

Pacific Bolt Manufacturing
COVID-19 Safety Plan
Version 1.1

5250 272 St
Langley City, BC
V4W 1S3

(604) -524-2658

Sales@pacbolt.com

HISTORY OF REVISIONS

Version Number	Effective Date	Pages Revised	Reason for Revision
1	November 20, 2020	All	Original release.
1	November 24, 2020	1, 21, 22	Adding start of COVID Risk Assessment

TABLE OF CONTENTS

1.	ABOUT COVID-19	5
1.1	What is COVID-19?	5
1.2	What is the Current Situation	6
1.3	Potential Impact of COVID-19	6
1.4	When to Self-Isolate	6
1.5	Symptoms of COVID-19.....	7
1.6	What To Do If You Have a Fever or Other Symptoms of COVID-19?	7
1.7	How it Spreads	8
2.	STATEMENT OF PURPOSE	10
3.	ROLES, RIGHTS, & RESPONSIBILITIES	10
3.1	Employer Responsibilities	10
3.2	Supervisor Responsibilities	11
3.3	Worker	11
3.3.1	Worker rights	11
3.3.2	Worker responsibilities	12
4.	VISITOR POLICIES	13
5.	ON RISK ASSESSMENT	14
6.	HIERARCHY OF CONTROLS	15
7.	CONTROL MEASURES AND POLICIES	16
7.1	Daily Written Health Checks	16
7.2	Hand Washing	17
7.3	Cough & Sneeze Etiquette	18

COVID- 19 PANDEMIC SAFETY PLAN VERSION: 1.0

7.4	If Workers Show Symptoms of COVID-19	18
7.5	General Policies	19
7.6	All Laboratories & Warehouse	20
7.7	Reception Area Policies & Control Measures	20
7.8	Common Office Areas	21
7.9	Kitchen Policies & Control Measures	21
7.10	Washrooms	21
7.11	Boardroom	22
7.12	First Aid Room	22
8.	COVID-19 RISK ASSESSMENT & CONTROL MEASURES	23
9.	WORKER EDUCATION	25
10.	WORKPLACE MONITORING	25

1. ABOUT COVID-19

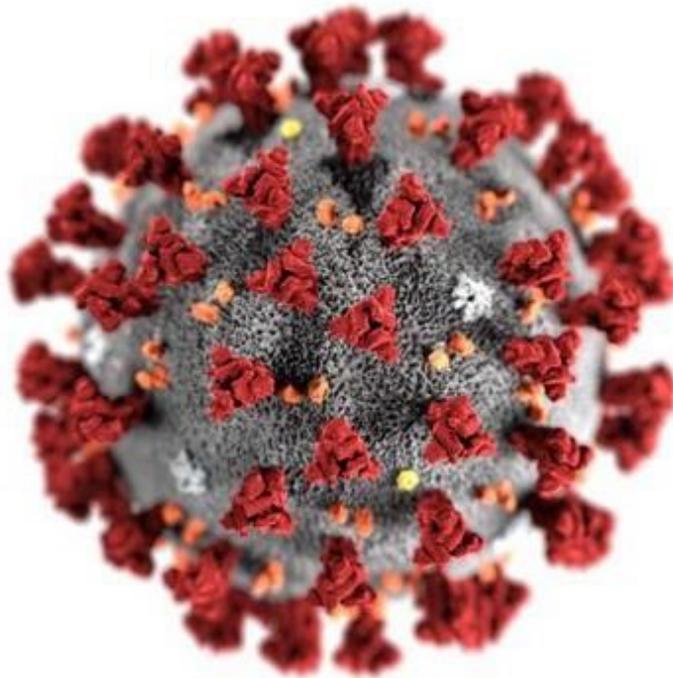
1.1 WHAT IS COVID-19?

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19.

While many of the characteristics of COVID-19 are still unknown, mild and severe illness has been reported for confirmed cases.

This is a virus that can cause respiratory illness and can lead to hospitalization and death. The effects of COVID-19 are expected to be much more severe than for seasonal influenza because most people will not have any immunity to the virus. Seniors and people with underlying health issues (including heart disease, diabetes and lung disease) are at a higher risk of hospitalization and death, but young and healthy people are also at risk.

