



COVID 19 Safety Plan

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1.0 PURPOSE

The purpose of this COVID19 Safety Plan is to follow the Canadian CDC goals of reducing and delaying transmission of COVID19. The situation and understanding of the transmission of the coronavirus is changing rapidly and this plan may be amended as a result.

Should you have any questions or concerns about the COVID-19 Safety Plan, please contact our COVID-19 Response Team / HSQE Department (Darcy, Nelia, James).

2.0 SCOPE

The plan covers general precautions, controls put in place, response plan in the event of different COVID19 scenarios and cleaning protocols.

3.0 LEGISLATION

Canada Labour Code; BC Centre for Disease Control (BC CDC); Public Health Agency of Canada

4.0 BACKGROUND

Corona viruses - a family of viruses that can cause illnesses ranging from common cold to more serious respiratory infections.

The method of transmission is by a person-to-person spread:

- a) Through respiratory droplets/aerosols produced when an infected person coughs or sneezes, these droplets can land in the mouths, eyes or noses of people who are nearby, or possibly be inhaled into the lungs. There is some evidence that COVID19 can become air born without droplets.
- b) By touch when the respiratory droplets land on surfaces, and other people touch them, then touch their eyes, nose or mouth and transmit the virus. Transmission via touch is far less likely to occur. Significant amount of attention needs to be focused on A when it comes to transmission of Covid 19.

5.0 GENERAL PRECAUTIONS

All employees have received instructions to:

- Practice physical distancing (maintain 2 meters or 6 feet from others)
- Report any COVID 19/flu/cold symptoms
- Recover/quarantine at home if feeling unwell
- Practice good hand hygiene by regularly washing hands / using alcohol-based hand sanitizer
- Avoid touching eyes, nose, and mouth with un-washed/un-sanitized hands
- Cover coughs and sneezes with a tissue, elbow, or sleeve
- Wear a mask when inside a building unless they are seated at their personal desk/workstation

6.0 CONTROLS

6.1 Sickness

Employees should remain at home if they are generally unwell and remain at home until they are 100% recovered. Employees should report their sickness to their supervisor and keep them informed of their recovery and expected return to work.

Symptoms of COVID 19 can include but are not limited to:

- cough
- sneezing
- fever
- sore throat
- difficulty breathing

People infected with COVID 19 may experience little or no symptoms (asymptomatic) to extreme symptoms that may be life threatening. Individuals must isolate and duration of isolation is dependent upon their vaccination status and symptoms.

The [BC COVID19 Self-Assessment Tool](#) should be used to help determine if further assessment or testing for COVID 19 is needed. If you test positive for Covid 19 or have been told you have Covid 19, you can end isolation when all three of these conditions are met:

1. **Fully vaccinated:** At least 5 days have passed since your symptoms started, or from test date if you did not have symptoms. You should wear a mask even in settings where a mask isn't required and avoid higher risk settings, such as long-term care facilities and gatherings, for another 5 days after ending isolation. Fully vaccinated means you received both doses of a 2-dose series (e.g., AstraZeneca, Pfizer-BioNTech, or Moderna vaccine) more than 7 days ago, or have received a single dose of a 1-dose series (e.g., Janssen/Johnson and Johnson) more than 14 days ago.

Not fully vaccinated: at least 10 days have passed since your symptoms started, or from the day you tested positive if you did not have symptoms.
2. Fever has resolved for 24 hours without the use of fever-reducing medication, such as acetaminophen or ibuprofen.
3. Symptoms have improved.

Continue to isolate for longer if you have a fever or are not feeling better.

When you end isolation, you are not considered contagious. However, it can take longer to recover from the illness. Most people recover within two weeks. Some people with more severe symptoms can take up to twelve weeks or more to feel entirely better. If you are unsure or concerned, connect with your health care provider, call 8-1-1, or go to an Urgent and Primary Care Centre to be assessed.

