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## COVID-19 Workspace Safety Plan

Facility Location	Green College Dining Society – Graham House (Kitchen and Servery)
Plan Revision Date	6201 Cecil Green Park Road
Workspace Location	August 20 2021
	Graham House

### Introduction to Your Operation

1. Scope and Rationale
The Green College Dining Society (GCDS) operates a kitchen which provides meal services to residents of Green College. This Safety Plan covers kitchen operations during Covid-19.

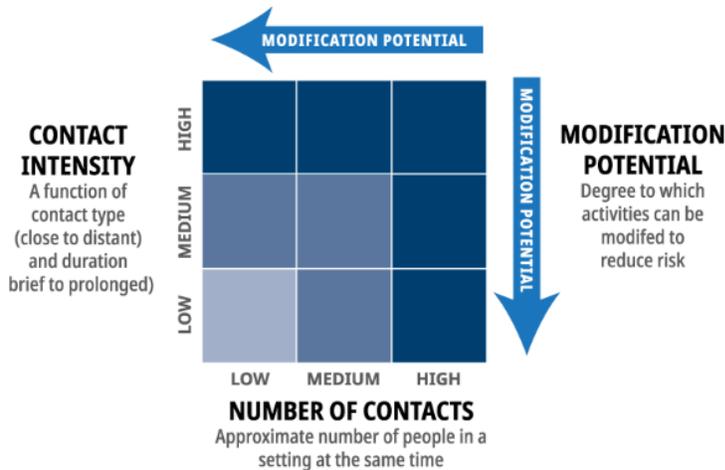
### Section #1 – Regulatory Context

2. Federal Guidance
<ul style="list-style-type: none"><li><a href="#">Government of Canada: “Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19”</a></li></ul>
3. Provincial, Professional, and Industry Sector-Specific Guidance
<ul style="list-style-type: none"><li><a href="#">BC’s Restart: A plan to bring us back together</a></li><li><a href="#">PHO order on restaurants, pubs and bars</a></li><li><a href="#">COVID-19 Return to Campus Guidelines</a></li><li><a href="#">Order of the Provincial Health Officer, Food and Liquor Serving Premises dated June 30, 2021</a></li></ul>
4. UBC Campus, Worksafe BC and other Guidance
<ul style="list-style-type: none"><li><a href="#">Step 3 of BC’s Restart: Communicable disease prevent</a></li><li><a href="#">Worksafe COVID-19 Safety Plan</a></li><li><a href="#">Worksafe: Restaurants, cafes, pubs, and nightclubs: protocols for returning to operation</a></li><li><a href="#">Worksafe: Entry Check for Workers</a></li><li><a href="#">Worksafe: Entry Check for Visitors</a></li><li><a href="#">UBC COVID-19 Campus Rules</a></li><li><a href="#">Green College COVID-19 Rules</a></li></ul>

## 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)

- The GCDS employs only three regular staff members, with occasional part-time help.
- 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 appropriate safety measures to keep social distancing.
- The occasional delivery person 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 where there is the greatest number and risk of contact will be limited to four persons. See Appendix A for Servery serving procedures.

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 employees each have their own key. There are elevators up to the Servery which is located on the second floor of Graham House. Elevator occupancy is restricted by Green College.

Washrooms are located outside of the kitchen and are restricted by Green College.

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 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

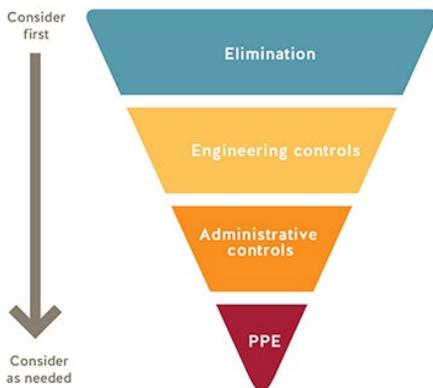
All kitchen staff will be reminded of Workplace Health measures and supports available to them by way of regular discussions with the Executive Chef and supported by signage where appropriate. They will be directed to [WorkSafe BC](#), and where applicable, UBC's [Safety and Risk Services website](#)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



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- Green College is bound by any Provincial Health Orders restricting the size of gatherings for catering functions and events, which in turn restricts the opportunities for the GCDS. The GCDS is exempted from Food and Liquor Premises re: occupancy and other restrictions as a school cafeteria/cafeteria for residents attending educational institutions.
- 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**

The GCDS kitchen employs very few people and has limited capacity to set recurring work crews.

