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COVID-19 Workspace Safety Plan

Facility Location	Green College Dining Society – Graham House (Kitchen and Servery)
Proposed Re-opening Date	6201 Cecil Green Park Road
Workspace Location	September 1 2020
	Graham House

Introduction to Your Operation

1. Scope and Rationale for Opening

The Green College Dining Society (GCDS) operates a kitchen which provides meal services to residents of Green College. (Approximately 50 people) This Safety Plan describes the resumption of meal services to the students, including a description of proposed plans for kitchen operations during Covid-19. We are resuming operations due to the start of the Fall semester at UBC.

Section #1 – Regulatory Context

2. Federal Guidance

- [Government of Canada: “Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19”](#)

3. Provincial, Professional, and Industry Sector-Specific Guidance

- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)

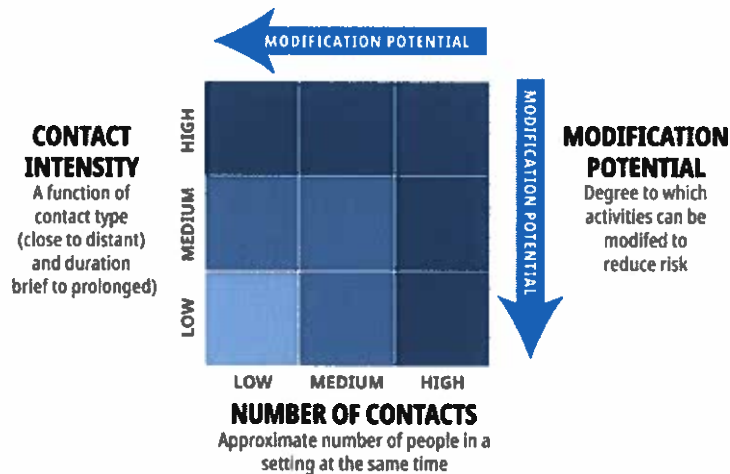
4. Worksafe BC and other Guidance

- [COVID-19 and returning to safe operation – Phase 2](#)
- [Worksafe COVID-19 Safety Plan](#)
- [Worksafe: Restaurants, cafes, pubs, and nightclubs: protocols for returning to operation](#)
- [Worksafe: Designing Effective Barriers](#)
- [Worksafe: Entry Check for Workers](#)
- [Worksafe: Entry Check for Visitors](#)

Section #2 - Risk Assessment

The following risk assessment approach was used to determine activity level risk by identifying both contact intensity and contact numbers, as defined below:

1. What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
2. What is the number of contacts in your setting – the number of people present in the setting at the same time? As a result of the mass gatherings order, over 50 will fall into the high risk.



One or more steps under the following controls can be taken to further reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection

5. Contact Density and Number (proposed COVID-19 Operations)

- Contact density – occupancy of the kitchen will be limited to 3 people. Normal occupancy of the kitchen is 5 staff.

- The activities taking place involve food preparation, cooking, dishwashing, cleaning, sanitizing, filling take-out containers, and serving residents take out containers in the Servery with the implementation of physical barriers.
- The occasional delivery driver will also be present.
- This number of individuals allows for physical separation of 2 meters/6 feet to be maintained throughout the work day.
- Occupancy of the Servery will be limited to two kitchen staff and one resident at a time will enter to pick up their take out meal tray and then exit, prior to the entry of the next resident. Residents will line up outside of the Servery door standing two meters – six feet apart.

The GCDS operates a typical industrial kitchen, with a separate office with doors for management – administrative work. The areas consist of prep area, cooking area, walk in freezer, walk in fridge, dry goods storage and dishwashing area. Entry is through locked doors, and the three employees each have their own key. There are elevators up to the Servery which is located on the second floor of Graham House. Elevator usage will be restricted to one occupant at a time.

Washrooms are located outside of the kitchen and restricted to single person usage. Signage will be posted notifying occupants of required handwashing protocols.

Surfaces, equipment touched most often include all of the common food preparation areas, the stove and dishwasher. Also elevator buttons, light switches and door handles. Servery counter space.

6. Employee Input/Involvement

Detail how you have met the MANDATORY requirement to involve frontline workers, in identifying risks and protocols as part of this plan

This plan was developed collaboratively by the Executive Chef, the Sous-Chef and the First Cook. The initial draft was discussed at a meeting of all staff which took place on August 31st. The plan will be posted in the kitchen on the message board. Any changes to the plan will be developed by all staff in collaboration and an amended document will be posted on the message board. Staff will be encouraged to discuss any questions, concerns or suggestions with the Executive Chef. If staff request, a member of the GCDS Personnel Committee will be consulted.