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/if-you-have-covid-19#self-isolation>

6.2 Hand Hygiene

The BC CDC states that soap and water is the single most effective way of reducing the spread of infection from surfaces. Hands should be washed vigorously with soap and water for at least 20 seconds.

Hands should be washed frequently and particularly:

- Before entering the office building
- Before and after preparing food
- Before and after eating
- Before emptying the dishwasher
- Before using the kitchen facilities
- Before and after using any shared workspaces (ie. Printers, common area desks, boardrooms, etc.)
- After using the washroom
- After coughing/sneezing into a tissue
- Before and after using respiratory protection
- Before and after using gloves
- Whenever hands look dirty

If soap and water are not available, alcohol-based hand sanitizers (at least 60% alcohol) can be used to clean your hands as long as they are not visibly soiled, if they are visibly soiled, wipe clean before using the alcohol-based hand sanitizer.

6.3 Coughing Etiquette

COVID 19 can be spread by coughing or sneezing – which spreads contaminated respiratory droplets/aerosolized.

Respiratory etiquette is a combination of measures intended to minimize the dispersion of respiratory droplets and/or aerosolized virus particles when a person is coughing or sneezing to reduce potential virus transmission.

To help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Put used tissues in a waste basket.
- If you don't have a tissue, cough or sneeze into your upper sleeve, bend of your arm, not your hands.
- Wash hands after coughing or sneezing.

If you are coughing or sneezing, do not come into work.

6.4 Physical Distancing

Whenever possible when outside the home, maintain physical distance, as defined as 2 meters (6 feet) away from another person. When required to be within 2 meters of another person, masks must be worn and the time should be kept to a minimum.

To allow for this the following changes have been made on site:

- When travelling in vehicles, all occupants must be wearing a mask (if more than one person). If possible, open the windows.
- When working in pairs (e.g., lashing), or when it is not possible to maintain 2 meters physical distancing, masks must be worn.

6.5 Masks

Masks are an appropriate part of infection prevention and control if a person has symptoms of COVID 19 or are caring for a person with symptoms. The mask acts as a barrier and helps stop the virus from spreading after a cough or sneeze. Masks can also be used to slow the spread of COVID 19 from asymptomatic people. We recommend mask use at work or away from work in all situations where proper physical distancing cannot be maintained.

When inside any building, a mask must be worn unless actively eating or drinking. Warehouse sheds, maintenance shop repair area and the gear locker working area are exempt from this requirement due to ventilation as a result of bay doors being open.

Using a mask is not enough and should be combined with other preventative measures such as physical distancing.

There are different types of masks available for use - non-medical masks, medical masks and respirators. Some non-medical masks can help prevent the spread of Covid 19 similarly to medical masks if they:

- fit well
- have multiple layers, at least 2 layers of breathable tightly woven fabric such as cotton and
- an effective middle filter layer

6.6 Facilities

The following precautionary measures have been / will be put in place:

- Signage highlighting physical distancing, hand hygiene, cough etiquette and other information about COVID-19
- Hand sanitizer dispensers installed in areas throughout the terminal.
- Signs in lunchrooms to encourage physical distancing.
- Sanitizing supplies are provided to workers upon request. Individual workers are responsible for basic cleaning of their own workspace or equipment.
- Disposable masks are available when required.

6.7 Personnel

The following precautionary measures have been put in place:

- Remote work has been implemented to reduce staff working on site.
- Restrictions have been implemented on employee gatherings and business travel.
- Provided messaging to partners (e.g., contractors, agency staff, and visitors) regarding expectations for protecting employees and visitors safety.
- Non-essential contractor work may be delayed.

- Essential contractors/visitors must sign off on the COVID-19 visitors form prior to coming on site.
- Vessel crews will continue to be allowed access in line with Transport Canada guidance and site rules for the transportation of vessel crews.
- Essential management and support staff split into different functional teams so that only one team is on site at any given time.
- Offices rearranged, desks moved to allow for physical distancing where management and staff have to be in the same building or room.
- Coffee / lunch breaks may be staggered to allow for physical distancing in the lunchrooms
- Toolbox talks to be completed in open spaces to allow for physical distancing.
- Meetings to be held virtually unless otherwise approved.