For non-medical information about COVID-19, call 1-888-COVID19 (1-888-268-4319), 7:30am-8pm, 7 days a week.



1.2 WHAT IS THE CURRENT SITUATION?

COVID-19 has been declared a global pandemic as well as a public health emergency in British Columbia.

Canada and many other countries continue to be in active containment mode through a series of public health measures including physical distancing, travel restrictions, and business and school closures to prevent the virus from spreading.

At the time of this writing, the Province of British Columbia's COVID-19 numbers are continuing to climb.

1.3 POTENTIAL IMPACT OF COVID-19 ON BI Pacific Bolt

The COVID-19 pandemic could have devastating impacts on Pacific Bolt. Anyone who is carrying the COVID-19 virus, whether asymptomatic, pre-symptomatic, or symptomatic, could unwittingly spread this contagion to others. This could lead to a temporary or longer shutdown of business, financially impacting all employees and clients.

The virus is potentially lethal and has the potential to make survivors suffer long-term health consequences, including those to the heart, lungs, and brain. The virus threatens all employees, visitors, and their housemates, families, and loved ones.

It is absolutely essential that all of us take the threat of this virus seriously and act accordingly.

1.4 WHEN TO SELF-ISOLATE

Employees are required to self-isolate at home and self-monitor for symptoms:

- For 14 days, if they have returned from travel outside Canada, or
- For 14 days, if they might have been in close contact with someone who has tested positive for the virus, or
- For 10 days after the onset of symptoms if employee tests positive for COVID-19, or
- For 10 days after the onset of symptoms (either fever or any two symptoms) if a COVID-19 test is recommended for employee, but test is not done. Employee may return to work when feeling well enough.

1.5 SYMPTOMS OF COVID-19

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold.

Key Symptoms of Illness	Other Symptoms of Illness
<ul style="list-style-type: none"> 🔗 Fever (Average normal body temperature taken orally is ~37°C; average normal body temperature taken from a forehead reading will be 35–36°C). 	<ul style="list-style-type: none"> 🔗 Sore throat
<ul style="list-style-type: none"> 🔗 Chills 	<ul style="list-style-type: none"> 🔗 Runny nose
<ul style="list-style-type: none"> 🔗 New cough or worsening of chronic cough 	<ul style="list-style-type: none"> 🔗 Headache
<ul style="list-style-type: none"> 🔗 Shortness of breath 	<ul style="list-style-type: none"> 🔗 Fatigue
<ul style="list-style-type: none"> 🔗 Loss of sense of smell or taste 	<ul style="list-style-type: none"> 🔗 Muscle aches
<ul style="list-style-type: none"> 🔗 Diarrhea 	<ul style="list-style-type: none"> 🔗 Stuffy nose
<ul style="list-style-type: none"> 🔗 Nausea or vomiting 	<ul style="list-style-type: none"> 🔗 Conjunctivitis (pink eye)
	<ul style="list-style-type: none"> 🔗 Dizziness, confusion
	<ul style="list-style-type: none"> 🔗 Abdominal pain
	<ul style="list-style-type: none"> 🔗 Skin rashes or discolouration of fingers/toes

Symptoms can range from **mild to severe**. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. People infected with COVID-19 may also experience gastrointestinal symptoms like diarrhea, nausea and vomiting a few days after the onset of the above symptoms.

1.6 WHAT TO DO IF YOU HAVE A FEVER OR OTHER SYMPTOMS OF COVID-19?

Excluding fever, employees experiencing any Key Symptoms of Illness are required to stay home for 24 hours from when the symptom started. If symptom improves, the employee may return to work when feeling well enough. If the symptom persists or worsens, the employee is to seek a health assessment.

Employees with fever, or experiencing two or more symptoms of illness, must not report to work and must seek a health assessment (i.e., call 8-1-1 or visit a primary care provider such as a physician or nurse practitioner). If a COVID-19 test is recommended by the health assessment, the employee is not to return to work until COVID-19 has been excluded and symptoms have improved.

- If the COVID-19 test is **positive**, employee is to stay at home until told by public health to end self-isolation (~10 days after onset of symptoms).