7. Worker Health

Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees

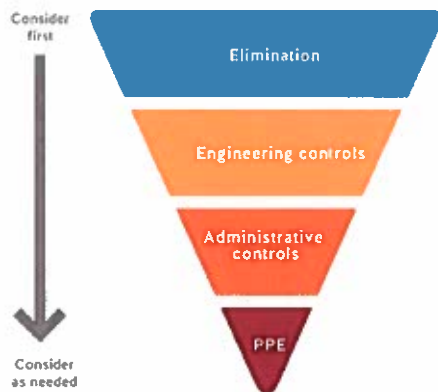
All kitchen staff will be reminded of Workplace Health measures and supports available to them by way of regular discussions with the Executive Chef and supported by signage where appropriate. They will be directed to [WorkSafe BC](#), and where applicable, UBC's [Safety and Risk Services website](#) for additional information.

8. Plan Publication

The final plan will be posted publicly on the kitchen message board. A digital copy will be published on the gcdining.ca website.

Section #3 – Hazard Elimination or Physical Distancing

Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. Our goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.



The following general practices will be followed:

- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
- Staff are aware not to touch their eyes/nose/mouth with unwashed hands

- When they sneeze or cough, staff must cover their mouth and nose with a disposable tissue or the crease of their elbow, and then wash their hands
- All staff are aware of proper handwashing and sanitizing procedures for their workspace
- Large events/gatherings (> 50 people in a single space) will not take place.
- All staff wearing non-medical masks will be made aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19.

9. Work from Home/Remote Work

Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible

- It is not feasible for staff to work from home due to the nature of the operation.

10. Work Schedule Changes/Creation of Work Crews

Shifts will be limited to six hours, 1:00 pm. – 7:00 pm. Monday – Friday. Food service will be limited to provision of two meals served once a day to all Resident Members living at the College. Dinner will be provided in single use take out containers with disposable cutlery. Residents will be provided with a next-morning breakfast meal at the same time that they pick up their dinners.

11. Spatial Analysis: Occupancy limits, traffic flows, and (2m) distancing

Kitchen occupancy will be limited to three persons. Elevator and washroom usage will be restricted to single person occupancy with signage posted. Walk-in freezer, fridge and dry storage will be limited to single occupancy. Given the nature of the kitchen operation, traffic flow will not be strictly regulated. Staff will maintain physical distancing by working in separate sections of the kitchen space and by yielding to oncoming traffic in the hallway spaces. Occupancy of office space will be restricted to two persons. Access to the kitchen area will be restricted to staff and to delivery agents with signage posted at all entry doors and at the elevator. Delivery agents will arrive and depart at separate times. A staging area for unpacking deliveries will be created in the kitchen, near the walk-in fridge.

Staff occupancy of the Servery will be limited to two persons. Residents collecting their take out meal containers will be required to line up outside the door to the Servery and enter and exit one at a time. Take out containers and cutlery will all be single use and disposable.

Enhanced cleaning protocols will be implemented (see below, Cleaning and Hygiene)

Staff will be supplied with and encouraged to use non-medical masks for restaurant workers. They will be advised of the limitations on the efficacy of non-medical masks and instructed on their use. They will be directed to the [Government of Canada website for use of non-medical masks](#)

12. Transportation

Detail how you are able to (or not) apply any vehicle usage guidelines

Not applicable – no company vehicles

13. Worker Screening

Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised

- Entry door signage will prohibit entry to anyone meeting any of the above three criteria. Signage will be obtained from Worksafe BC as per below.
- [Worksafe: Entry Check for Workers](#)
- [Worksafe: Entry Check for Visitors](#)

14. Prohibited Worker Tracking

Describe how you will track and communicate with workers who meet categories above for worker screenings

The Executive Chef will keep a log of any personnel who answer positively to the screening questions, recording name, date, and screening trigger.

Section #4 – Engineering Controls

15. Cleaning and Hygiene, Equipment Sanitation

Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by departmental staff.

The GCDS will supply non-medical restaurant staff masks to staff as well as disinfectant and sanitizer. Soap will be located at all sinks, as well as notices pertaining to proper handwashing.

Staff are all trained in restaurant safety and hygiene. All staff will be equally responsible for

ensuring that cleaning and hygiene and well as trash removal protocols are followed.

Disinfectant / sanitizer/ disinfectant wipes will be located at the front entrance and at the rear of the kitchen, as well as in the Servery. Soap will be available at all sinks. Staff will be directed to refer to the [cleaning and disinfecting public spaces during COVID-19](#).