7.0 RESPONSE SCENARIOS

	SCENARIO	RESPONSE
1	Sickness, unwell – no COVID-19 symptoms	Employee to remain at home until 100% recovered
2	Not symptomatic, travelled outside of Country	Follow current recommendations from Health Canada and BC Health.
3	COVID 19 Symptomatic	<ol style="list-style-type: none"> 1. Person is isolated until medically cleared. 2. Investigation Report – send to safety email 3. If ILWU - BCMEA and HSQE to be notified. If staff - HSQE to be notified. 4. Close contacts of the person must follow current Health Canada and BC Health guidelines.
4	Confirmed positive	<ol style="list-style-type: none"> 1. Person is isolated until medically cleared. 2. Investigation Report – send to safety email. 3. If ILWU – BCMEA and HSQE to be notified. If staff – HSQE to be notified. 4. Close contacts to be notified and must follow current Health Canada and BC Health guidelines.
5	Close contact with a confirmed positive case	<ol style="list-style-type: none"> 1. Person in close contact must follow current Health Canada and BC Health guidelines. 2. Investigation Report – send to safety email 3. If ILWU – BCMEA and HSQE to be notified. If staff – HSQE to be notified. 4. Close contacts to be notified and must follow current Health Canada and BC Health guidelines.

8.0 RESPONSE PROCEDURE

The COVID-19 Response Team will assist with the entire execution of the response plan. All employees have the right to refuse unsafe work relating to the response procedure.

During all scenarios:

1. Remove sick worker off site
2. Call COVID-19 response team:
 - a. Darcy Hinds - 604-993-0262
 - b. Nelia Willis - 604-778-386-7062
 - c. James Prasad - 778-999-0443

8.1 Employee Reports Feeling Unwell – Not COVID-19 Related

- a) Superintendent/Manager to complete investigation form
- b) Return form to safety@westeve.com
- c) Employee remains at home until 100% recovered

8.2 Employee Has Travelled Out of Country, No Symptoms

- a) Follow current Health Canada and BC Health guidelines.

8.3 Employee Feeling Unwell – COVID-19 Symptoms

8.3.1 Investigate

Is the employee experiencing any of the following COVID-19 symptoms?

- Fever
- Persistent dry cough
- Shortness of breath
- Sore throat

* If the employee has not yet reported to First Aid, it is not necessary to get a First Aid assessment. You can make the decision to send an employee home immediately if they are displaying symptoms.

** For your own safety, always maintain a safe distance of minimum 2 m if an employee indicates they are experiencing COVID-19 symptoms. Maintain privacy by avoiding radio communication.

- a) Arrange for employee to go home, notify them to remain at home and contact 8-1-1.
- b) Superintendent/Manager to complete investigation form.
- c) Return form to safety@westeve.com

8.3.2 Notify

- a) H&S Manager to notify Terminal Manager / Operations Manager.
- b) Determine containment scope.
- c) Contact customer/contractor to advise regarding potentially infected employee.
- d) Contact JHSC employee Co-Chair to participate in investigation.
- e) Email BCMEA Lindsay FAMILTON at lfamilton@bcmea.com to advise potentially infected employee is to be restricted from dispatch, as well as names of potentially impacted employees who came in contact.
- f) Potentially impacted employees to follow Health Canada and BC Health guidelines.

