

COVID – 19

Health & Safety Plan



FORMASHAPE
COMPOSITES

FormaShape Composites COVID-19 Safety Plan

1. Purpose:

The FormaShape Covid-19 Safety Plan is a document that sets our policies and procedures to reduce the risk of transmission of Covid-19 and maintain a safe and healthy environment for staff, clients, suppliers, and visitors.

2. Scope:

This document implements key infection prevention and control practices, as well as actions to take if a visitor or staff member develops symptoms of Covid-19. These practices apply to all activities and people related to FormaShape in conjunction with Work Safe BC guidelines. The measures this plan implements are in addition to other health and safety policies and practices already in place. The Safety Plan may be revised at any time in order to improve its effectiveness or in response to directives from a Public Health Officer or Work Safe BC.

3. Responsibilities:

1) Management

- a) Establish a procedure to solicit input and feedback regarding FormaShape COVID-19 Safety Plan from staff, and committee members.
- b) Communicate the Safety Plan to staff with an emphasis on recognizing the difficulty some may have with the significant changes happening.
- c) Ensure staff are trained regarding the Safety Plan.
- d) Ensure the plant is set up with new safety changes. This includes proper signage, physical distancing set up, cleaning schedule and training for cleaners, supplies for disinfecting and hand sanitizing, and setting and posting maximum capacity signage where appropriate.
- e) Monitor the effectiveness of the Safety Plan and the adherence to the practices implemented. Make changes as required.
- f) Ensure designated first aid attendants are trained on and following Work Safe BC OFAA protocols during the COVID-19 pandemic. (<https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en>)

2) Staff

- a) Learn and follow the COVID-19 Safety Plan. Seek clarification if needed.
- b) Provide input and feedback regarding the Safety Plan to management. The aim is continuous improvement.
- c) Ensure your work cell is set up and organized to comply with all physical distancing measures and safety protocols.

4. General Health and Safety Guidelines:

Physical Distancing and Minimizing Physical Contact

Physical distancing is an important practice in preventing the spread of COVID-19. Employees will ensure they are two meters apart from other employees. If you cannot predict whether you can maintain the social / physical distancing requirements (i.e. two-meter distance), then a face mask, face shield, respirator or other facial covering may be required. Meeting rooms and offices will have signs on the door indicating the maximum capacity for that room. Chairs will be spaced out to match social distancing

- Note: In certain areas where congestion is high, Plexiglas shields may be installed.

Hand Hygiene

Washing hands with soap and water is recommended, as the mechanical action of washing hands is effective at removing visible soil as well as microbes. In addition, alcohol-based sanitizers containing at least 70% alcohol have been distributed among the plant. If hands are visibly soiled, alcohol-based hand sanitizers may not be effective at eliminating respiratory viruses.

Stay Home When Sick

All staff who have symptoms of COVID-19 OR travelled outside Canada in the last 14 days OR were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate. Out of town visitors will be screened for symptoms of COVID-19 (see Appendix A).

Respiratory Etiquette

Cough or sneeze into your elbow sleeve or a tissue. Throw away used tissues and immediately perform hand hygiene. Refrain from touching eyes, nose or mouth with unwashed hands. Refrain from sharing any food, drinks, unwashed utensils

Sanitation Measures

Enhanced cleaning and disinfecting of common areas will be conducted on a regular basis by the professional cleaning staff. Daily cleaning and disinfecting of production work cells & equipment will be conducted by employees. Please remember to regularly disinfect areas you work on and eat at (in the kitchen, lunch space)

For Individuals at Higher Risk

Additional consideration is provided for anyone at risk of a more severe illness. The factors include age, compromised immune systems, and underlying chronic medical conditions. Depending on the assessed risk, additional precautions may be warranted to be implemented over the medium term (several months).

Signage

Signage has been used in the workplace to identify new policies, promote good hygiene practices and set the expectation for social distancing. (See Appendix B)

5. Isolation & Testing Protocol

In the event an employee exhibits symptom of COVID-19 or there is a confirmed case in the workplace efforts will be made to prevent the recurrence of exposure:

- The employee must immediately put on a face mask and gloves, and report the symptoms to his/her supervisor
 - Contact your health care provider or call 8-1-1
 - Follow direction from health care regarding self-isolation and/or testing
- Supervisor investigates and attempts to establish whether their exposure to COVID-19 was in the workplace or not
- Like all other investigation's, confidentiality is critical, and names and details of staff should not be disclosed
- Supervisor and all staff involved in the investigation must also wear a face mask and disposable gloves
- A close contact list is created and notify identified employees immediately and asked to follow directions from interior health, which may be to get tested, monitor for symptoms, and self-isolate
- Everyone on that close contact list may be asked to not return to the workplace without a medical clearance
- Any staff asked to isolate should go home or to a treatment center in their own vehicle, not by public transit
- An enhanced cleaning and disinfection of the work area and common areas the infected may have visited while in the workplace would take place
- Any staff involved in cleaning and disinfecting work areas must wear face masks and disposable gloves

6. [Appendix:](#)

A. **COVID – 19 HEALTH ASSESSMENT:**

Are you experiencing any of the following?

- Severe difficulty breathing (e.g. struggling to breathe or speaking in single words)
- Severe chest pain
- Having a very hard time waking up
- Feeling confused
- Losing consciousness

Are you experiencing any of the following?

- Mild to moderate shortness of breath
- Inability to lie down because of difficulty breathing
- Chronic health conditions that you are having difficulty managing because of difficulty breathing

Are you experiencing cold, flu or COVID-19-like symptoms, even mild ones?

- ☞ Symptoms include fever, chills, cough or worsening of chronic cough, shortness of breath, sore throat, runny nose, loss of sense of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting, muscle aches.
- ☞ While less common, symptoms can also include stuffy nose, conjunctivitis (pink eye), dizziness, confusion, abdominal pain, skin rashes or discoloration of fingers or toes.
- ☞ **Fever:** Average normal body temperature taken orally is about 37°C. For more on normal body temperature and fevers, see HealthLinkBC's information for [children age 11 and younger](#) and for [people age 12 and older](#).

Have you travelled to any countries outside Canada (including the United States) within the last 14 days?

Did you provide care or have close contact with a person with confirmed COVID-19?

Note: This means you would have been contacted by your health authority's public health team.

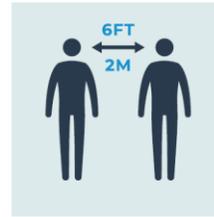
B. COVID – 19 SIGNAGE:



Wash your hands with soap and water or alcohol based hand rub.



Wipe down your work area regularly, including tools and surfaces.



Social Distance



Cover your cough using tissue or inner elbow.

SAFETY FIRST

If you are experiencing flu-like symptoms such as a **fever**, **coughing**, and **shortness of breath**

DO NOT ENTER THE WORKPLACE



Don't touch your eyes, nose or mouth.



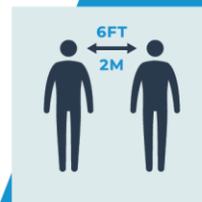
SAFETY FIRST



PLEASE WIPE DOWN YOUR WORK AREA REGULARLY



MAX OCCUPANCY



SOCIAL DISTANCE