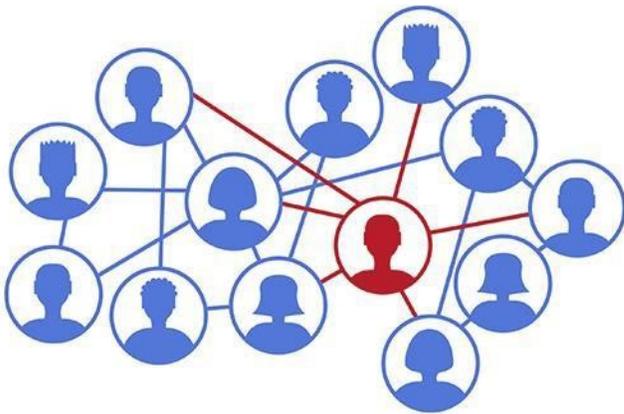
COVID- 19 PANDEMIC SAFETY PLAN VERSION: 1.0

- If the COVID-19 test is **negative**, employee may return to work once symptoms have improved.
- If a COVID-19 test is **recommended but is not done**, and symptoms are not related to a previously diagnosed health condition, employee is to stay home until 10 days after the onset of symptoms, and may return to work when feeling well enough.

The BC COVID-19 Self-Assessment Tool is available online (<https://bc.thrive.health/>) for anyone that develops symptoms and can be used to help determine if you need further assessment or testing for COVID-19. Testing is especially important for groups that are more vulnerable to complications from COVID-19, or people who care for these individuals. For more information on whether you should be tested, call 8-1-1.

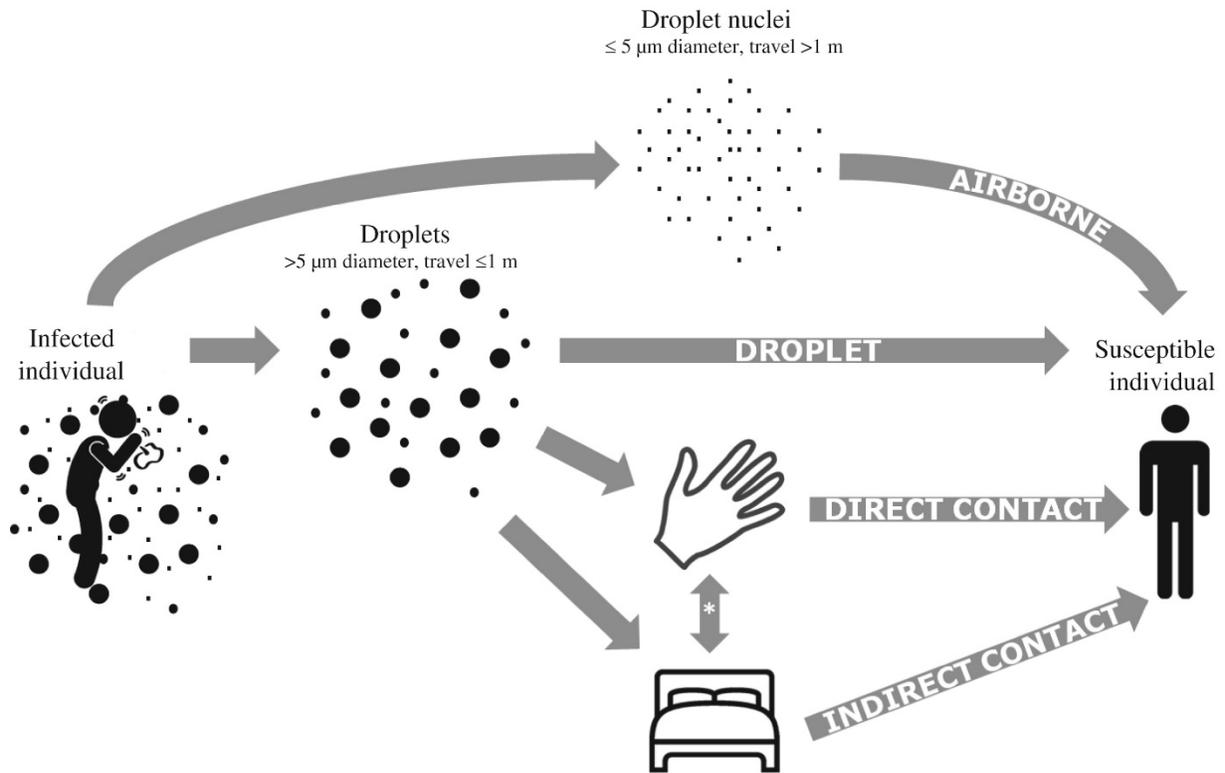
If you develop symptoms, you will need to self-isolate for a minimum of 10 days after symptom onset so you do not potentially spread the disease to others. Self-monitor for new symptoms during this period.