8.4 Employee Reports They Are Confirmed Positive

8.4.1 Investigate

- a) Ensure employee is isolated at home and not reporting to work.
- b) Notify H&S Manager.
- c) Superintendent/Manager to complete investigation form, contacting employee where necessary.
- d) Return form to safety@westeve.com

8.4.2 Notify

- a) H&S Manager to notify Terminal Manager / Operations Manager
- b) Determine length of time since employee was on site, review and determine containment scope.
- c) Contact potentially affected customers/contractors.
- d) Contact JHSC employee Co-Chair to participate in investigation.
- e) Email BCMEA Lindsay Familton at lfamilton@bcmea.com to advise infected employee is to be restricted from dispatch until medically cleared.
- f) Advise BCMEA of names of potentially impacted employees who came in close contact.

8.4.3 Clean/Disinfect

Based on containment scope decided by H&S Manager / Terminal Manager:

8.4.3.1 Enhances Cleaning/Disinfection

- a) The Superintendent will liaise with the HSQE to coordinate the cleaning/disinfection process based on the containment scope and disinfection requirements determined.

Employee Reports They Have Had Close Prolonged Contact with a Confirmed Positive Person:

8.4.4 Notify

Notify dispatch, your manager and HSQE.

9.0 CLEANING AND DISINFECTING

The coronavirus which causes COVID19 is a virus with a lipid (fatty) bilayer. There are a few ways to break down the lipid shell to make the virus no longer viable (able to infect a person):

- Soap and water is sufficient to disable the virus, as the soap dissolves the fat membrane and the virus falls apart
- Alcohol products with alcohol content of 65% or above, disintegrate the protective lipid layer
- Quaternary Ammonium Disinfectants (E.g., Clorox, Lysol) attack the lipid layer and break it down
- Bleach and other potent oxidizers break down the viruses essential components

The Centre for Disease Control (CDC) recommends:

- The use of detergent or soap and water to clean dirty surfaces.
 - Disinfection of hard surfaces using an appropriate disinfectant.
-

10.0 VIRUS STABILITY ON SURFACES

Studies are showing the following details on the virus stability on surfaces:

DURATION OF VIRUS STABILITY ON VARIOUS SURFACES		
Surface	Stability on surface	Half-life of virus on surface
Copper	4 hours	~1 hour
Cardboard	24 hours	~3.5 hours
Plastic	72 hours	6.8 hours
Steel	72 hours	5.6 hours

11.0 CLEANING / DISINFECTING SOLUTION RATIOS

The following ratios should be used for preparing soap or bleach/disinfection solutions:

BLEACH / DISINFECTANT SOLUTION	SOAP CLEANING SOLUTION
18.9L water : 320ml bleach	18.9L water : 320ml soap
4.75L water : 80ml bleach	4.75L water : 80ml soap
1.25L water : 20ml bleach	1.25L water : 20ml soap
300ml water : 5ml bleach	300ml water : 5ml soap

- Check the SDS prior to using cleaning and disinfecting products
- Above ratios are a guideline, confirm the manufacturers recommendations of the ratios and application methods to use for the specific products being used.

11.1 Material Handling Equipment and Vehicles

Individuals will be provided with disinfectant products and are responsible for basic cleaning of their own equipment or vehicle.

Suggested surfaces to be cleaned include but are not limited to:

- Steering wheel
- Window latches
- Seat belt buckle
- Seat adjustors
- Door latches
- Controls
- Access/egress hand hold points
- Ignition key

11.2 Guidelines for Cleaning and Disinfecting

- Disinfectants, paper towels and/or wipes are available for staff to clean/disinfect as they go through their daily activities.
- Disinfect any shared items before sharing.

- Soiled surfaces should be cleaned before disinfection.
- Regular housekeeping practices should be maintained.
- Read and follow manufacturer's instructions for safe use of cleaning and disinfection products (e.g., wear gloves, use in well-ventilated area).
- Allow enough contact time for disinfectant to kill germs based on the product being used.
- Use damp cleaning methods such as damp clean cloths, and/or a wet mop. Do not dust or sweep which can distribute virus droplets into the air.
- In addition to routine cleaning, surfaces that are frequently touched with hands should be cleaned and disinfected more often, as well as when visibly dirty.

