



COVID-19 Safety Plan

Forms and Records

Updated: Nov 16, 2020

Purpose

WorkSafe BC requires employer to develop a COVID-19 Safety Plan. This plan was created following the 6-step process outlined by WorkSafe BC and meets the requirement for re-opening businesses in British Columbia.

1) Risk Assessment

Each venue at Whistler Sport Legacies (WSL), Whistler Sliding Centre (WSC), Whistler Olympic Park (WOP) and Whistler Athletes' Centre (WAC) has undertaken a risk assessment that includes the current work tasks performed and the anticipated tasks upon re-opening to the public. These assessments included input from other colleagues and members of the Joint Occupational Health and Safety Committee.

The risk assessment:

- Identifies areas where people gather, such as break rooms, lunch rooms and meeting rooms
- Identifies job tasks and processes where colleagues come in close contact with each other or members of the public
- Identifies tools and machinery that are shared
- Identifies surfaces that are touched frequently

Details: Hazard Assessment available for colleague review and training. Through this process, a systematic outline of hazard and hazard controls has been established following the hierarchy of hazard controls

2) Hazard Controls

The risks of COVID-19 at WSL remain low however, hazard control has been implemented following the hierarchy of hazard control. Controls are set out below as:

- Level 1 of protection is elimination through the maintenance of physical distancing
- Level 2 is engineered controls such as barriers
- Level 3 is administrative controls outlined as rules and guidelines
- Level 4 is the use of personal protective equipment

All controls for the hazards of COVID-19 have been considered based on this hierarchy.

The hazard controls and protocols:

- Are based on industry specific information where available
- Were developed with the help of Occupation Health and Safety Representatives
- Included guidance from the provincial health authority
- Included guidance from Go2HR the industry Health and Safety Association

2.1) Level 1 - Elimination

To limit the number of people at the workplace and ensure physical distancing whenever possible WSL is:

- Established occupancy limits and posted them for our premises including smaller areas within buildings
- Limiting group sizes to under 50 excluding our colleagues
- Considering the reduction of colleagues on-site by encouraging remote work arrangements as directed, virtual meetings, rescheduled work tasks and limiting number of visitors on our venue



COVID-19 Safety Plan

Forms and Records

Updated: Nov 16, 2020

Details: WSL has limited visitors and implemented a flexible work from home arrangement for many colleagues who are able to complete work tasks remotely as directed. These changes are outlined in the COVID-19 SWP in greater detail and include specific allowances for work scheduling, methods and limiting visitors

Occupancies posted and enforced

All colleagues are participating in daily in-person COVID-19 screening

2.2) Level 2 – Engineered controls (barriers)

Barriers and partitions

- Barriers and partitions are installed where colleagues can't keep physically distant
- Barrier cleaning has been added to our training requirements
- Barriers will not introduce other risks to the colleagues

The installation of barriers is occurring in the following locations:

WOP - Gate House and Biathlon Range Guest Services Area, Rental, food services areas

WSC - Guest Services front desk

WAC - Front entrance reception

The barriers will include pass through for money, waivers and goods. The training relating to the barriers is outlined in the COVID-19 Training Template

2.3) Level 3 – Rules and guidelines

WSL has:

- Identified rules and guidelines for how colleagues should conduct themselves
- Communicated these rules to the colleagues through training, distribution of SWP and signage.
- Developed a COVID-19 training presentation for all colleagues and volunteers

Details:

WSL has established Safe Work Procedures outlining cleaning and disinfecting requirements around the venues.

WSL has established COVID-19 Training Template and presentation to ensure Managers/supervisors have a tool to help communication with colleagues.

Colleagues participate in COVID-19 training through the COVID-19 PowerPoint presentation.

The COVID-19 SWP includes specific information about vehicle use, handling materials, pre-screening requirements, rapid response to COVID. Further rules are established based on the risk assessment and are specific to the job tasks required.

2.4) Level 4 – Personal protective equipment

Personal protective equipment has always been in use at WSL. Specific COVID-19 PPE requirements are necessary at our venues due to the close contacts many colleagues have with visitors and other colleagues. WSL has:

- Reviewed the information on selecting and using masks and the relevant instructions
- Understands the limitations of masks
- Trained colleague in the proper use of masks

Details:



COVID-19 Safety Plan

Forms and Records

Updated: Nov 16, 2020

WSL has procured and distributed 2ply cotton masks to all employees.