1.7 HOW IT SPREADS



Three primary routes of transmission are anticipated for COVID-19, all of which need to be controlled. These are contact, droplet, and airborne transmission.

COVID- 19 PANDEMIC SAFETY PLAN VERSION: 1.0



* Transmission routes involving a combination of hand & surface = indirect contact.

Breathing in droplets in the air

Coronavirus can be transmitted through airborne transmission. If somebody coughs or sneezes, they do generate droplets which are airborne for at least a short period of time but do not float in the air and generally fall to the ground within one to two meters. Anybody who is near the individual may be breathing in these droplets. Physical distancing (maintaining 2 meters of distance from other people at whenever possible) will reduce the risk of this occurring.

Close Contact

Close contact refers to physical contact with another person, for example shaking hands or hugging. When people cough or sneeze, droplets may deposit on their skin or clothing, especially if they cough or sneeze into their hands. People who are carriers of COVID-19 may transfer the virus from their hands or clothing to others during close contact.

Surface Contact

Surfaces can become contaminated when droplets carrying COVID-19 are deposited on them, or when they are touched by a person who is infected. Surface contact involves a worker touching a contaminated object such as a table, doorknob, telephone, or computer keyboard or tool, and then touching the eyes, nose, or mouth.

Surface contact is important to consider because COVID-19 is known to persist for several days on surfaces. Coronavirus can land on surfaces and remain active for up to 72 hours on hard surfaces such as stainless steel, or up to 24 hours on porous surfaces such as cardboard.

2. STATEMENT OF PURPOSE

Pacific bolt is dedicated to the maintaining the health and safety of its workers, clients, and vendors, and is actively monitoring daily developments and insights during this COVID-19 pandemic. We understand that eliminating exposure to the virus at our facility also serves to prevent disruptions to our business's operation.

Pacific Bolt is adhering to official guidance, provided by the World Health Organization (WHO), the Public Health Agency of Canada (PHAC), the Centers of Disease Control and Prevention (CDC), the British Columbia Centre for Disease Control (BCCDC), and our local health authorities.

We will continue to closely observe recommendations from health authorities as the COVID-19 situation evolves and adjust our preparedness and response measures accordingly.

3. ROLES, RIGHTS, & RESPONSIBILITIES

When it comes to health and safety, everyone in the workplace has their own responsibilities. Whether you are an owner, employer, supervisor, prime contractor, or worker, you have a role to play in keeping the workplace safe.

As a worker, you have rights to a safe and healthy workplace, which includes the right to refuse unsafe work.

3.1 EMPLOYER RESPONSIBILITIES

Whether a business is large or small, the law requires that it be a safe and healthy place to work. As an employer, it is our responsibility to ensure a healthy and safe workplace.

- ✦ Establish a valid occupational health and safety program.
- ✦ Training our employees to do their work safely and provide proper supervision.
- ✦ Providing supervisors with the necessary support and training to carry out health and safety responsibilities.

- Ensuring adequate first aid equipment, supplies, and trained attendants are on site to handle injuries.
- Regularly inspecting our workplace to make sure everything is working properly.
- Addressing and fixing problems reported by workers.
- Reporting all injuries to WorkSafeBC that required medical attention.
- Investigate incidents where workers are injured, or equipment is damaged.
- Submit the necessary forms to WorkSafeBC.

3.2 SUPERVISOR RESPONSIBILITIES

Supervisors will play a key role with our very specific health and safety responsibilities that need to be understood.

A supervisor is a person who instructs, directs, and controls workers in the performance of their duties. A supervisor can be any worker — management or staff — who meets this definition, whether he or she has the supervisor title. If someone in the workplace has a supervisor's responsibilities, that person is responsible for the following worker health and safety guidelines.