11.3 After Cleaning / Disinfecting

- Janitors and maintenance personnel must wash hands with soap and water or use alcohol-based hand sanitizer after removing gloves.
- Contaminated disposable cleaning items should not be reused.
- Reusable cleaning items can be washed using regular laundry soap and hot water (60-90°C).

12.0 CLEANING PLAN

Cleaning will be conducted as per HSQE and/or Management decision when required.

12.1 Cleaning of Buildings/Offices

- 1) Quarantine the areas that the employee has touched or been physically present in.
- 2) Organize cleaning

12.2 Cleaning - materials handling equipment and vehicles

If it is identified that an infected person used a certain MHE or vehicle and cleaning is required:

- 1) Isolate machine or vehicle and delineate with cones and tape to ensure it is not used.
- 2) Organize cleaning of vehicle

13.0 HEAD OFFICE, LYNNTerm- IN OFFICE WORK REQUIREMENTS

While every measure in the COVID 19 Safety Plan applies to all employees, this section highlights the guidelines for those working out of the Head Office at Lynnterm. To facilitate a safe environment for all staff the COVID 19 Office Transition Team (COTT) has reviewed our space and implemented some guidelines that must always be adhered to. Should you need to deviate from this plan at any time, please speak to your manager.

- 1) If you are feeling sick/unwell or have any COVID 19/Cold/Flu symptoms during any stage of your return to office, please leave the building immediately and call your manager.
- 2) If you need to leave the country for any reason, follow current Health Canada and BC Health guidelines.
- 3) If you are in "close contact" with anyone that has any COVID 19/Cold/Flu symptoms, please contact your manager.

- 4) Hands must be washed/sanitized before entering the office building and continue to practice enhanced hygiene as appropriate.
- 5) When inside the building please keep 2 meters (6 feet) away from everyone for the duration of time you are in the building.
- 6) Follow posted occupancy limits in meeting rooms, kitchens, lunchrooms, bathrooms, and the gym.
- 7) Use available hand sanitizer placed around the office (at printers, common work areas, lunchrooms etc.) before using printers, working in a common work area, eating etc.
- 8) If you need to be in “close contact” with another employee (in the building or on site) you must wear a mask. You can get a mask from the safety department or your manager.
- 9) If you need to come into the office anytime other than your scheduled time/rotation to be in the office, please contact your manager for approval.
- 10) Follow all BC health guidelines when you are not at work.

14.0 Appendix A: COVID19 Investigation Report


COVID-19 INVESTIGATION REPORT (CONFIDENTIAL)

DATE: (DD-MM-YYYY)	Click here	REPORTED TO:	
TIME:		ASSIGNED INCIDENT RECORD #	

Employee Name (KEEP CONFIDENTIAL)	Employee No.	Employee Position

<input type="checkbox"/> FALSE ALARM	
<input type="checkbox"/> Employee is unwell (not COVID related)	Date Symptoms showed:
<input type="checkbox"/> Employee has been exposed to a potential infected person	Date of exposure:
<input type="checkbox"/> Employee has symptoms	Date Symptoms showed:
<input type="checkbox"/> Employee has received a confirmed positive test result	Date of Result:
<input type="checkbox"/> Employee is self-isolating	Self-Isolating from (date):

Description of Incident	
Date Employee was last on site: Click here	Location/Site:
Movements while on site: (offices/rooms visited, buildings etc.)	
List of employees with whom they came into close prolonged contact with:	
Machinery or Vehicles used:	

CLEANING	
Cleaning Company Called:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Name of Cleaning Company	
Date & Time called:	
Scheduled Cleaning Date:	

HR
<input type="checkbox"/> Notify BCMEA Labour Relations
<input type="checkbox"/> Coordinate with BCMEA LR to notify employees who had close prolonged contact with infected employee to self-isolate for 14 days
<input type="checkbox"/> Communicate with infected employee to ensure they are following appropriate guidelines

Complete form and email to: safety@westeve.com