



COVID-19 Control and Prevention Policy

Banyan Approved Sources of COVID-19 Information

The following references will be updated regularly and provide current information from reliable sources.

Healthlink BC

<https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19>

BC Center for Disease Control

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19#2219>

WorkSafe BC

<https://www.worksafebc.com/en/about-us/news-events/announcements/2020/January/what-workers-employers-need-to-know-about-coronavirus?origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3Dcoronaviruss%26sort%3Drelevancy%26f%3Alanguage-facet%3D%5BEnglish%5D>

Government of Canada-Travel Advisories and Information - anyone who has recently travelled is asked to self isolate and avoid all public places for 14 days.

<https://travel.gc.ca/travelling/advisories>

<https://travel.gc.ca/travelling/health-safety/travel-health-notices/210>

Vancouver Island Construction Association

<https://www.vicabc.ca/>

British Columbia Regional Council of Carpenters – information for hourly union employees.

<http://bcrc.ca/>

Attached PDF's

CBC-COVID19-Product-List-03132020

COVID-19 Posting (to be posted at all wash/sanitation stations and bulletin boards)

COVID-19 Notice (to be posted around the entire site perimeter fencing)

Worksite Entry Questionnaire

Banyan Daily COVID-19 Site Inspection

Please watch for updates from Dr. Bonnie Henry the Provincial Health Officer for BC.

Employee Benefit Entitlement

Salary Employees – Please contact Kristin

Hourly non-union employees – Please contact Kristin

Hourly union employees – Please refer to the union website for detailed information



Hazard Recognition

BC Centre for Disease Control emphasizes that, while the novel coronavirus, COVID-19 poses a potentially serious public health threat, the risk to individuals is dependent on exposure.

How does COVID-19 Spread?

Although the ongoing outbreak likely resulted originally from people who were exposed to infected animals, COVID-19, like other coronaviruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to BC Centre for Disease Control, spread from person-to-person is most likely among *close contacts**. Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It's currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

Given what has occurred previously with respiratory diseases such as MERS and SARS that are caused by other coronaviruses, it is likely that some person-to-person spread will continue to occur.

There is evidence that COVID-19 can spread during the incubation period even when a person does not exhibit symptoms. For this reason, it is imperative that good personal hygiene and social distancing is practiced.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

Workers Who May Have Exposure Risk

Some workers may have exposure to infectious people, including travelers who contracted COVID-19 and those encountered in the community that may be ill.

Identifying Potential Sources of Exposure

In assessing potential hazards, Banyan supervisors should consider whether or not their workers may have had an encounter with someone infected with COVID-19. Supervisors should also determine if workers could be exposed to environments or materials contaminated with the virus.

Supervisors may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel, in order to help identify exposure risks for workers and implement appropriate control measures.

Primary symptoms that may appear **2-14 days after exposure**:

- Fever
- Cough
- Shortness of breath
- Muscle/ joint pain
- Alternation to smell/ taste
- Sneezing/ Congestion (not seasonal allergies)
- Gastrointestinal illness
- Unexplained fatigue
- Sore throat



Emergency warning signs for COVID-19 requiring immediate medical attention may include**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

***This list is not all inclusive. Please consult a medical provider for any other symptoms that are concerning.*

Control and Prevention

Measures for protecting workers from exposure to, and infection with, the novel coronavirus, COVID-19 depend on the type of work being performed and exposure risk, including potential for interaction with infectious people and contamination of the work environment. Banyan should adapt infection control strategies based on a thorough **Hazard Recognition** (see above) using appropriate combinations of engineering and administrative controls, safe work practices, and personal protective equipment (PPE) to prevent worker exposures. Some WorkSafeBC standards that apply to preventing occupational exposure to COVID-19 also require supervisors to train workers on elements of infection prevention, including PPE.

Banyan has developed this interim guidance to help prevent worker exposure to COVID-19. Please also refer to all links and associated documents on page 1 of this handout for guidance and information.



Regardless of specific exposure risks, following good hand hygiene practices can help workers stay healthy year-round.

General guidance for all Banyan employees

Masks are mandatory at all Banyan Sites.

For all workers, regardless of specific exposure risks, it is always a good practice to:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled. Please refer to the following link for detailed instructions on how to properly wash your hands.
<https://www.healthlinkbc.ca/healthlinkbc-files/hand-washing>
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Maintain social distancing including avoiding *close contact** with others, travel and group settings.



General guidance for disinfecting and environmental decontamination

At this time, there is no evidence that the COVID-19 is spread through environmental exposures, such as coming into contact with contaminated surfaces; however, we should thoroughly clean all potentially exposed surfaces as a precaution.

Because the transmissibility of COVID-19 from contaminated environmental surfaces and objects is not fully understood, employees should carefully evaluate whether or not work areas occupied by people suspected to have virus may have been contaminated and whether or not they need to be decontaminated in response.

- Commonly used cleaners and disinfectants are effective against COVID-19 (see attached CBC-COVID19-Product-List).
- Do not use compressed air or water sprays to clean potentially contaminated surfaces, as these techniques may aerosolize infectious material. Light misting is acceptable provided it is low pressure.
- Workers who conduct cleaning tasks must be protected from exposure.
- Frequently touched surfaces are most likely to be contaminated.
- Use only disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.
- Check the expiry date of products you use and always follow manufacturer's instructions.
- In addition to routine cleaning, surfaces that have frequent contact with hands should be cleaned and disinfected twice per day and when visibly dirty. This includes keyboards, hand tools, doorknobs, railings etc.
- Where possible, use pre-mixed solution.
- Read and follow manufacturer's instructions to:
 - properly prepare solution.
 - allow adequate contact time for disinfectant to kill germs (see product label).
 - wear gloves when handling cleaning products including wipes.
 - wear any other personal protective equipment recommended by the manufacturer.