- Ensure the health and safety of all workers under your direct supervision.
- Know the WorkSafeBC requirements that apply to the work under your supervision and make sure those requirements are met.
- Ensure workers under your supervision are aware of all known hazards.
- Ensure workers under your supervision have the appropriate personal protective equipment, which is being used properly, regularly inspected, and maintained.

3.3 WORKER

On the worksite, everyone has varying levels of responsibility for workplace health and safety. You should know and understand your responsibilities — and those of others. If you are a worker, you also have three key rights.

3.3.1 Worker rights

- The right to know about hazards in the workplace.
- The right to participate in health and safety activities in the workplace.

- 🏠 The right to refuse unsafe work.

3.3.2 Worker responsibilities

As a worker, you play an important role in making sure you — and your fellow workers — stay healthy and safe on the job. As a worker, you must:

- 🏠 **Workers must promptly report any symptoms of COVID-19 to their manager or supervisor and the first aid attendant**
- 🏠 Be alert to hazards. Report them immediately to your supervisor or employer.
- 🏠 Always act safely in the workplace and follow safe work procedures.
- 🏠 Use the protective clothing, devices, and equipment to keep yourself and others safe.
- 🏠 Co-operate with joint occupational health and safety committees, worker health and safety representatives, WorkSafeBC prevention officers, and anybody with health and safety duties.
- 🏠 Get treatment quickly should an injury happen on the job and tell the health care provider that the injury is work-related.
- 🏠 Follow the treatment advice of health care providers.
- 🏠 Return to work safely after an injury by modifying your duties and not immediately starting with your full, regular responsibilities.
- 🏠 Never work under the influence of alcohol, drugs or any other substance, or if you're overly tired.

4. VISITOR POLICIES

- Pacific Bolt is not accepting unnecessary visitors currently.
- All visitors, such as delivery services, must complete a daily health check upon entry to the building.

Daily Health Check for Pacific Bolt Visitors

Company Name *

Your answer _____

Phone Number *

Your answer _____

Back Next

Please review the following list of symptoms

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing
- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

Are you experiencing any new or worsening symptoms listed above? *

Yes

No

Back Next

Have you travelled outside of Canada within the past 14 days? *

Yes

No

Back Next

Have you been identified by Public Health as a close contact of someone with COVID-19? *

Yes

No

Back Next

- Visitors experiencing any symptoms of COVID-19 illness are not permitted on site.
- Any visitors who develop symptoms on-site must inform a member of Pacific Bolt management and a first aid attendant and leave the building.
- All visitors must sign-in and do a health check on every visit.
- All visitors must provide a phone number for contact tracing.
- All visitors must respect posted occupancy limits.
- All visitors must maintain a physical distance of two meters (six feet) from others wherever possible.
- All visitors are required to wear masks on-site, unless eating. Masks are available upon request at reception. Triple-layer fabric masks or surgical style masks are preferred.
- Visitors must promptly inform a First Aid Attendant if they become injured while working on-site, however minor.
- Visitors must promptly complete an accident/incident investigation report if they are involved in or witness to an accident, incident, or near-miss, and provide this to Pacific Bot.