Masks are worn when physical distancing can't be maintained and in all public accessible building

All colleagues may be required to wear a mask and safety glasses from time to time where physical distancing cannot be maintained and when in buildings

The work tasks that will require mask usage include:

- First aid services
- Bobsleigh pilot
- Drivers
- Room attendants
- Maintenance personnel
- All public facing roles

The colleagues are trained in the use of masks and all other changes to their role due to COVID-19 and this training is documented in the COVID-19 Training Template by Manager/Supervisors. Colleagues will review the WorkSafe BC instructions on how to use a mask.

WSL representatives will carry a quick response kit of masks and gloves if a colleague is required to come into close proximity of another guest or colleague. The masks used will be surgical masks (disposable) and WSL will identify reusable option as soon as winter operation begins. The roles which will be provided the mask kits are Managers/supervisors, guest service lead hands, first aid attendants, communications, HR, IT and sales.

Where colleagues are completing an unusual task, the Quick Job Hazard Analysis will be used to assess the risks and implement control measures. These forms will be submitted to the Safety Manager or Safety Management System Resource Person.

3) Effective Cleaning and Hygiene Practices

- WSL colleagues have reviewed information on cleaning and disinfecting surfaces
- WSL has enough handwashing facilities on site for all of our colleagues and are easily accessed
- COVID-19 SWP outlines specifically when colleagues must wash their hands and WSL has communicated good hygiene to our colleagues
- WSL has increased our cleaning and disinfecting protocols for all common areas and surfaces
 - Bathrooms
 - Lunchrooms
 - Door handles
 - Office equipment
- Colleagues responsible for cleaning have adequate training and materials
- WSL has removed unnecessary tools and equipment to simplify the cleaning process
- Department Managers are responsible for cleaning or assigning cleaning duties in a particular operational area
- WSL will maintain hand washing facilities in all indoor areas at all venues
- At entrances and common spaces hand sanitizing stations are in place
- Commercial cleaning services are in place at WSC
- Specialized custodian and cleaning personnel at WOP and WSC
- Vert-2-Go Saber is the cleaning product of choice
- Coast 101 disinfectant is the sanitizing product for cold weather use



COVID-19 Safety Plan

Forms and Records

Updated: Nov 16, 2020

4) Supporting Policies

WSL workplace policies ensure that colleagues, visitors and contractors are prohibited from entering the venues if:

- Anyone who has symptoms of COVID-19 in the last 10 days
- Anyone directed by Public Health to self-isolate
- Anyone who has travelled from outside Canada in the last 14 days

If a worker begins to feel ill at work the COVID-19 SWP outlines that colleagues will report the symptoms immediately, be isolated, apply PPE including masks and gloves, and be assisted off the venue.

All surfaces they touched will be sanitized.

All colleagues who have come in contact with the individual within 24hrs will be informed while maintaining confidentiality.

All colleagues are to notify their Manager/supervisor immediately if they develop symptoms, suspect another colleague, visitor or contractor has symptoms of COVID-19.

Colleagues who are diagnosed with COVID will inform WSL if they develop symptoms within 10 days of being on venue.

Additional Resources:

- First aid protocols and procedures for responding to injured guests and colleagues
- The Safety Management System also guides working alone and violence in the workplace
- WSL Sick Leave Policy
- WSL Compassionate Care Procedure
- WSL Family Responsibility Care Procedure

5) Communication and Training

WSL will ensure everyone entering the workplace know how to keep themselves safe at our venues. Within this responsibility WSL has:

- Training template and tracking system to ensure colleagues are trained in workplace policies and procedures
- All colleagues have received policies for staying home if they are sick
- Conducting in-person COVID-19 screening
- WSL has posted occupancy limits and handwashing signage
- WSL has signage at the main entrances indicating who is restricted from entering the premises
- Managers/Supervisors are trained on monitoring colleagues and the workplace to ensure policies and procedures are being followed. At WSL this process is documented using Safety Observation Report and further information is available as part of our Safety Management System.

6) Monitoring and Updating Plans

WSL will ensure that the requirements implemented as part of the COVID-19 Safe Re-Start do not introduce new risks and are effective based on the hazard assessment and the advice from the Provincial Health Authority, industry health and safety resource Go2HR and WorkSafe BC. WSL will:

- Monitor risks and make changes to the policies and procedures as necessary
- Ensure colleagues know who to go to with health and safety concerns
- Involve safety representative in the resolution of health and safety issues