Banyan's infection prevention recommendations follow the hierarchy



of controls, including using engineering and administrative controls and safe work practices to protect workers from exposure to COVID-19.

Interim guidance regarding COVID-19

All employees have the right to refuse work if they do not feel safe or comfortable.

Banyan has developed this interim guidance for supervisors and employees to plan for and respond to COVID-19. The interim guidance is intended to help prevent workplace exposures to acute respiratory illnesses, including COVID-19. The guidance also addresses considerations that may help workers prepare for more widespread, community outbreaks of COVID-19.

Interim guidance for Banyan employees and employers of workers unlikely to have occupational exposures to COVID-19

To limit the possibility of transmission, all sites will reduce their workforce to the minimum required to maintain operations.

- Masks are mandatory on all Banyan Sites
- Employees whose presence is not essential in the office or on site will work remotely from home.
- All persons must properly wash their hands immediately upon arrival and departing the site or office.
- With the exception being an evacuation emergency, all persons must follow the direction of posted signage and pedestrian traffic flow instructions. For example, only utilize the assigned stairwell for going up when ascending the building and the assigned stairwell for going down when descending the building.
- Complete Banyan Daily COVID-19 Site Inspection.
- All persons must complete a mandatory **Worksite Entry Questionnaire** prior to commencing work. Answering YES to any question will deem that individual not cleared and prohibited from entry to the site or office. If cleared for work, a **Health Check** decal will be issued that must be displayed on their hard hat.
- Prior to work commencement, daily morning meetings will be held outdoors implementing social distancing and include all parties on site. Discussion will include daily work activities, COVID-19 polices, worker concerns and immediate action items.
- Delivery persons must call in advance and will not be permitted into the office or site fence perimeters.
- Deliveries will be acknowledged by receiver name in place of signatures.
- Only essential visitors are allowed in the office or on site. Visitors must call in advance and arrange visitations.
- Assign an individual whose primary responsibility is to ensure daily surface and hand tool decontamination is ongoing, hand wash/sanitation stations are maintained, consumables inventory is replenished, and signage remains posted throughout.
- Maintain social distancing and wash hands frequently.
- Avoid travel and group settings.

Banyan employees should remain aware of the evolving outbreak situation. Changes in outbreak conditions may warrant additional precautions not currently highlighted in this guidance.



Interim guidance for Banyan employees and employers of workers with potential exposure to COVID-19

As discussed on the [Hazard Recognition \(see above\)](#), supervisors should assess the hazards to which their workers may be exposed; evaluate the risk of exposure; and select, implement, and ensure workers use controls to prevent exposure. Control measures may include a combination of engineering and administrative controls, safe work practices, and PPE.

Identify and Isolate Suspected Cases

In all workplaces where exposure to the COVID-19 may occur, prompt identification and isolation of potentially infectious individuals is a critical first step in protecting workers, visitors, and others at the worksite.

- Immediately isolate people suspected of having COVID-19. For example, move potentially infectious people to a location away from workers, and other visitors.
- Take steps to limit spread of the person's infectious respiratory secretions, including by providing them a facemask and asking them to wear it, if they can tolerate doing so. Note: A surgical mask on a patient or other sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).
- Restrict personnel entering isolation areas where a person exhibiting symptoms has been until the area has been cleaned.
- Protect workers in *close contact** with the sick person by using additional engineering and administrative control, safe work practices and PPE. Clean all areas where that person has been with an approved cleaning agent. The person performing the cleaning should use PPE. Pay particular attention to commonly touched objects such as doorknobs, railings, coffee pots, faucets etc. Refer to [Control and Prevention \(see above\)](#).
- Any persons feeling sick or exhibiting symptoms showing signs of illness is considered potentially exposed. They should be immediately sent home to self isolate and seek medical advice through their family physician or calling 811.
- Any persons not showing signs of illness but has been in *close contact** with a sick person, someone that has travelled within the last 14 days, or someone that has been exposed to COVID-19, will be considered potentially exposed and sent home to self isolate and seek medical advice through their family physician or calling 811.
- Pay cheques will be mailed and ROE's electronically submitted and mailed.
- Workers that were sick and requesting to come back must follow the "Banyan Illness Guidelines" to determine ability to return to work.



Worker Training

Train all workers with reasonably anticipated occupational exposure to COVID-19 (as described in this document) about the sources of exposure to the virus, the hazards associated with that exposure, and appropriate workplace protocols in place to prevent or reduce the likelihood of exposure.

Workers required to use PPE must be trained. This training includes when to use PPE; what PPE is necessary; how to properly don (put on), use, and doff (take off) PPE; how to properly dispose of or disinfect, inspect for damage, and maintain PPE; and the limitations of PPE. Applicable standards include the WorkSafeBC PPE for Eye and Face Protection, Hand Protection, and Respiratory Protection standards. The WorkSafeBC website offers further information on respiratory protection.

WorkSafeBC's Personal Protective Equipment and Health Topics page <https://www.worksafebc.com/en/health-safety/tools-machinery-equipment/personal-protective-equipment-ppe> also provides information on training in the use of PPE.

Banyan defines "close contact**" as being about two (2) meters (approximately six (6) feet) from an infected person or within the room or care area of an infected person for a prolonged period while not wearing recommended PPE. Close contact also includes instances where there is direct contact with infectious secretions while not wearing recommended PPE.*