5. ON RISK ASSESSMENT

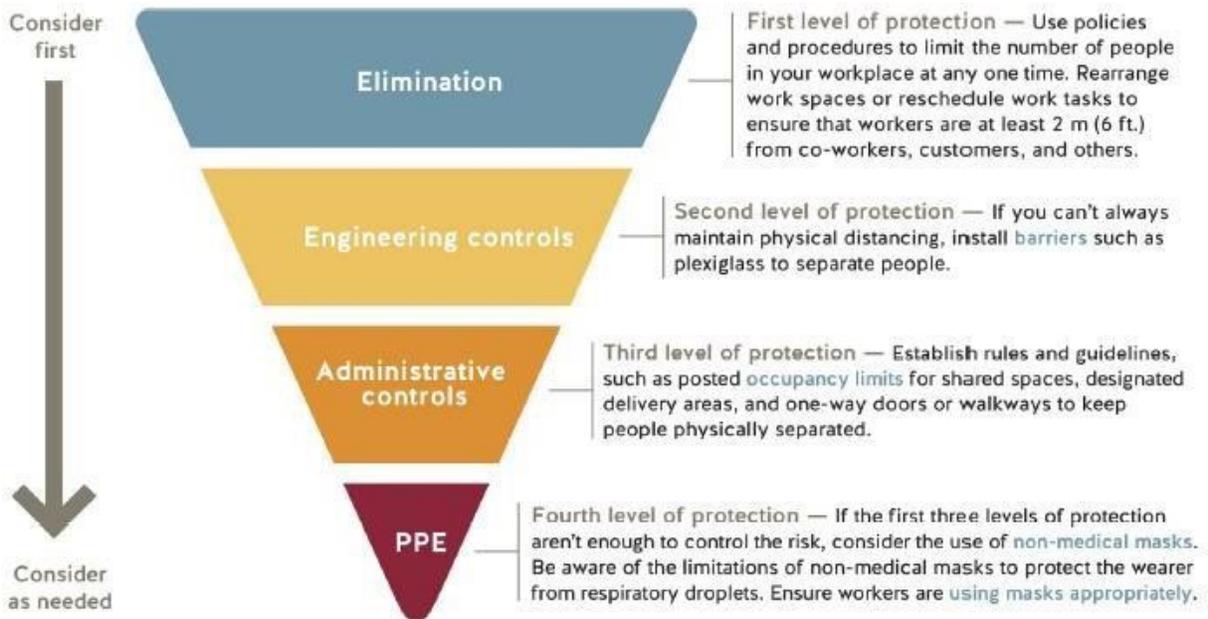
Risk assessments must be conducted by a QUALIFIED PERSON. A qualified person is defined as “being knowledgeable of the work, the hazards involved and the means to control the hazard, by reason of education, training, experience, or a combination thereof.” The risks and control measures presented in this COVID-19 Safety Plan have been compiled by a joint operation between Pacific Bot Management as well as the Health and Safety Manager

The risk should be assessed first without and then with the consideration of control measures.

6. HIERARCHY OF CONTROLS

To reduce the risk of the virus spreading through droplets in the air, Pacific Bolt implementing protocols to protect against identified risks. Different protocols offer different levels of protection. Wherever possible, everyone should use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level is not practicable or does not completely control the risk. Likely, controls from various levels to address the risk on site.

Risks and risk reduction strategies will continue to evolve as the pandemic progresses. Please actively consider how to reduce risks and communicate any strategies or suggestions with the health & safety committee for review/implementation.



7. Pacific Bolt CONTROL MEASURES AND POLICIES

7.1 DAILY HEALTH CHECKS

Employees are required to complete a health check upon reporting to work each day.

The form consists of four sequential sections, each with a 'Back' and 'Next' button below it.

- Section 1:** A text input field labeled 'Phone Number *' with a placeholder 'Your answer'.
- Section 2:** A heading 'Please review the following list of symptoms' followed by a bulleted list:
 - Fever or chills
 - Cough
 - Loss of sense of smell or taste
 - Difficulty breathing
 - Sore throat
 - Loss of appetite
 - Extreme fatigue or tiredness
 - Headache
 - Body aches
 - Nausea or vomiting
 - Diarrhea
- Section 3:** A question 'Are you experiencing any new or worsening symptoms listed above? *' with radio button options for 'Yes' and 'No'.
- Section 4:** A question 'Have you travelled outside of Canada within the past 14 days? *' with radio button options for 'Yes' and 'No'.
- Section 5:** A question 'Have you been identified by Public Health as a close contact of someone with COVID-19? *' with radio button options for 'Yes' and 'No'.

When a COVID-19 test is recommended by the health assessment:

COVID- 19 PANDEMIC SAFETY PLAN VERSION: 1.0

- **If the COVID-19 test is positive**, you must stay at home until you are told by public health to end self-isolation. In most cases, this is 10 days after the onset of symptoms. Public health will contact everyone with a positive test result.
- **If the COVID-19 test is negative**, you can return to work once symptoms have improved and you feel well enough. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless you develop a new illness.
- **If a COVID-19 test is recommended but is not done** because you chose not to have the test, or you did not seek a health assessment when recommended, and your symptoms are not related to a previously diagnosed health condition, you may not return to work until 10 days after the onset of symptoms, and then you may return if you are feeling well enough.

