BOOKSTORE COVID-19 Safety Plan

Step 1: Assess the risks at your workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

We have involved workers when assessing our 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 in the warehouse, 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 buses, 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.
✓ We have referenced safe practices from the Retail Council of Canada guidelines for reopening
✓ We have referenced BC Health guidelines for retail stores
✓ We have received guidance from OH&S at UBC.
✓ Staff have been attending the store since closure on March 18, 2020 and have been integral in formulating the bookstore safety plans.

Step 2: Implement protocols to reduce the risks

When we selected and implemented protocols to minimize the risks of transmission. We looked to the following for information, input, and guidance:

✓ Review industry-specific protocols on worksafebc.com to determine whether any are relevant to our industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to our sector, we implemented these to the extent that they are applicable to the risks at our workplace. We may need to identify and implement additional protocols if the posted protocols don’t address all the risks to our 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 our industry.
✓ Our health and safety committee.

COVID-19 Safety Plan
Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, we implemented protocols to protect against our identified risks. Different protocols offer different levels of protection. Wherever possible, we used the protocol that offers the highest level of protection. We took into consideration controls from additional levels if the first level isn’t practicable or does not completely control the risk. We might likely need to incorporate controls from various levels to address the risk at our workplace.

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. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. [Public Health has developed guidance for the retail food and grocery store sector that requires at least 5 square meters of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]
- 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 meters apart, wherever possible.
  - Options include revising work schedules and reorganizing work tasks.

Measures in place at the Bookstore:
- Reduced Open hours to 10am – 5pm Tuesday to Saturday.
- Controlled one way entry, traffic flow and exit monitored by a staff member during open hours
- Wall-mount hand sanitizer “mandatory” for customers and staff to use at entrance
• Signage with total number of people allowed in the store including staff, 100 customers in at one time (Provincial guidelines allow a max of 355 people per 19,114 sq ft which is the body of the store)
• Maximum of 20 people allowed in the upper lobby of the store
• One way traffic on stairs from upper lobby into main store
• Directional arrows on floor for traffic flow
• One way direction for exiting the store
• Isolated corridor for those in line waiting to pay
• Floor markings in the line to indicate safe physical distancing
• Dedicated path outside of cash line for exiting without purchase
• Line-up outside of store to follow along windows under covered area marked for physical distancing
• Order pick-up at front upper lobby in dedicated space
• Sales floor remerchandise plan (clothing and walkways) intended to eliminate/reduce clustering of customers.

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).

Additional measures in place at the Bookstore:
• 3 registers in upper lobby for check out with 2-meter spacing
• Counter plexi-glass sneeze guards on each desk
• Scanner and pay terminal customer contact only – no contact with staff (cashier)
• Recommended credit/debit only but will accept cash with the use of gloves for staff.
• Dedicated line up space with safe-distance indicators

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.

Additional measures in place at the Bookstore:
• Signage posted in the store
  o Information at entrance as to safe procedures
  o Reminder signage for safe practices throughout the store
• Prohibit the use of personal bags
• Order pick up at front upper lobby – dedicated space
• Staff assistance handheld by person monitoring the entrance.
• Floor markings to indicate traffic flow and direction
• No fitting rooms available – area to be closed
• Requesting customers limit touching to only what is intended to purchase (signage)
• Removal of games table
• Close access to mezzanine level to facilitate staff to have lunch and physical distance
• General announcements regularly to remind customers of safe-distancing and other procedures such as how long to be in the store
• Implemented safe cash-handling procedure for both cashiers and accounting staff

Fourth level protection: Using masks (mandatory as per UBC policy)

✓ We have reviewed the information on selecting and using masks and instructions on how to use a mask.
✓ We understand the limitations of masks to protect the wearer from respiratory droplets.
✓ We have trained workers in the proper use of masks.

Measures in place at the Bookstore:
• As per UBC policy we are not offering any type of masks to staff at the bookstore, however we are training staff on how to properly wear masks if they prefer to wear one
• Gloves will be offered as need to all bookstore staff as needed

Reduce the risk of surface transmission through effective cleaning and hygiene practices

✓ We have reviewed the information on cleaning and disinfecting surfaces.
✓ 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 have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
✓ Workers who are cleaning have adequate training and materials.
✓ We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

Cleaning protocols at the Bookstore:
• Door handles, railings, selling areas and cash counters are regular intervals
• Washroom cleaning before opening the bookstore and again mid-day, doors are propped open for less contact
• Elevator controls regularly
• Door to enter and exit the bookstore will remain propped open so there is no contact from staff or customers
• Wall-mount hand sanitizer “mandatory” for customers and staff to use at entrance and around the store

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.
✓ Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
✓ All employees must sign in that they have self-assess themselves and are not sick.
✓ Anyone directed by Public Health to self-isolate.
✓ Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must
  o self-isolate for 14 days and monitor for symptoms.
✓ Visitors are prohibited or limited in the workplace.
✓ First aid attendants as per first aid policy.
✓ 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
✓ 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 who is restricted from entering the premises, including visitors and workers with symptoms.
✓ We are using all video sign boards for all messaging and reinforcement
✓ Our safety plan is posted on the bookstore website

Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitor your workplace and update your plans as necessary

Things may change as our business operates. If we identify a new area of concern, or if it seems like something isn’t working, we will 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).
✓ Management review of daily operations
✓ Respond to input and feedback from staff
✓ Monitor occupancy in areas of store to eliminate clustering of customers
Step 6: Assess and address risks from resuming operations

After our workplace has been operating for a period of time during the COVID-19 pandemic, we may need to manage risks arising from restarting of our business.

3/18/2021

✓ We have a training plan for new staff – supervisor driven with the JOHSC included
✓ 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.