nursery area through a mobile device.

FORKLIFTS, TRACTORS, & MOBILE EQUIPMENT

- When possible limit the use of tractors, mobile equipment, and other farm equipment to reduce the spread of COVID-19.
- Whenever possible only one person at a time will use equipment.
- When and where possible use only a single driver/occupant per truck and/or equipment that is designed and engineered with additional seating.

WORKING IN GREENHOUSES

- Work in varied locations within the greenhouse area that accommodates distances. If working alone, follow all related work alone protocols.
- Follow all health guidelines and protocols as directed.
- Wash hands thoroughly as much as possible.
- When inside nursery structures and working with others, employees must always wear a mask or face shield.



MISCELLANEOUS TOOLS & MACHINERY

- If possible, assign a machine/tool to a single worker.
- When machines/tools are being shared by multiple workers, ensure workers wear clean gloves and mask or a bandana.
- Clean and disinfect the machine/tool at the start and end of each shift.

SHIPPING OPERATIONS

- If possible, assign a machine/tool to a single worker.
- When machines/tools are being shared by multiple workers, ensure workers wear a face shield.
- Clean and disinfect the machine/tool at the start and end of each shift.
- Each employee has been assigned individual pruning tools.
- High touch areas (such as computer stations) will be disinfected regularly.

WORKER TRANSPORTATION

- Allow for enough time for passengers to disembark from vehicles to allow for adequate distancing and prevent crowding.
- Create spacing between riders such as staggering where people sit (e.g., aisle to window, alternating per row).
- Sanitize vehicle high touch points (e.g., seat backs and other commonly touched areas) before and after trips, and at the start and end of each workday.
- Handwashing facilities or sanitizer must be made available before and after the vehicle ride.
- Hands should be washed thoroughly before and after the truck ride and common surfaces should be wiped down before and at the end of each trip.
- Workers must wear a face shield or mask covering the nose and mouth to minimize transmission.



EMPLOYEE HOUSING

- Work pods of 5 persons or less, do not mix the unit personnel but keep them as a family unit.
- Keep the same people working in the same groups, consider skill sets when first creating the pods.
- Instruct all workers to follow all provincial guidelines when away from the workplace to minimize risk at the workplace.

REGULAR HOUSEKEEPING PRACTICES

- Clean all frequently touched surfaces and common use areas at the start and end of each day
- Additional cleaning may be required if the area is visibly dirty or soiled. This includes but is not limited to:
 - Bathrooms
 - Common tables
 - Common desks
 - Door and cupboard handles
 - Light switches
 - Chair handles / backs
 - Stair railings
 - Kitchen counters and work surfaces
 - All sink tap handles
 - Computer/keyboard/mouse
 - Any other used / shared objects or building components commonly touched specific to your site
- Use a vacuum instead of sweeping floors

ENHANCED CLEANING AND DISINFECTION

What products should be used for disinfection:



- Household or commercial disinfection ... bleach solution of 1 teaspoon (5 mL) per cup (250 mL) or 4 teaspoons (20mL) per litre (1000mL) equivalent to 1000ppm (Health Canada).
- Do not mix bleach with ammonia or any other cleaning product during cleaning/disinfection.
- If the surface is dirty remove visible dust and debris and clean using detergent or soap prior to disinfection.
- Follow disinfection product manufacturer's instructions for disinfection.
- Wear nitrile or neoprene gloves while working with disinfectant products.

After cleaning/disinfection:

- Wash hands with soap and water using proper handwashing procedures immediately after gloves are removed.
- All disposable materials must be placed into a leak proof garbage bag and sealed for disposal.

Tips for using disinfectants and bleach safely:

- Open a window and wear gloves when disinfecting.
- Follow product manufacturer's instructions for disinfection.
- Bleach and water mixtures are only effective for 24 hours.
- Only make as much as you need daily.
- Take care to rinse the equipment that you use to make your bleach solution and keep bleach tightly sealed.
- More concentrated solutions are not better and may cause irritation to the eyes and throat.
- DO NOT mix bleach with vinegar or other acids like lemon juice or ammonia containing products (i.e. Windex).
- When using bleach on surfaces, allow the surface to air dry completely.
- Wash hands with soap and water using proper handwashing procedures immediately after gloves are removed.



- All disposable materials must be placed into a leak proof garbage bag and sealed for disposal.

CLEANING RECORDS

- On the cleaning/disinfection table, the person performing cleaning must initial in the appropriate spot to verify cleaning has been done.

HIGH TOUCH CLEANING & DISINFECTANT AREAS

- Work Desks
- Desk Telephones
- Cell Phones
- Keyboards
- Tables
- Chairs (surfaces, armrests)
- Refrigerator Handles
- Microwave Handles
- Door Handles
- Handrails
- Battery Chargers
- Planning Board/Markers
- Remote Controls
- Printers and Fax Machines
- And any other area identified to require frequent cleaning and disinfection

SOURCES

- <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/being-prepared.html?topic=tilelink>
- <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/faqs-returning-to-safe-operation>



- <https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/covid-19-faqs>
- https://www2.gov.bc.ca/assets/gov/careers/about-the-bc-public-service/bc_public_service_covid19_response_faqs.pdf