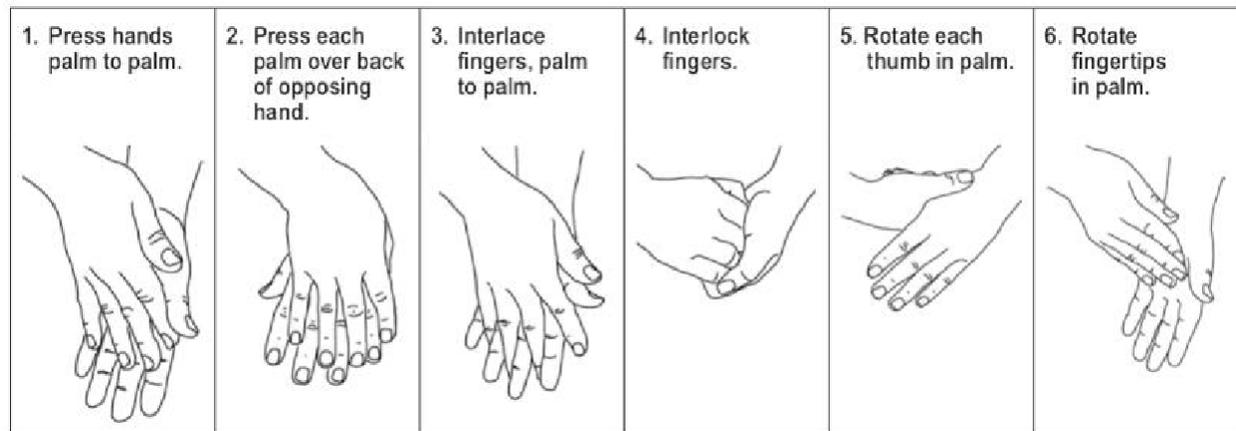
7.2 HAND WASHING

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth—or to other surfaces that are touched.

Wash your hands immediately:

- Before leaving a work area
- After handling materials that may be contaminated
- Before eating, drinking, smoking, handling contact lenses, or applying makeup.

Hand Washing Procedure



Use soap and warm running water. (It does not have to be hot to do the job.) If water is unavailable, use a waterless hand cleanser that has at least 60% alcohol.

7.3 COUGH & SNEEZE ETIQUETTE

Workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- ↗ Educate workers in control measures, including hand washing.
- ↗ Post signs at entry points to instruct everyone about control measures.
- ↗ Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- ↗ Use tissues to contain secretions and dispose of them promptly in a waste container.
- ↗ Offer surgical masks to people who are coughing.
- ↗ Turn your head away from others when coughing or sneezing.
- ↗ Wash hands regularly.

7.4 IF WORKERS SHOW SYMPTOMS OF COVID-19

If workers are ill with COVID-19, they must stay home (see Section 1.6. What to do if you have a fever or symptoms of COVID-19). If they develop symptoms of COVID-19 while at work, they must leave the workplace and notify their manager. Workers should only return to the workplace once they have recovered from COVID-19 (at least 10 days after the onset of symptoms). Workers must inform their manager or supervisor if they are ill with COVID-19.

Workers who suspect they may have COVID-19 should use the BC Self-Assessment Tool:
<https://covid19.thrive.health> or call 811 for assistance

7.5 GENERAL POLICIES

- **Workers will promptly report any symptoms of COVID-19 to their manager or first aid attendant**
- Requirement for employees to self-isolate at home for 14 days and self-monitor for symptoms, or for 10 days after the onset of symptoms, whichever is longer:
 - ◆ If they have returned from travel outside Canada, or
 - ◆ If they might have been in close contact with someone who has tested positive for COVID
- Requirement for employees to stay at home if sick, until they no longer have symptoms.
- Staff must observe any posted occupancy limits.
- Meetings with visitors are to be held virtually or via teleconference whenever possible.
- All staff are strongly encouraged to wear masks wherever possible.
- Supervisors and staff are to be extra vigilant in assisting colleagues by reminding them to maintain adequate social distance and to follow outlined control measures, in case it is observed people are becoming too relaxed and/or forgetful of the potential seriousness of the pandemic

7.6 WAREHOUSE

- Workers must keep safe distance (≥ 2 m) from each other while in the shop
- If distancing cannot be done due to nature of work, personnel must wear masks.