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

Kitchen occupancy will be limited to **four** persons. Elevator and washroom usage will be restricted per Green College's safety plan. Walk-in freezer, fridge and dry storage will be limited to one at a time. 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 shared 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. A staging area for unpacking deliveries will be created in the kitchen, near the walk-in fridge.

See Appendix A for Servery rules.

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

Staff will be supplied with non-medical masks to be worn at their discretion when interacting with all members of the public (e.g. when dispensing meals in the Servery and receiving goods)



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from suppliers). Staff 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 record a sick day for the employee and triage any work requirements by adjusting shifts of remaining staff. The staff member who answered positively will be asked to take a COVID-19 test. Staff will be made aware that one staff member has answered positively but has not yet tested positive for COVID and will be reminded of the daily worker health assessments in the interim period. The Executive Chef will consider possibilities of COVID-19 transmission among remaining staff and patrons and take discretionary actions to remedy the situation.

**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 masks to staff and provide access to disinfectant and sanitizer. Soap will be located at all sinks, as well as notices pertaining to proper handwashing.



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Staff are all trained in restaurant safety and hygiene for FoodSafe. All staff will be equally responsible for ensuring that cleaning and hygiene and well as trash removal protocols are followed.

There are sinks located at the front entrance and at the rear of the kitchen. Hand sanitizer is provided at the entrance to 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.

Kitchen cleaning and sanitizing including mopping of floor will occur throughout the shift. The Servery will be cleaned and sanitized before and after use.

Small appliances such as mixers will be cleaned and washed between uses. Larger in place shared equipment will be wiped down 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, will be wiped down at the start of each shift.

Staff are required to wear gloves during the complete kitchen cleaning. Gloves will be disposed of after use.

#### **16. Partitions or Plexiglass installation**

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

- Staff will use tables and other barriers to promote physical distancing. Plexiglass partitions are not considered necessary with other physical mitigations in place in creating distance and limiting occupancy.

[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. 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 remind staff and visitors 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 supporting mask and 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.

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

- The kitchen is a private space and is not open to the public. Contact in the kitchen is limited to employees and occasional visitors on GCDS business
- Non-medical masks will be required for all patrons and staff when in the Servery, and in the dining spaces during a meal service when not eating.
- Non-medical masks are recommended but not required elsewhere unless otherwise required by the Green College facility.
- The GCDS will keep a stock of masks for employees through their suppliers
- 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”](#)



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## Appendix A – Servery Rules

- No person may enter who
  - has travelled outside of Canada within the last 14 days,
  - is presenting symptoms of fever, chills, new or worsening cough, shortening of breath, new muscle aches or headache, or sore throat, or
  - is a close contact of someone who has tested positive for COVID-19
- All persons in the Servery – patrons and staff, must wear a mask
- All persons entering the Servery must sanitize their hands
- Windows and doors must be propped open during the distribution for improved ventilation and reduced touching of surfaces
- Occupancy limit for the Servery is set at 4, counting employees and members
- Only one member can be served at a time in the Servery; members may line up outside the Servery and must maintain social distancing
- Pedestrian flows for members will be directionally set; members must enter through the main door and exit out the side door.
- Outside the scope of these rules, it is understood that all members must observe all COVID-19 Safety rules (UBC, SCHS, and Green College) that may apply in Graham House such as pedestrian flows, mask-wearing, social distancing, occupancy limits, hand washing, etc.