Handwashing: Proper handwashing instructions will be posted at all sinks. Staff will wash hands before and after leaving the kitchen. Staff will wash hands before and after using any in place equipment.

A complete kitchen cleaning and sanitizing including mopping of floor will occur at mid-shift (approximately 3:30 pm) and at end of shift. The Servery will be cleaned and sanitized before and after use, including any plexiglass barriers.

Small appliances such as mixers will be cleaned and washed between uses. Larger in place shared equipment will be wiped down with sanitizing wipes before and after use.

All food contact surfaces will be cleaned and wiped regularly.

Where possible, staff will use their own high-use tools such as knives.

Handles of all high touch equipment, such as freezer, fridge doors, oven handles, door knobs, elevator buttons and light switches will be wiped down with sanitizing wipes before and after being touched by staff.

Staff are required to wear gloves, and an apron during the complete kitchen cleaning. Gloves will be disposed of after use, and aprons will be put into the kitchen laundry.

16. Partitions or Plexiglass installation

Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

- Plexiglass barriers will be installed in the Servery, with reference to the following guidances:

[Worksafe's "Designing Effective Barriers" guidance](#)

Section #5 – Administrative Controls

17. Communication Strategy for Employees

Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange

- To communicate the risk of exposure in the workplace, all staff will be provided with a hard copy of this Safety Plan, and a copy will be posted on the Kitchen message board. Staff will acknowledge their review and receipt of the Safety Plan (See Section 7)
- As per the article on personal protective equipment, use of non-medical masks will be provided and strongly recommended and staff will be instructed on the limitations of such masks and their proper usage.

18. Training Strategy for Employees

Detail how you will mandate, track and confirm that all employees are trained; further detail how you will confirm employee orientation to your specific safety plan

Staff are required to acknowledge the details safety plan (section 7). The Executive Chef will work closely with staff and will be available to discuss potential changes or improvements to safety. The Executive Chef will train, monitor, and correct activities to ensure safety is maintained for all staff and patrons.

19. Signage

Detail the type of signage you will utilize and how it will be placed

- Signage will be placed on entry doors to the Kitchen to prohibit entry to everyone except authorized staff and Delivery drivers and to remind staff of the requirements for self monitoring and not to enter if experiencing COVID-19 symptoms or if meeting the requirements for quarantine/ self isolation.
- Instructions on hand washing will be placed at the Kitchen and Bathroom sinks.
- Signs will be posted in the Kitchen and the Servery to remind people to adhere to physical distancing guidelines.
- Signage will be obtained from [Worksafe's COVID-19 – Resources](#) website.

20. Emergency Procedures

- Individuals presenting COVID-19 like symptoms will notify the Executive Chef and/or the Green College Assistant Principal. Individuals will be provided with a mask and required to wash their hands, call 811 and self-isolate. The GCDS will defer to provincial health authorities.
- People who are unsure about what they should do should be directed to the [BC Self Assessment tool](#)

21. Monitoring/Updating COVID-19 Safety Plan

Describe how monitor your workplace and update your plans as needed; detail how employees can raise safety concerns

- This plan will remain valid and be updated every six months. Staff may raise any concerns with the Executive Chef or the GCDS Personnel Committee.

22. Addressing Risks from Previous Closure

Describe how you will address re: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment

- If a change to a staff role becomes necessary, training in the new protocols of the job will be included.

Section #6 – Personal Protective Equipment (PPE)

23. Personal Protective Equipment

Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

- PPE is not required
- Staff will be strongly encouraged to wear non-medical masks. The GCDS will supply masks, hand sanitizer and disinfectant.
- Staff will be informed of the risks and limitations of wearing non-medical masks
- Staff who choose to wear a non-medical mask will be required to view the video [“How to wear a non-medical mask or face-covering properly”](#)

Section #7 - Acknowledgement

24. Acknowledgement

Plan must demonstrate approval by the head of operations, confirming: 1) the Safety Plan will



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be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan.

I acknowledge that this Safety Plan has been shared with staff and will be made available online and in hardcopy. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Date

Name: Joseph Collet

Title: Executive Chef

Joseph Collet
 SEAT 1/20

Staff Occupying Workspace

Name	Email	Confirmation of Understanding
Joseph Collet	catering@gcdining.ca	<input checked="" type="checkbox"/> <i>Joseph Collet</i>
Damien Terezakis	kitchen@gcdining.ca	<input type="checkbox"/> <i>Damien Terezakis</i>
Carolina Sartor	kitchen@gcdining.ca	<input type="checkbox"/> <i>Carolina Sartor</i>