7.7 COMMON OFFICE AREAS

- All employees in office areas must remain at designated seats and not gather casually to socialize at one station -- a distance of ≥ 2 m must be kept between people
- All employees should be diligent in practicing regular effective handwashing procedures and/or using sanitizer ($\geq 60\%$ isopropyl alcohol or ethanol).
- If employee needs to sneeze or cough, this needs to be done into elbows, as posted. If sneezes or coughs may be infection-related (e.g., due to feeling unwell and not due to something lodged in throat), employee must immediately report to supervisor and first aid attendant on duty for further instructions.

7.8 Break Areas & CONTROL MEASURES

- Pacific Bolt has established, and posted, an occupancy limit on each break area.
- After touching common surfaces, such as microwave buttons or coffee maker handle, spray and wipe surface.

7.9 WASHROOMS

- Staff must always wash hands with every visit, in accordance with posted instructions.

7.10 BOARDROOM

- Meetings should only be held if necessary
- All staff in boardroom must maintain a ≥ 2 m distance from each other
- No visitors or guests unless necessary
- After using boardroom, staff must sanitize their seating area, and other surfaces that may have been touched, such as computer mouse and boardroom telephone ➤ The occupancy limit is six in the large boardroom

7.11 FIRST AID ROOM

- Follow posted revised hands-only CPR procedures for COVID19 pandemic:
 - ◆ chest compressions only
 - ◆ no rescue breaths
 - ◆ FAA to not place ear and cheek close to patient's mouth to listen or feel for breathing – observe chest for breathing only
- Follow posted revised procedures for first aid attendants:
 - ◆ keep ≥ 2 m distance when possible
 - ◆ provide patient with needed tools and direct patient to self-treat from distance
 - ◆ if closer attention to patient is required, face shield and mask or eye protection and mask
 - ◆ sanitize all equipment with 60% isopropyl alcohol or soap/water afterwards

8. COVID-19 RISK ASSESSMENT & CONTROL MEASURES

AREA	EXPOSURE ROUTES	RISK LEVEL	CONTROL MEASURES IN PLACE
UPPER OFFICES	Airborne Contact		<ul style="list-style-type: none"> • Cleaning Schedule • Physical barriers in areas where distancing is not possible • Hand sanitizer in accessible areas in each room • Occupancy Limits posted for low occupancy rooms • Masks required outside of personal areas
BATHROOMS	Airborne Contact		<ul style="list-style-type: none"> • Cleaning Schedule • Limited Capacity • Hand washing/cleaning practices signs posted • Masks Required
DINING AREA	Airborne Contact		<ul style="list-style-type: none"> • Cleaning Schedule • Limited Capacity • Masks Required
BOARD ROOMS	Airborne Contact		<ul style="list-style-type: none"> • Limited Capacity • Masks Required
BREAK ROOMS	Airborne Contact		<ul style="list-style-type: none"> • Limited Capacity • Masks Required
CHANGING AREAS	Airborne Contact		<ul style="list-style-type: none"> • Limited Capacity
SHOP FLOOR	Airborne Contact		<ul style="list-style-type: none"> •

9. WORKER EDUCATION

- ✦ Workers will be informed how to keep themselves safe while at work and provided with new work policies.
- ✦ All workers have received the policies for staying at home when sick.
- ✦ Signage has been posted throughout the facility, including occupancy limits and effective hygiene practices.
- ✦ Signage has been posted at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- ✦ Supervisors will be informed that they must monitor workers and the workplace to ensure policies and procedures are being followed.

10. WORKPLACE MONITORING

- ✦ All Staff will work together to monitor risks and create a safer workplace.
- ✦ If new areas of concern are identified, reported or if control measures are not working, policies and procedures will be updated.
- ✦ Workers will promptly report any symptoms of COVID-19 to their manager or supervisor and the first aid attendant on duty.
- ✦ Pacific Bolt will keep records of any exposures, including first aid records